Using the Sharing Cart to move things between courses on the same server.

Sharing Cart is something only available to teachers and it allows you to move items between courses on the same server. You can move activities or resources from your playground course to one of your 'live' courses or between 'live' courses.

- 1. Go to the Gear on the upper right side and Turn Editing On. You do this to make anything happen with Moodle, anyway.
- Look at the tiles on the left side of your screen that have Grades, General, and the weeks of your class. Scroll all the way down. Below Site Administration, at the very bottom is a tile for <u>Add a Block</u> – click on that. <u>Unless editing is turned on, this Add a Block tile won't appear</u>.

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3. On the Add a Block Menu, scroll down to the bottom....

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4. Click on the Sharing Cart tile.

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5. On the lower right side, a <u>block appears for Sharing Cart</u>.

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6. Click on the Edit link across from an activity or resource that you want to move. It can be an assignment or a quiz.

At the bottom of the menu that pops up is a link for **Copy to Sharing Cart**. Click on that link.



7. Click on OK.



8. Navigate to the course that you want to move this activity to. Repeat steps 1-5 to add the Sharing Cart to the class where you are moving the resource or activity to. You'll notice that the resource that you've copied appears in the Sharing Cart.

Notice the icons next to this second Sharing Cart block on the course where things are being moved to. The Arrow will allow you to move the activity into a folder. The next icon will let you move an activity or resource. The X icon, as you might expect, deletes your copied activity in this copied state but not on your original course. The final icon will Copy it to your Course.



Click on Copy to Course. It looks similar to a download icon looks like in other places.

9. Notice the arrow and dotted line icons that appear through out the weeks (or topics) that you have used to arrange your course. **Pick the one that is under the week (or topic) that you want to move it to**.

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10. And there it is.

<u>It is a good idea to go through the settings of activities that you move</u> – assignments, quizzes, fora, etc. – to make sure that the settings are correct. Better safe than sorry.

Word to the wise: If you move an activity that is hidden in one class it is NOT automatically hidden in the class that you move it into, so move fast and hide it.

(If you haven't done this before, you can hide or show activities or resources by clicking on the Edit link across from that activity and clicking on Hide or Show in the menu. You can also Hide or Show entire weeks)

