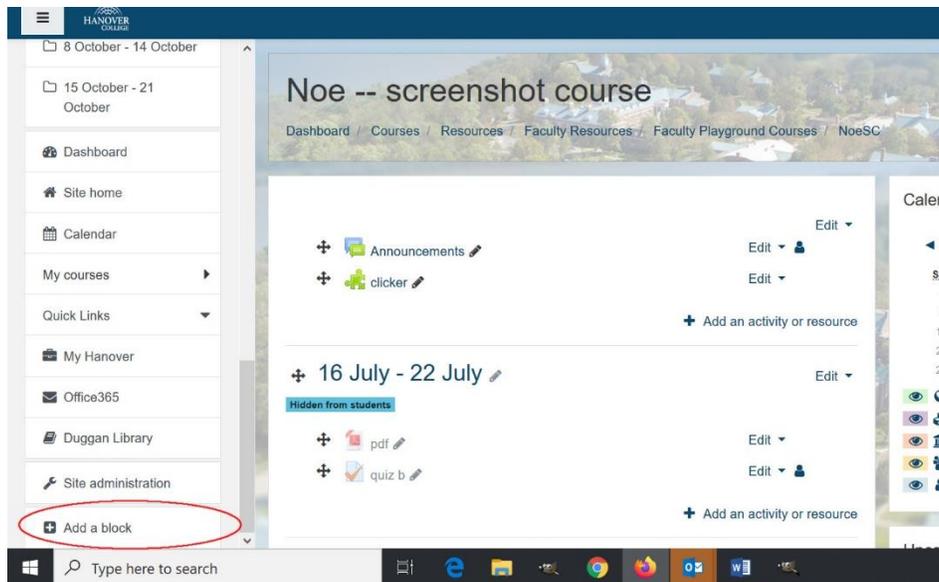


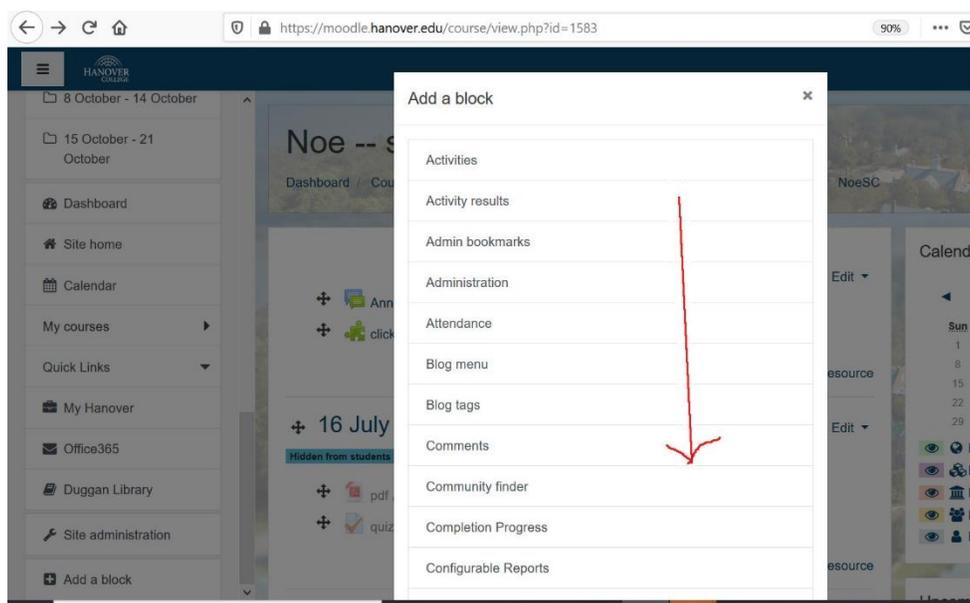
Using the Sharing Cart to move things between courses on the same server.

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.

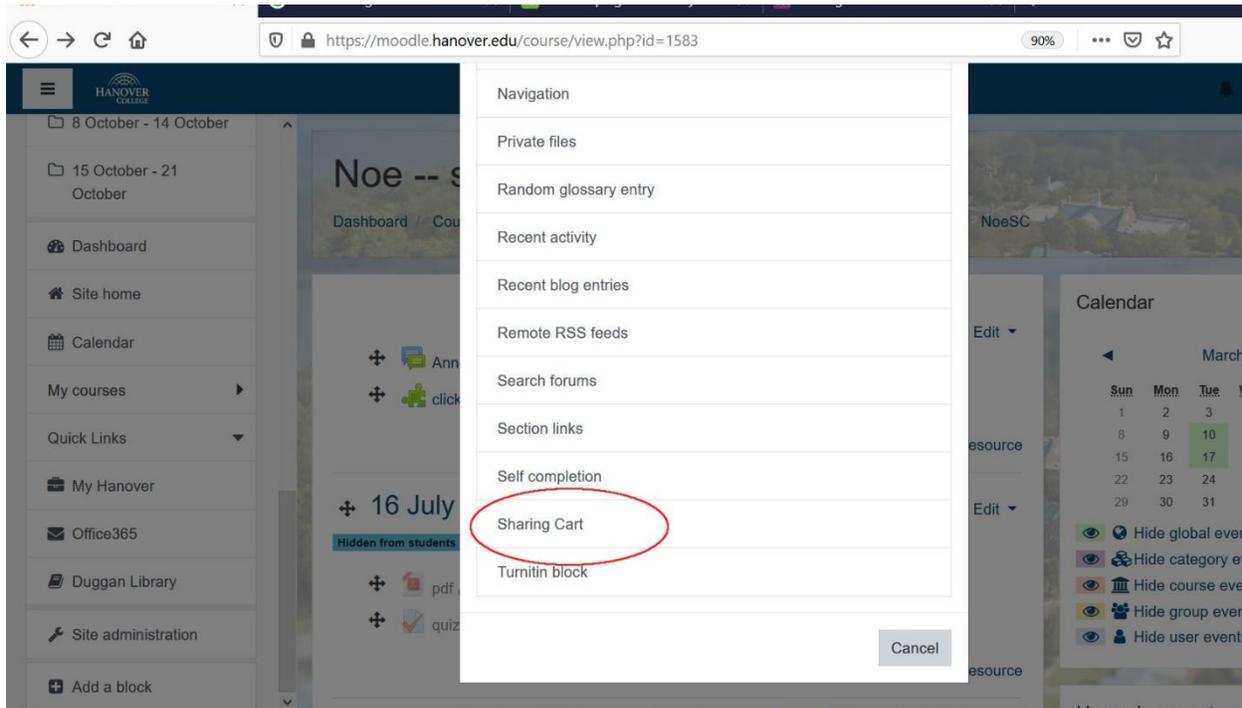
1. **Go to the Gear** on the upper right side and **Turn Editing On**. You do this to make anything happen with Moodle, anyway.
2. Look at the tiles on the left side of your screen that have Grades, General, and the weeks of your class. Scroll all the way down. Below Site Administration, at the very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



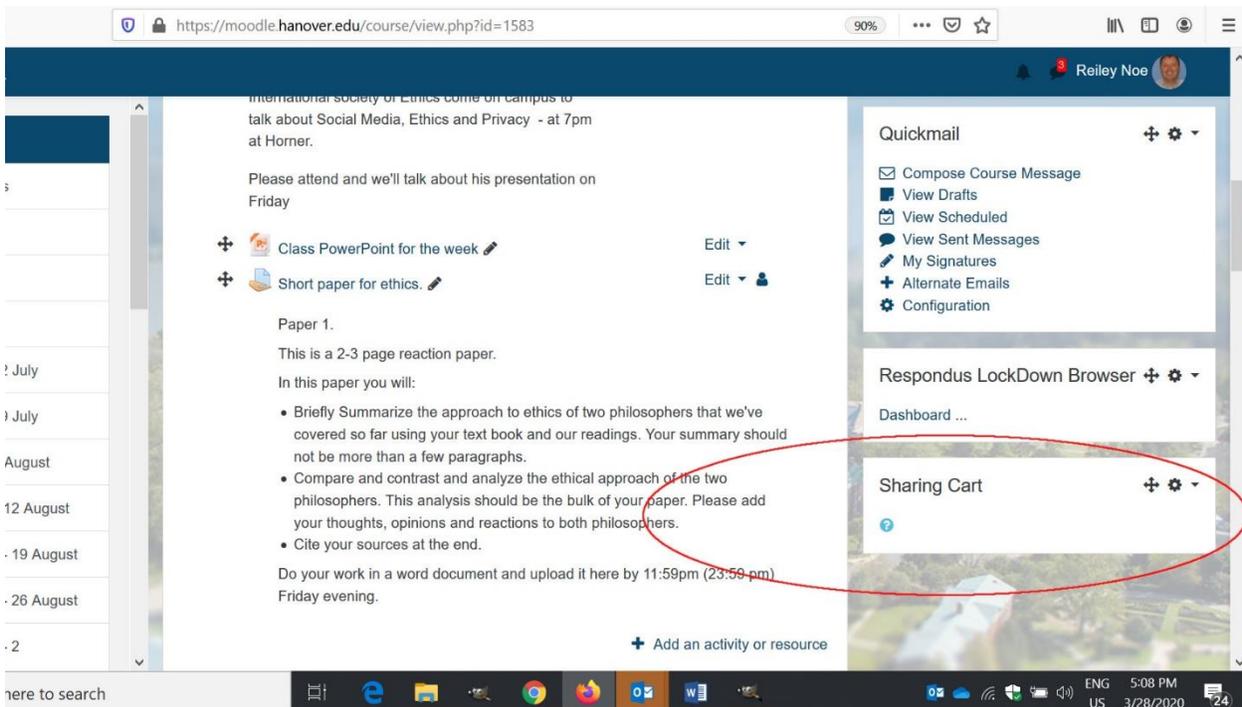
3. On the Add a Block Menu, **scroll down** to the bottom....



4. Click on the **Sharing Cart** tile.

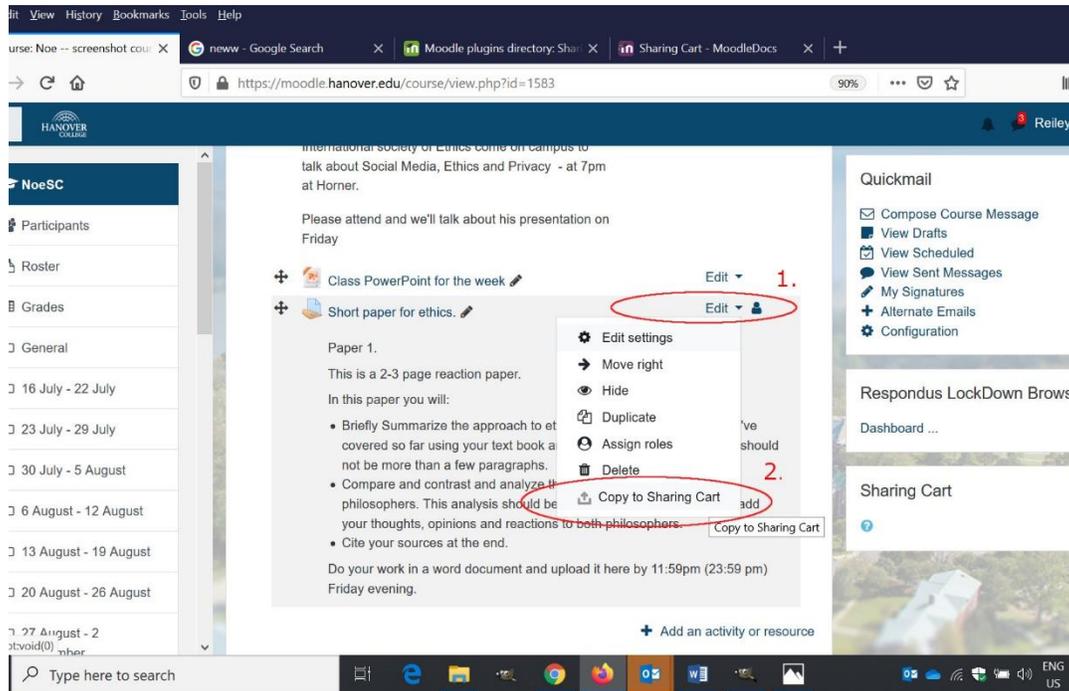


5. On the lower right side, a block appears for Sharing Cart.

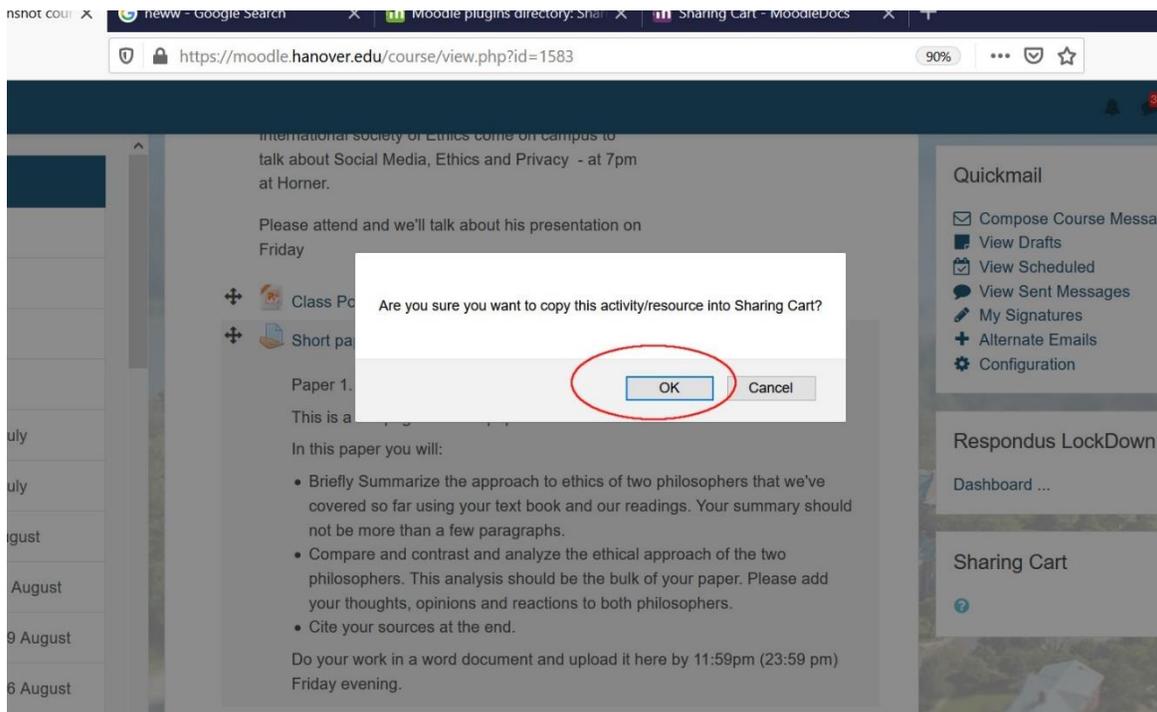


6. **Click on the Edit link across from an activity or resource that you want to move.** It can be an assignment or a quiz.

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



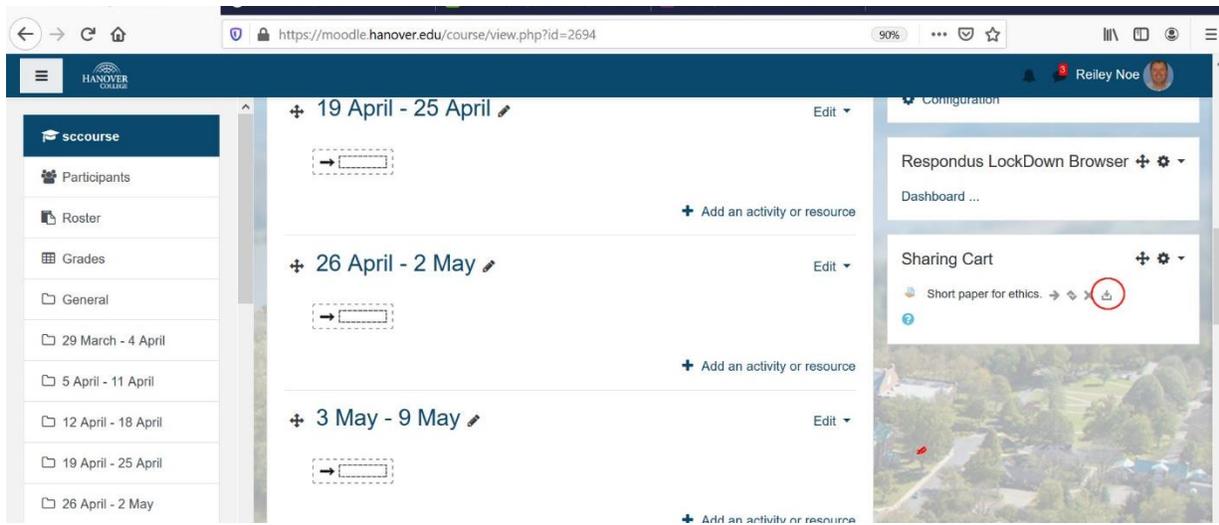
7. Click on **OK**.



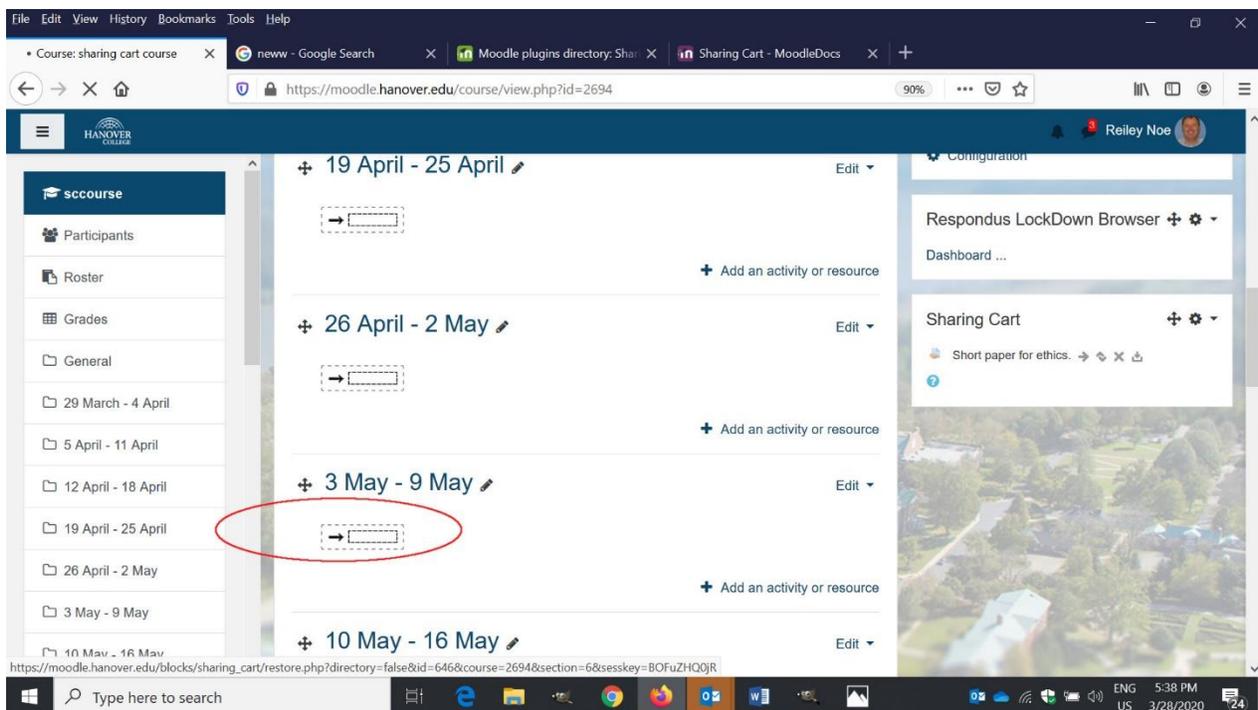
8. Navigate to the course that you want to move this activity to. **Repeat steps 1-5 to add the Sharing Cart to the class where you are moving the resource or activity to.** You'll notice that the resource that you've copied appears in the Sharing Cart.

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.**



10. And there it is.

It is a good idea to go through the settings of activities that you move – 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)

The screenshot shows a web browser window displaying a Moodle course page. The browser's address bar shows the URL: <https://moodle.hanover.edu/course/view.php?id=2694#section-6>. The page header includes the Hanover College logo and the user name 'Reiley Noe'. On the left, a sidebar menu lists course sections: '26 April - 2 May', '3 May - 9 May', and '10 May - 16 May'. The main content area shows the '3 May - 9 May' section with an activity titled 'Short paper for ethics.' This activity is circled in red. Below the title, the activity details are visible: 'Paper 1. This is a 2-3 page reaction paper. In this paper you will: • Briefly Summarize the approach to ethics of two philosophers that we've covered so far using your text book and our readings. Your summary should not be more than a few paragraphs. • Compare and contrast and analyze the ethical approach of the two philosophers. This analysis should be the bulk of your paper. Please add your thoughts, opinions and reactions to both philosophers. • Cite your sources at the end. Do your work in a word document and upload it here by 11:59pm (23:59 pm) Friday evening.' A red line is drawn from the bottom of the red circle down to the activity's description. On the right side of the page, there are several widgets: 'Quickmail' with options like 'Compose Course Message', 'View Drafts', 'View Scheduled', 'View Sent Messages', 'My Signatures', 'Alternate Emails', and 'Configuration'; 'Respondus LockDown Browser'; and 'Sharing Cart' which contains the 'Short paper for ethics.' activity. The Windows taskbar at the bottom shows the search bar, task view, and various application icons, with the system tray displaying the date and time as 'ENG 5:40 PM US 3/28/2020'.