How to duplicate an item

Moodle Help & Support
This refers to Moodle 2.7 from July 2015 onward

How to: duplicate an item

You might want to duplicate an item - if you have settings that you would like to replicate. For example if you have a formatted web page with graphics and headings you can duplicate it and then just change the text without having to reformat it.

If you have a graphic that you would like to repeat in multiple sections, such as a line or border, simply duplicate and move the new item to the place you need it.

To duplicate an item

1. With editing turned on, click the Edit text next to the item you wish to duplicate.

![Edit options]

2. This will open up some options, select Duplicate. This will duplicate the item.

Items that should NOT be duplicated

Some resources and activities CANNOT be duplicated, as the duplicate and often the original item become corrupted and will not work properly.

You should NOT duplicate or import from one module to another:

- Turnitin assignments
- Tutorial Bookings

Similar tutorials

The following other resources are also relevant to this topic:

- How to add files and other resources
- How to copy or import a resource or activity (or multiple items) from one module to another

Queries, comments or questions?

Please contact your local elearning support team.
Incorrect?

If you have any comments on how you think this help can be improved then please email Learning-Technologies@nottingham.ac.uk