How to duplicate an item

Refers to Moodle 3.4 from Sep 2018

Moodle Help & Support

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 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
- Moodle Assignments with Turnitin
- SignUp Sheets

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