How to duplicate an item

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. Navigate to your course and click on the 'Turn editing on' button (towards top right)
2. Click the 'Edit' text next to the item you wish to duplicate.
3. This will open up some options, select Duplicate. This will duplicate the item.

4. When you have finished, click on the 'Turn editing off' button which is on the top-right corner of your Moodle page

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