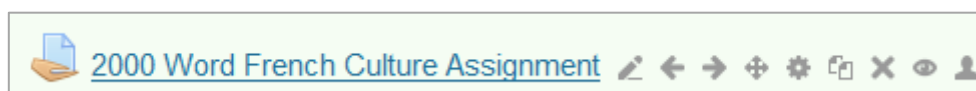


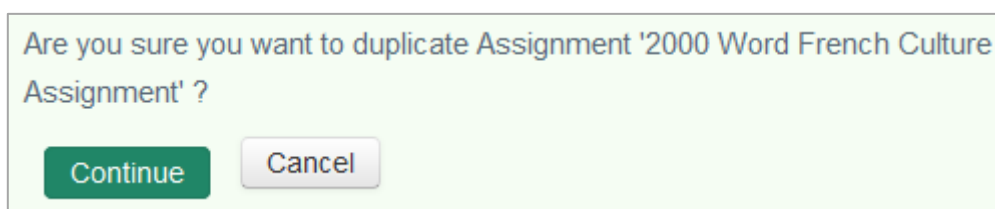
Duplicate resources and activities

This skills sheet will explain how to duplicate resources and activities in Moodle. You can duplicate all resource and activity types in Moodle. In this skills sheet we will demonstrate how to duplicate an assignment. You may want to duplicate an assignment if you have a number of students with extensions or mitigating circumstances.

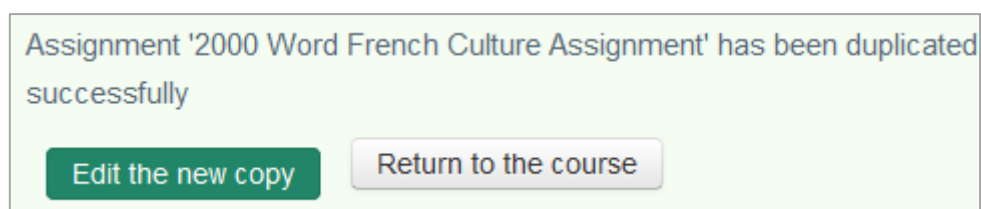
1. Click the **Turn editing on** button (top right of the screen).
2. Next to the resource you would like to duplicate you should see a small menu. The fifth icon from the left is duplicate.



3. Click the **Duplicate** icon. A message will appear asking you to confirm that you would like to duplicate the resource/activity.



4. Click the **Continue** button. You should now see a message stating that the resource has been successfully duplicated.



5. You now have the option to **Edit the new copy** or **Return to the course**. It's good practice to edit the new resource – in particular the name. This will prevent you from having two resources/activities with the same name on your course. To do this, click on the **Edit the new copy** button.
6. Change the name of the resource and make any other relevant changes to the new resource. Scroll to the bottom of the page and click on **Save and return to course**. You should now be able to see your duplicated resource/activity on your course.

