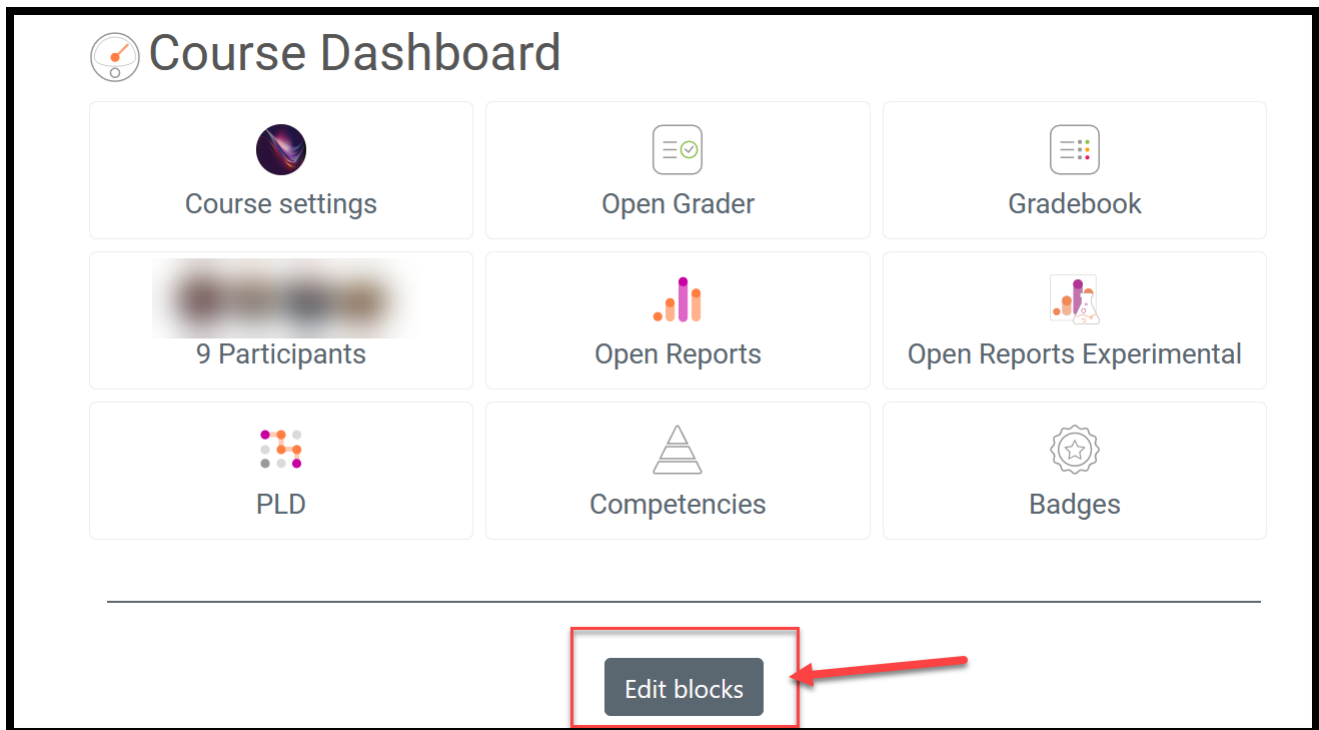# Using Sharing Cart - Copy & Paste Activities from One Course to Another

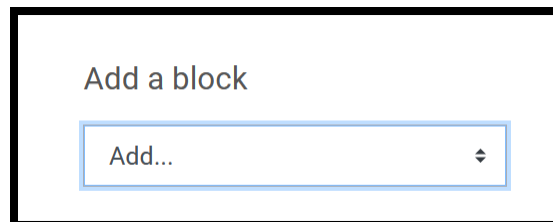For all the courses you want to use the **Sharing Cart** to copy & paste activities, you need to add the "**Sharing Cart**" block to each of those courses.

How to add the "**Sharing Cart**" block:

On the **Course Dashboard** (at the bottom of CONTENTS on the left side of the course page), choose "**Edit blocks**",

Then scroll to the bottom to add the "**Sharing Cart**" block. Remember that you need to add this block to every course that you want to copy the activities from and paste the activities into.
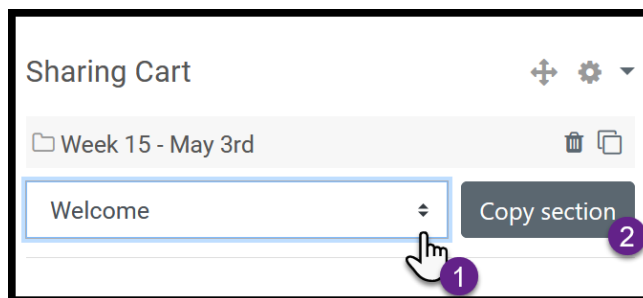
In order to view the **Sharing Cart** block, you need to keep the editing on for the blocks:
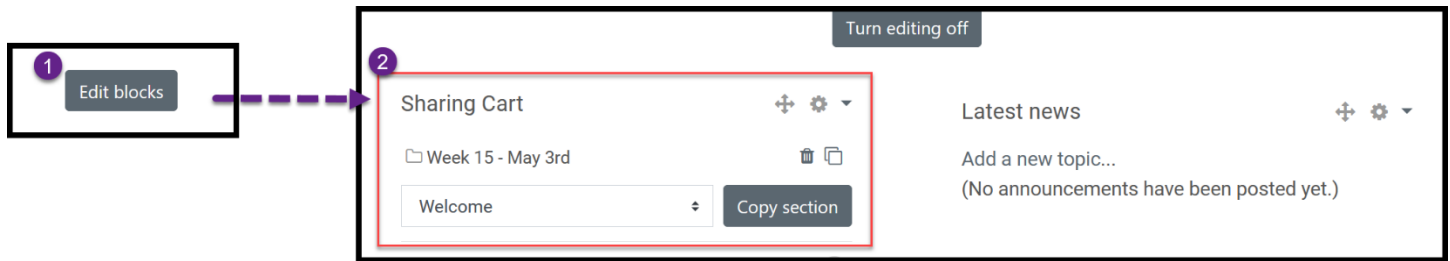

You can choose to copy & paste the entire section or individual activities / resources.

<u>**Copy & Paste Sections**</u>:

1. Go to the **Sharing Cart** in the course that you want to copy the section from, then choose the section that you want to copy into the Sharing Cart.

2. Go to the **Sharing Cart** in the course that you want to paste the section into, then choose the section in the cart by clicking on the "**Copy to course**" icon:
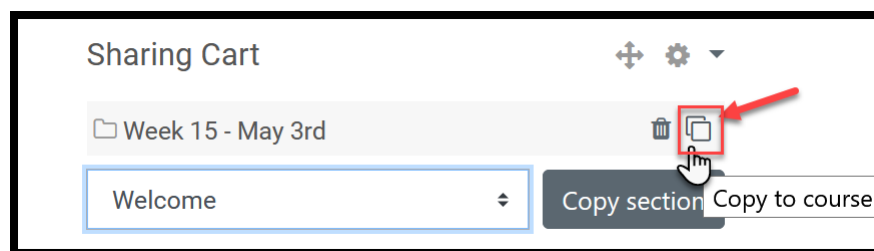
Then choose which section of the course in which you want to restore the section from the Sharing Cart. (You won't lose the activities that are already in the section in the course; the restored activities will be just added on top of what have already been in the section.)
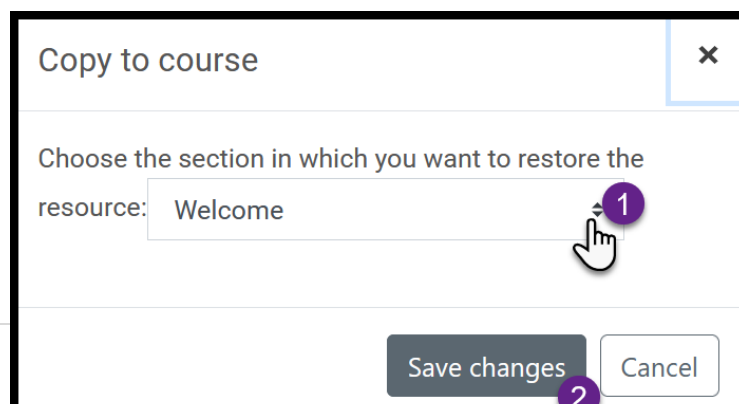
Decide what you want to do for the section title:

Section title conflict

Do you want to overwrite section title in course?

◉ Keep the current section title "Testing"
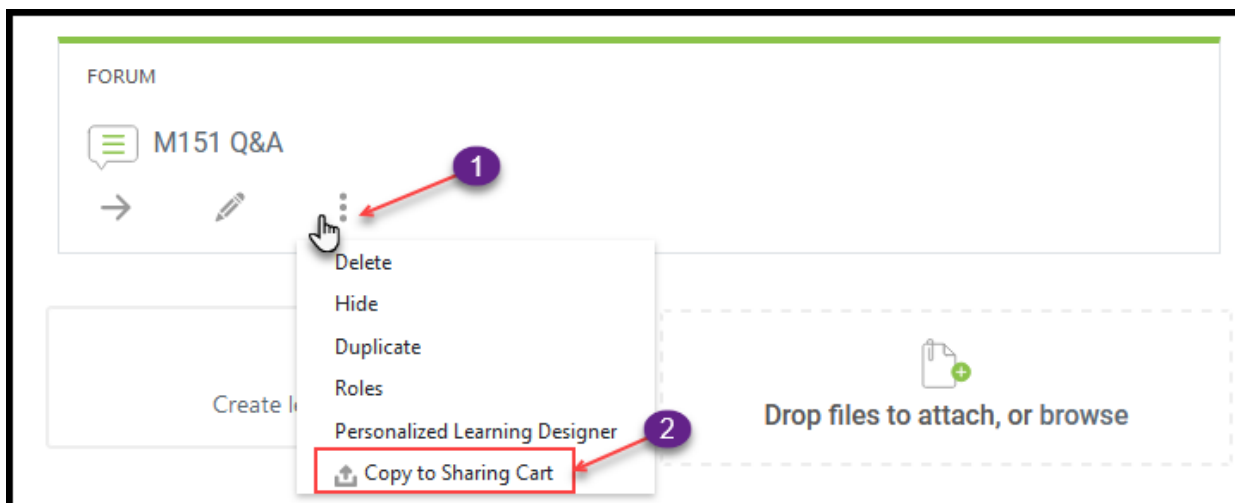
◯ Change section title to "Week 15 - May 3rd"
Summary: Congratulations!!! This is the LAST WEEK of this class! You all made it! The end is here! :) 1) READ Lecture Notes for Week

*Section summary formats (font color, images, etc.) will appear after copied to course.

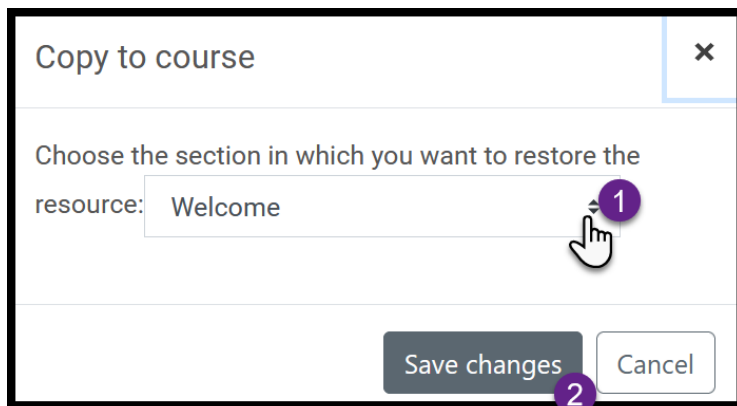Continue   Cancel

Copy & Paste Individual Activities / Resources:

1. Copy the activity/resource by choosing the "**Copy to Sharing Cart**" option:

FORUM

M151 Q&A

Delete
Hide
Duplicate
Roles
Create l   Personalized Learning Designer
⬆ Copy to Sharing Cart

Drop files to attach, or browse

2. Go to the **Sharing Cart** in the course that you want to paste the activity/resource into, then choose the activity/resource in the cart by clicking on the "**Copy to course**" icon:

Sharing Cart

▢ Week 15 - May 3rd

M151 Q&A   → ↕ 🗑 ⧉

Welcome   ⬍   Copy section Copy to course

Then choose which section of the course in which you want to restore the activity/resource from the Sharing Cart. (You won't lose the activities that are already in the section in the course; the restored activity/resource will be just added on top of what have already been in the section.)

Contact the eLearning Office if you need help:

Office Phone: (406) 447-6364

Texting: (406) 209-9748

Email: eLearning@helenacollege.edu

Booking: Meeting with eLearning Office (virtually via TEAMS or in person in DON 203)