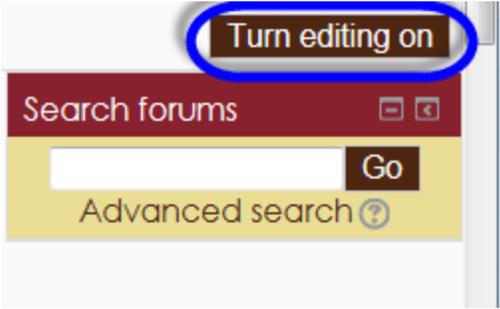
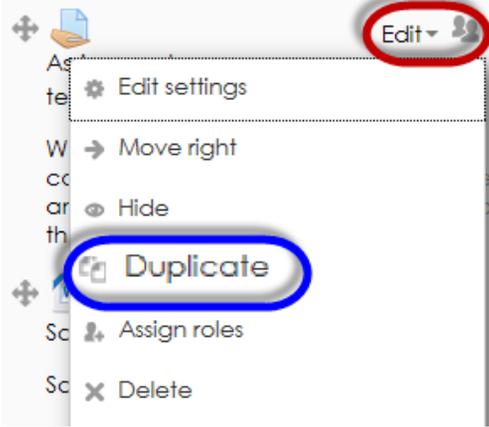
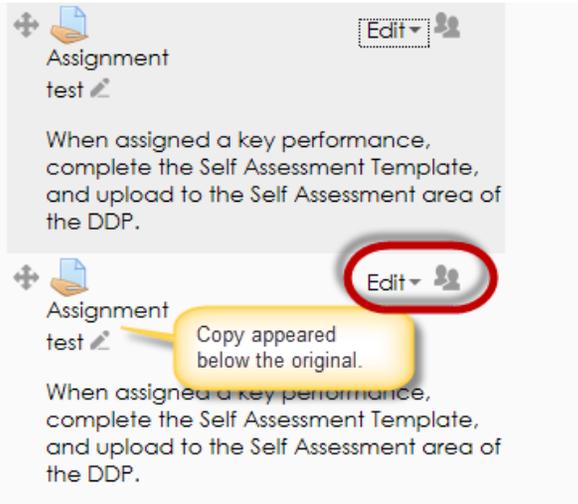


Duplicating Labels and Assignments

Each activity or resource in Moodle has a duplicate icon associated with it. You can duplicate labels, assignments, quizzes, folders, etc. If you duplicate assignments, remember to change the due date accordingly.

Task	Screen Shot
1. Click Turn editing on	 A screenshot of a Moodle search interface. At the top, there is a red bar with the text "Search forums" and two small icons. Below this is a yellow bar with a search input field, a "Go" button, and the text "Advanced search" with a question mark icon. A blue circle highlights the "Turn editing on" button in the top right corner of the page.
2. Click on Edit. A popup window will appear with the edit options. Click on Duplicate .	 A screenshot of a Moodle edit options popup window. The window is titled "Edit" and contains several options: "Edit settings", "Move right", "Hide", "Duplicate", "Assign roles", and "Delete". The "Duplicate" option is circled in blue, and the "Edit" title is circled in red.

Task	Screen Shot
<p>3. Wow! The copy of the item simply appears!</p> <p>4. Click Edit and select Edit Settings to edit the duplicated item.</p>	
<p>5. The Save and return to course button will take you back to the course and you will have two identical copies of the item.</p>	
<p>6. Using the Move tool, place the duplicated item in the new location in the course.</p>	