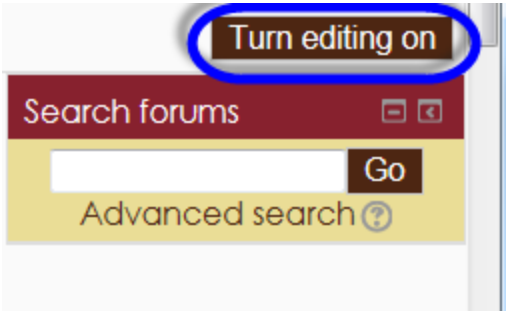
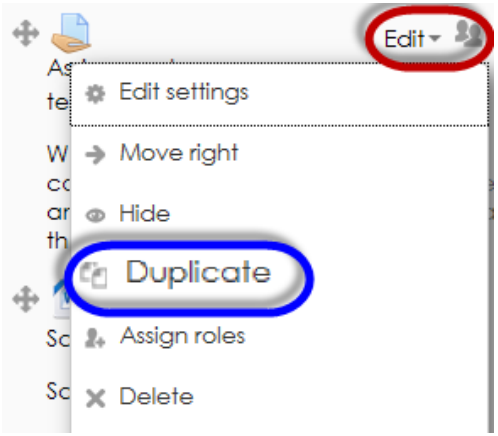
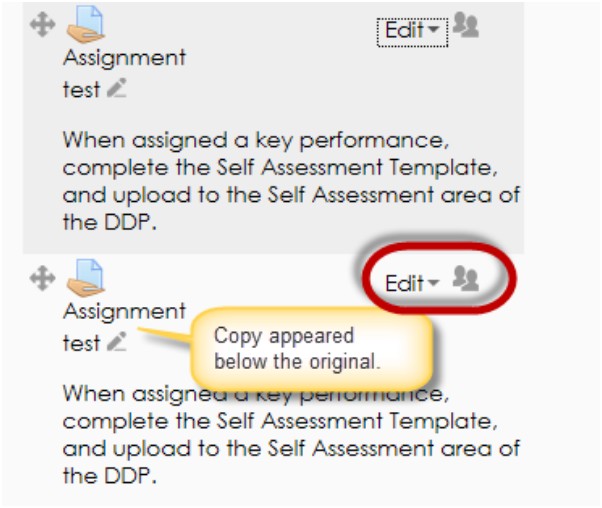
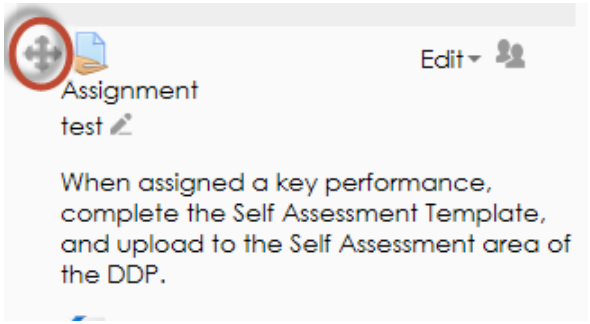
Technology Services
414-382-6700
helpdesk@alverno.edu

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**	
2. Click on Edit. A popup window will appear with the edit options. Click on **Duplicate.**	

Task	Screen Shot
3. Wow! The copy of the item simply appears! 4. Click **Edit** and select **Edit Settings** to edit the duplicated item.	
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.	
6. Using the Move tool, place the duplicated item in the new location in the course.