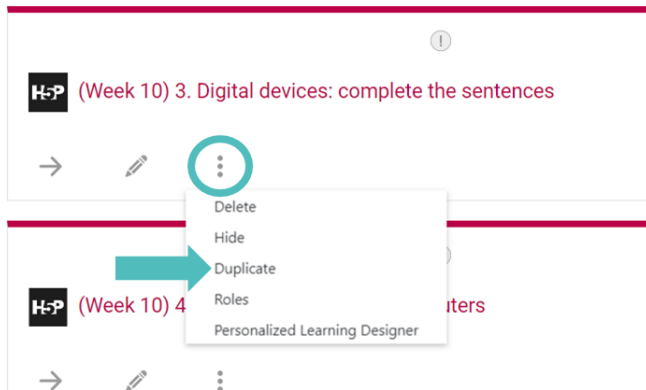# Duplicating and moving activities

Last Modified on 15/07/2020 2:26 pm AEST

DUPLICATING AN ACTIVITY

Step One

Click the "Menu" (ellipsis) icon and select "Duplicate"
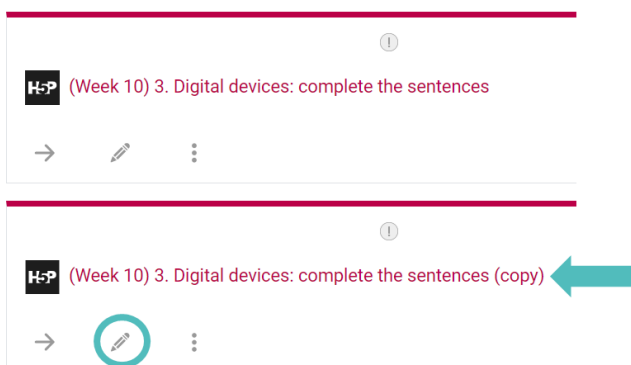

Step Two

The duplicated activity will be displayed under the original activity. The title will include "(copy)".

To edit the title click on the "Edit" (pencil) icon.

NOTE: Opening a H5P to edit can be slow and seem like it is not working, please be patient.

Step Three

Replace or edit the text in the "Title" text box.

NOTE: This may look slightly different in different activity types, however it will always be towards the top of the actvity and be labelled "Title".

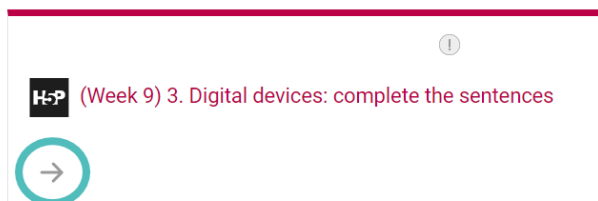## Step Four

Scroll to the bottom and click "Save and return to course"

MOVING AN ACTIVITY

Step One

Click the "Move" (arrow) icon

NOTE: The message "Moving (activity name)" will displayed at the bottom of the screen during the moving process. If you can not see the message return to step one.

Moving "(Week 9) 3. Digital Devices: Complete The Sentences"

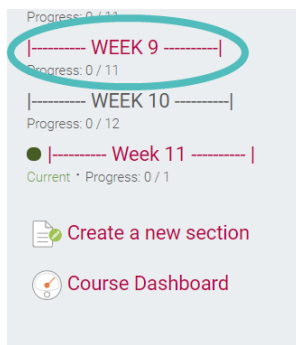## Step Two - moving within the same week

To move an activity to another location with in the same week, scroll to place you want to put it and click "Move here"

Step Two - moving to a different week

Click the week that you want to move the activity to

NOTE: Make sure the "Moving (activity name)" message is still showing at the bottom of your screen.

Moving "(Week 9) 3. Digital

Step Three

 scroll to place you want to put it and click "Move here"