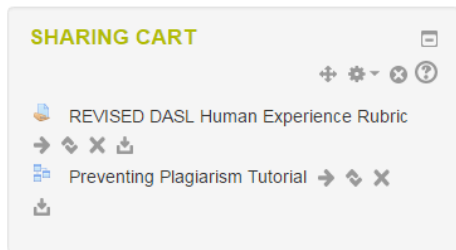


## Moodle 3.1: Copy Items with the Sharing Cart


The Sharing Cart block allows you to copy and paste Moodle course content, resources and activities between multiple sections of courses within a single course site. The Sharing Cart can copy content only within the same instance of Moodle.

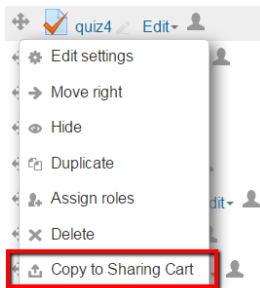
### Adding the Sharing Cart block

1. Go to the course homepage and click **Turn editing on**.
2. Click the **Add a block...**
3. Select **Sharing Cart**.




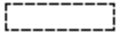
### Adding resources to the Sharing Cart block

1. Go to the course homepage and click **Turn editing on**.
2. Click **Edit** next to the item that you want to add to the Sharing Cart.
3. Click  **Copy to Sharing Cart** in the Edit Settings drop-down menu. *The page will refresh with the activity copied to the clipboard.*

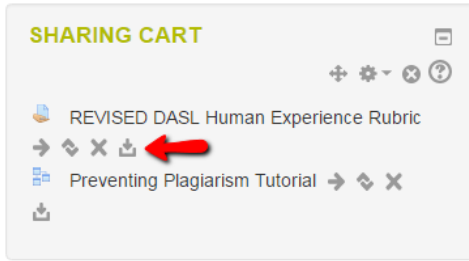


**Note:** User/student data will be removed; only the activity itself will be cloned to the sharing cart.

### Pasting an activity from the Sharing Cart

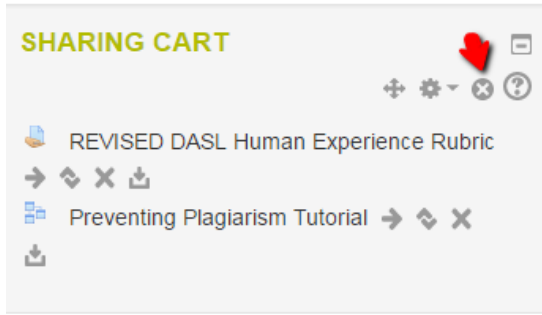
1. Find the activity or resource that you want to copy to the course site in the Sharing Cart block.
2. Click the **Copy to course** icon  in the Sharing Cart. *An arrow icon next to a box  now displays on each section of your course site.*

3. Click in one of the arrow icons to paste the activity into that section. (Click the **Cancel** link above the topic to stop this action).



### Removing the Sharing Cart block

1. Go to the course homepage and click **Turn editing on**.
2. Click the **Delete (X)** icon at the top of the block.



**Note:** If you remove the block from the site, the content of the Sharing Cart will remain and be available when you add it back again.