



Teaching with Technology Tip

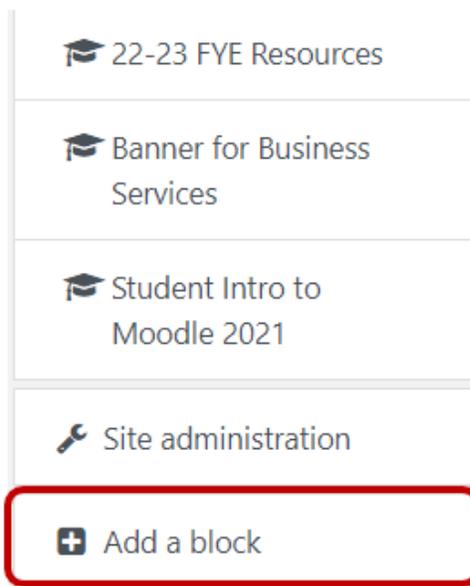
ADDING THE SHARING CART TO A MOODLE COURSE SITE

Moodle's **Sharing Cart** allows instructors to transfer items between course shells. Instead of copying an entire course, you can make something available to all of your courses by placing it in the Sharing Cart.

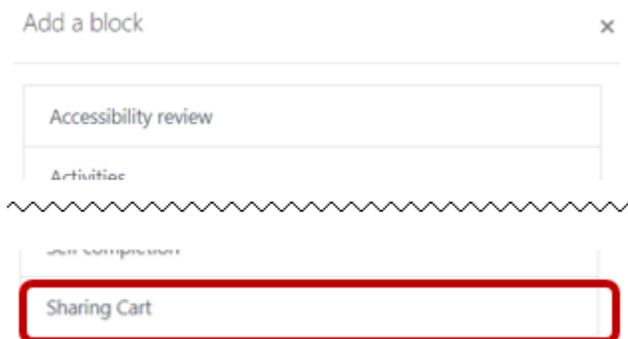
Add the Sharing Cart to a Course Shell

To use the Sharing Cart in a specific course, you must first add it to that course—the Sharing Cart must be available in the course you are copying from and copying to. Begin by turning on the editing in the course where you wish to use the Sharing Cart. You will only see the Sharing Cart available when editing is turned on in a course.

Make sure that the left-side navigation drawer is available; then scroll down to the bottom and click on **Add a block**.



Moodle opens the **Add a block** menu. Scroll to the bottom and select **Sharing cart**. The Sharing Cart block will then appear in the course.

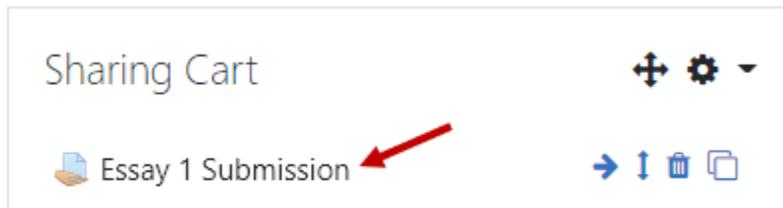


Add an Item to the Sharing Cart

When you add an activity or item to the Sharing Cart, it will then be available to all of your courses. To add an item to the Sharing Cart, simply click on the **Cupcake** icon from the editing options.

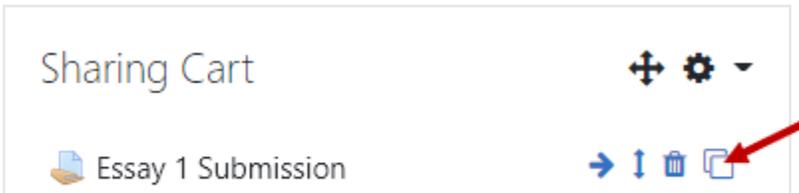


When Moodle asks, “Are you sure you want to copy this activity/resource into Sharing Cart?” click on the **Confirm** button. The resource will then appear in the Sharing Cart block in every course where you’ve added the block.



Using the Sharing Cart to Transfer an Item to Another Course

Navigate to the course where you wish to add the activity or resource. In the Sharing Cart, find the item you wish to add and click on the **Copy to course** icon to the far right of the item’s name.



Moodle will then note that you are copying an item and ask you where you want to add the resource by showing a **Copy here** block within each topic. Locate where you want to add the item and click anywhere within the appropriate **Copy here** block. Be patient: Moodle will take a few seconds to add the resource to the course.

