


## Use the Duplicate feature effectively to save time

Once you have inserted any type of activity or resource into your course and changed the settings for it, you can use the Duplicate feature to save time creating another activity or resource that may be similar to the one you created previously. The duplicate will contain the same settings and information. All you need to do is edit the name of it and/or the information in it.

Doing this can save you considerable time in creating new course content. Below are the steps to use the feature.



The image shows a sequence of three screenshots from a course management system. The first screenshot shows a forum titled 'Chapter 2 Discussion Forum' with a 'More' icon (three vertical dots) highlighted. A dropdown menu is open, showing options: Delete, Hide, Duplicate, Roles, and Personalized Learning Designer. A callout box points to the 'Duplicate' option. The second screenshot shows the same forum, but a duplicate of the forum has appeared directly below the original one. A callout box explains this step. The third screenshot shows the duplicate forum with callouts pointing to the 'Move' icon (a right-pointing arrow) and the 'Edit' icon (a pencil). A callout box explains the edit icon. A final callout box provides instructions on how to edit and move the duplicate.

**Step 1:** Click the **More** icon and select **Duplicate**.  
*This example demonstrates duplicating a forum resource that contains. It could be any type of activity or resource.*

**Step 2:** The duplicate appears right below the original. Then you can edit the duplicate and move it to the position where you want it.

**Move icon**

**Edit icon** lets you change the information and name of the duplicate.

Use these steps to edit the duplicate's name or information.

Use these steps to move the duplicate.