

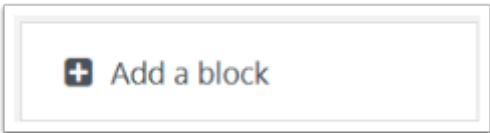


# Using the Sharing Cart to Copy Individual Items

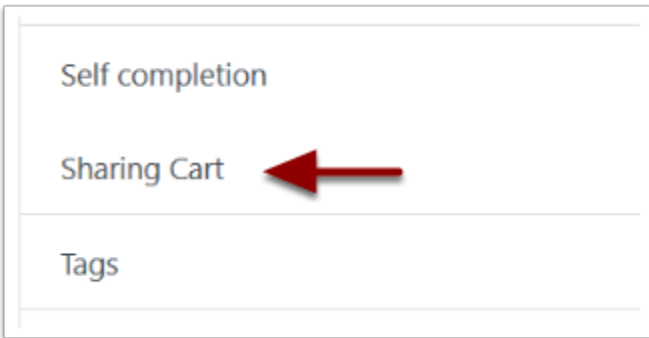
The **Sharing Cart** is a block you can add to your classes that lets you share activities and resources between them. This article shows you how to add the **Sharing Cart** a class, copy material to it and copy from it.

## Adding the Sharing Cart

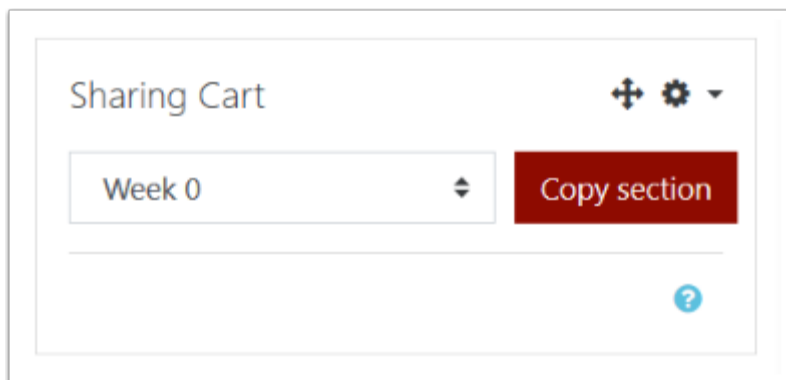
Before you can use the **Sharing Cart** in any class, you have to add it. Start by turning your course editing on and finding the **Add a block** link at the bottom of your course's main menu on the left. The **Add a block** link will not appear if your course editing is turned off.



In the **Add a block** menu that opens in a pop-up window, scroll down until you find and click on **Sharing Cart**.



The **Sharing Cart** will be added to the course you are currently viewing and will appear as a block in the blocks list on the right side.



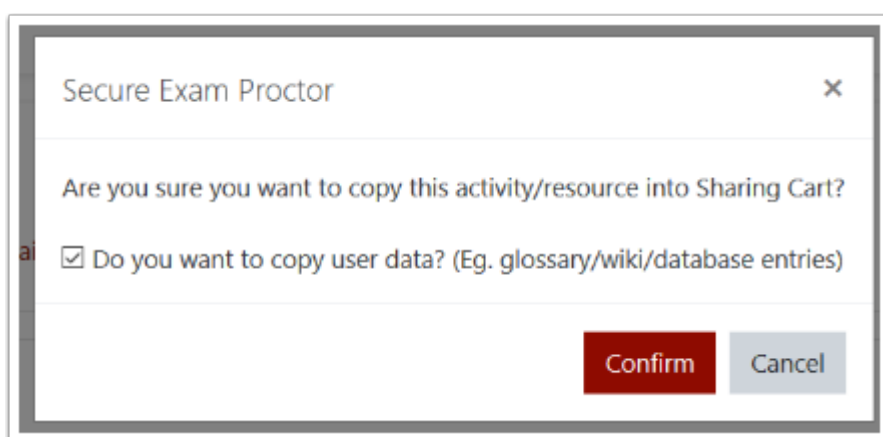
The **Sharing Cart** is only visible when course editing is turned on.

## Adding an Item to the Sharing Cart

Once the **Sharing Cart** has been added to a course, you can start to add items from the course to it. Before adding items, make sure the course editing is turned on and to the right of every course item - activities and resources - you should see the icon of a basket. This is the **Copy to sharing cart** icon.





Find an item you want to add to your cart and click this icon. A confirmation window will open.



On the confirmation window, uncheck the checkbox if you don't want to copy user data into the **Sharing Cart** (important if you are copying an activities, like a quiz, that has user data) and click **Confirm**.



☐ Do you want to copy user data? (Eg. glossary/wiki/database entries)



Confirm

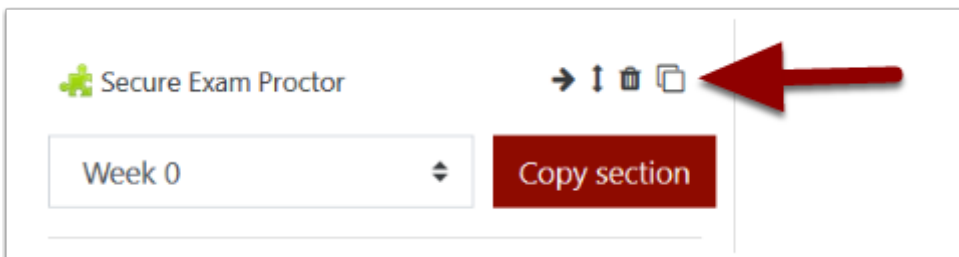
Cancel

Once confirmed, they copied item should now be visible in the sharing cart.



## Copying from the Sharing Cart

After adding an item to the cart, it can now be copied to another class. Start by going to the new class and add the **Sharing Cart** to it using the process described above. Then go to the cart and click the **Copy to course** icon -- it looks like two pieces of paper in a stack -- next to the item you want to add.



After clicking the icon, a sharing box will appear in the bottom of each content section in the course. Click the box in the section where you want the item to appear. After a moment, the box will be replaced by the item you are copying. Success!

