SINGAPORE
Student Learning Space

# Workaround for “Copying Activity To”

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# Background

- “Copy Activity” will only be released in R15 (Jun 2021)
- What can we do in the meantime to stitch different activities together?

1. Copy Quiz
2. Copy Question
3. Copy Non-question components
4. Copy Media Objects

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# 1. Copying of Quizzes

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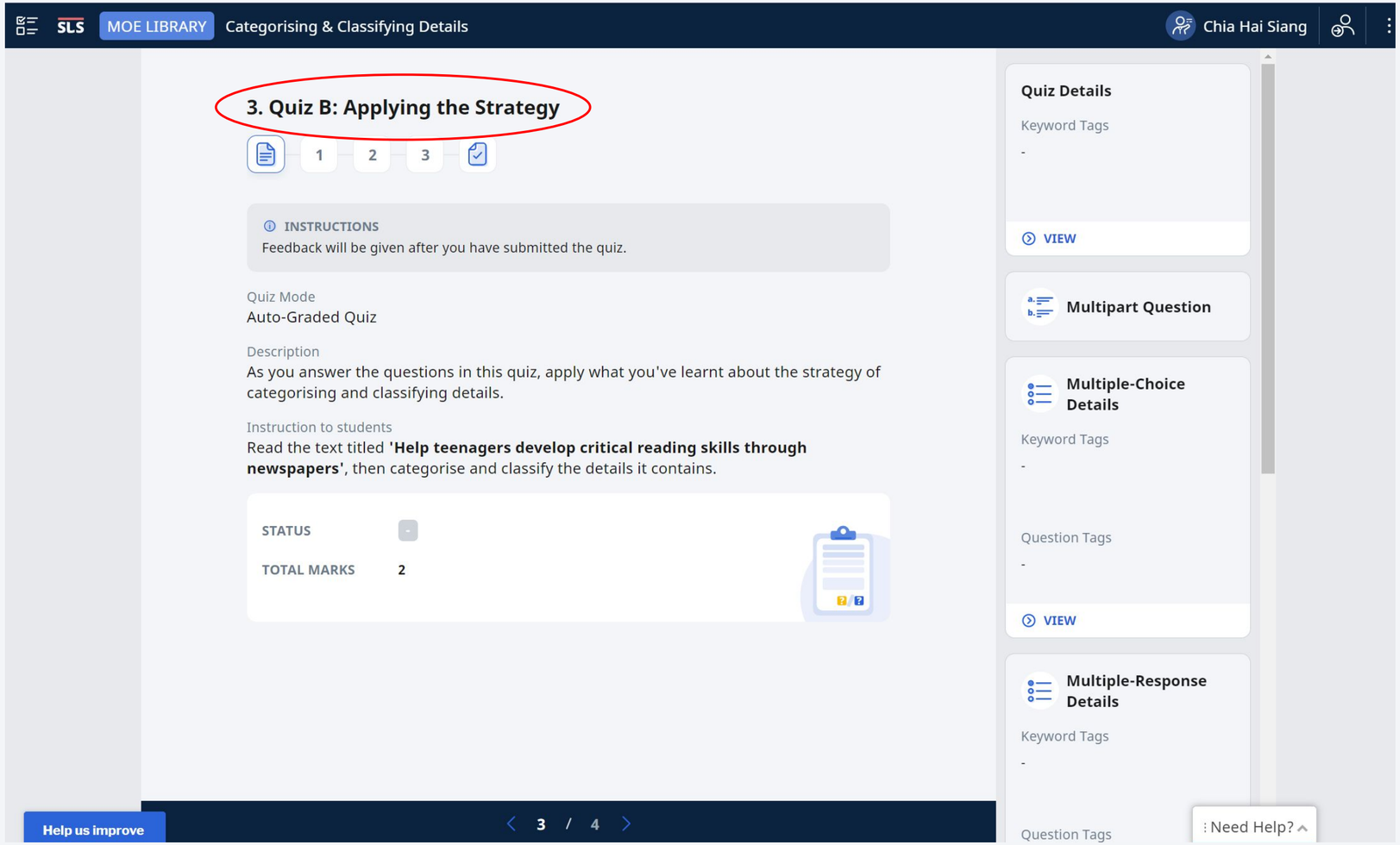
WORKAROUND

# Copying of Quizzes

- You find a Quiz that you like.
- Remember the name of the quiz.

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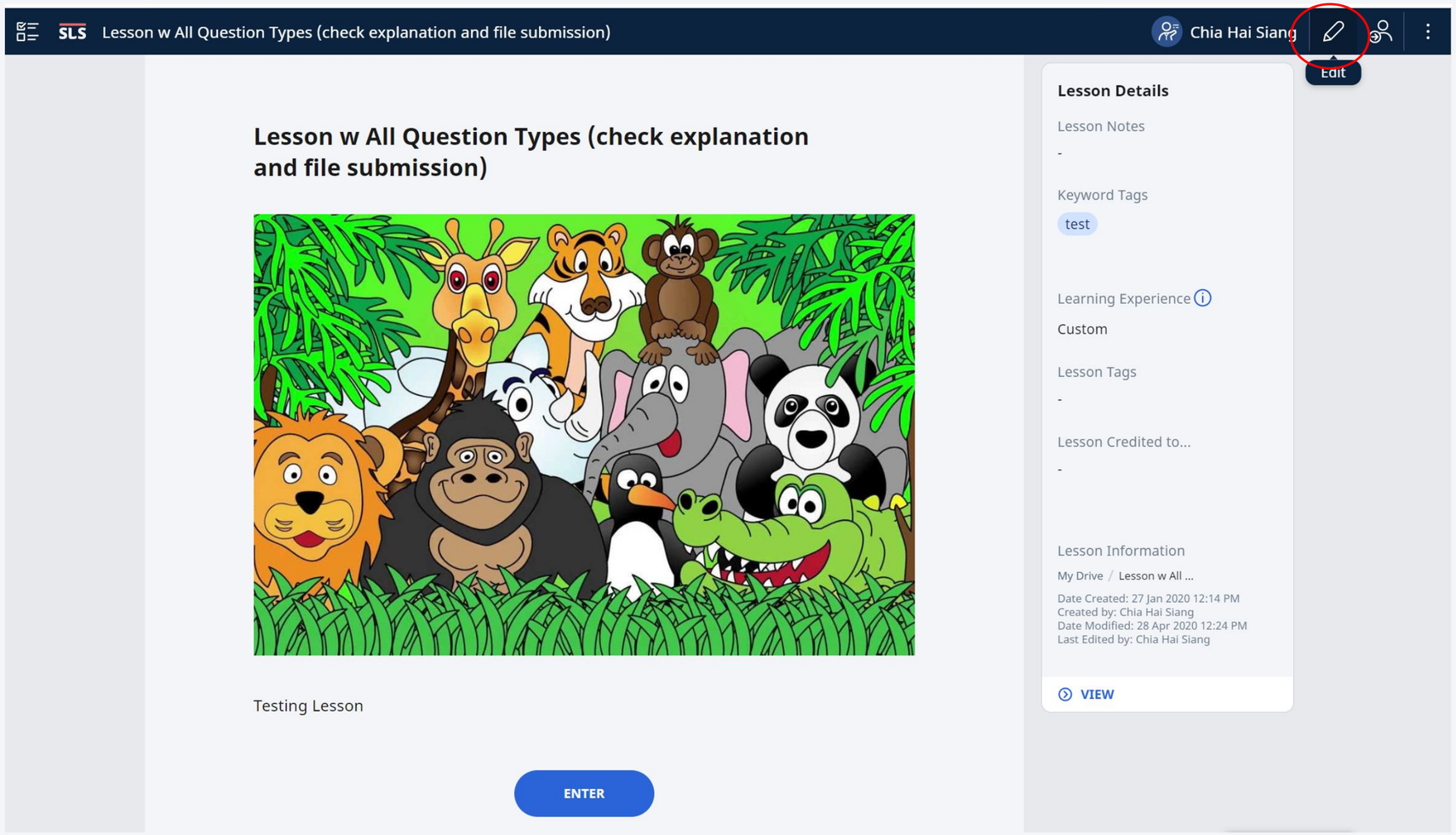
WORKAROUND

# Copying of Quizzes

- Go to the lesson you want to copy the quiz to.
- Click Edit on the top right.

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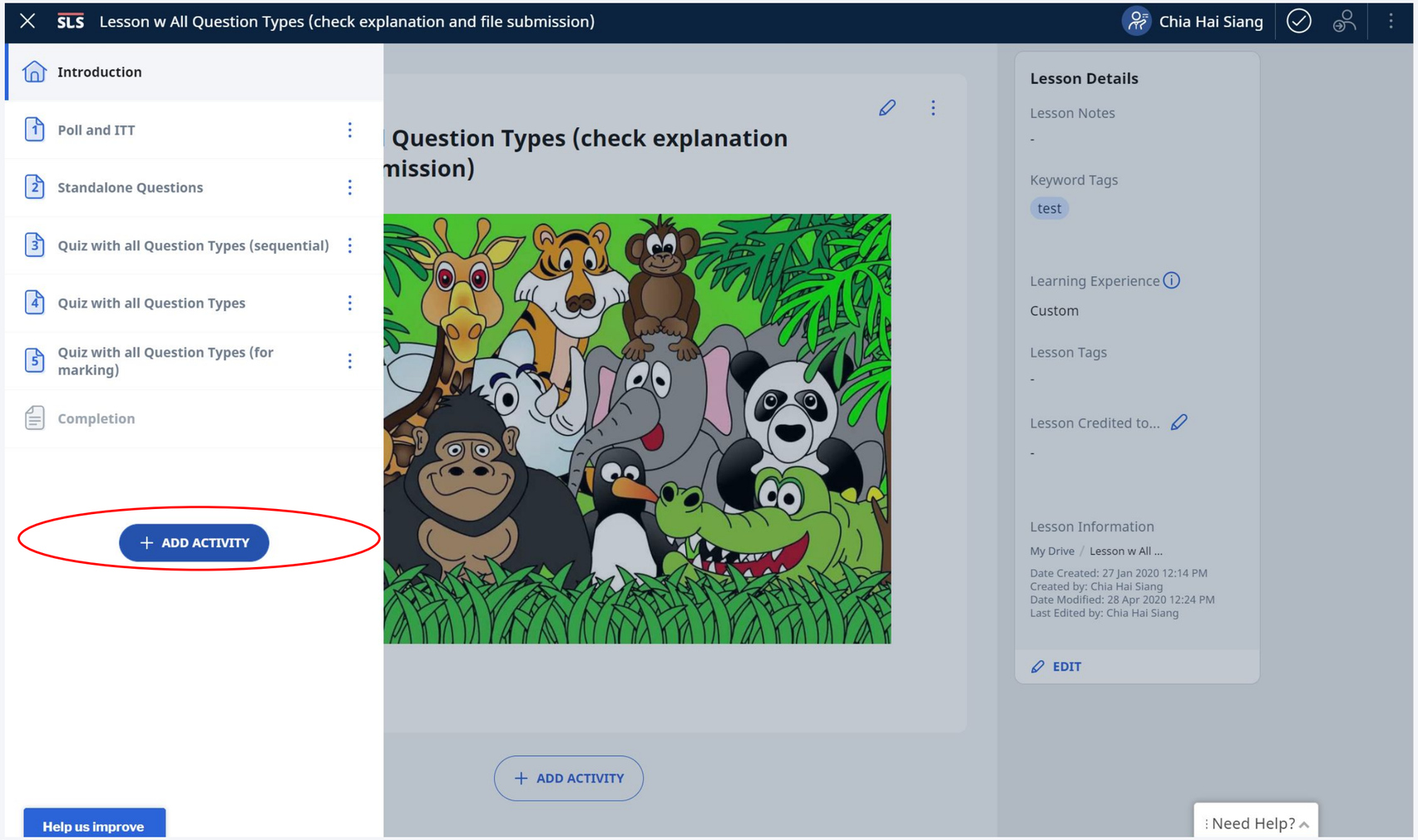
WORKAROUND

# Copying of Quizzes

- Click on the left menu to access the Activity List.
- Click to +Add Activity.

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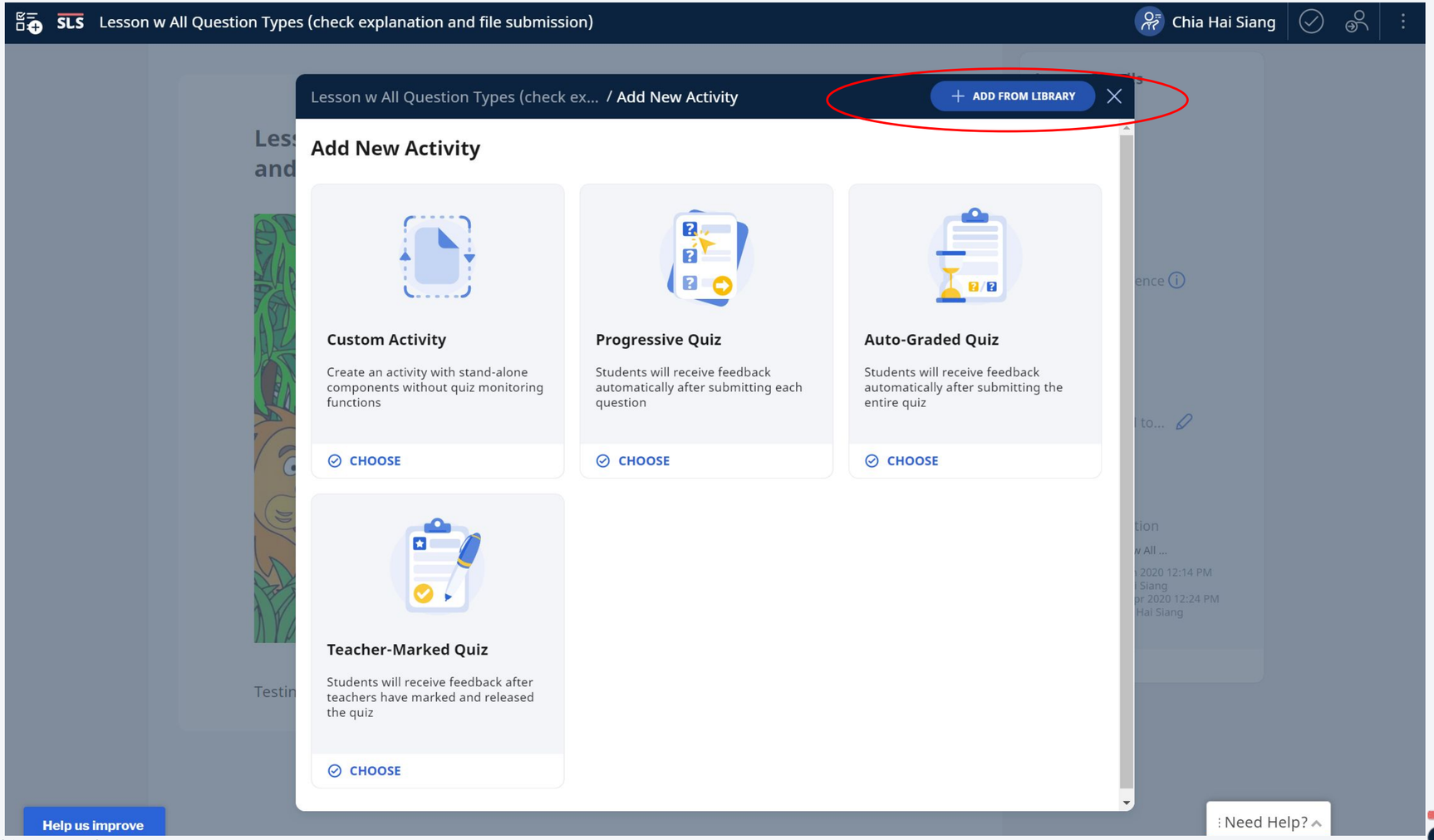
WORKAROUND

# Copying of Quizzes

- In the pop-up, click top right to +Add from Library.

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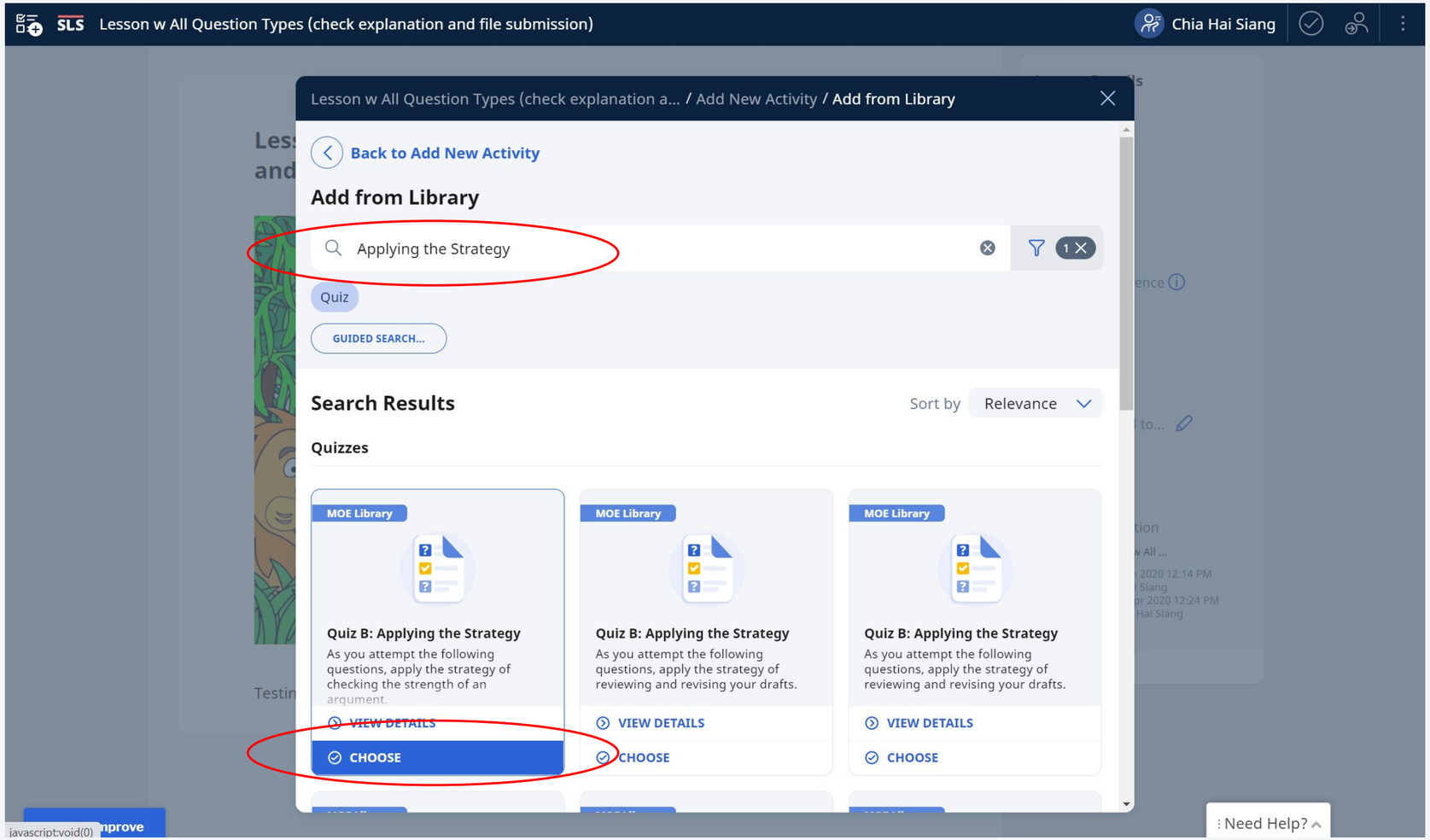
WORKAROUND

# Copying of Quizzes

- Enter the name of the quiz into the search bar.
- Search for the quiz you want in the results.
- Click Choose.
- The search can find the quiz even if it is embedded within a lesson.

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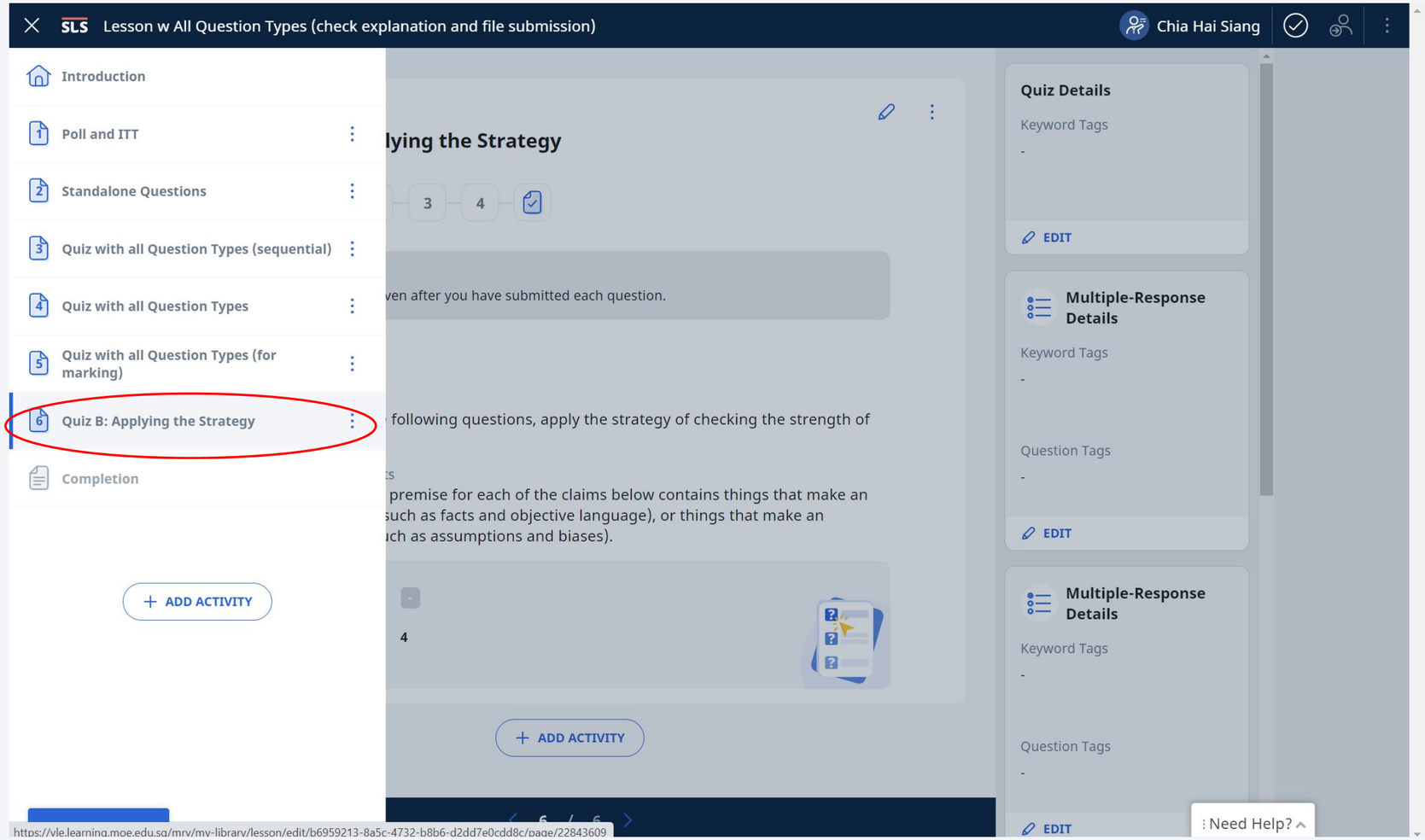
WORKAROUND

# Copying of Quizzes

- The Quiz will be automatically moved to the end of your lesson.
- Use the ‘3 dots to the right of the Activity to move its order in the lesson.

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# 2. Copying of Questions

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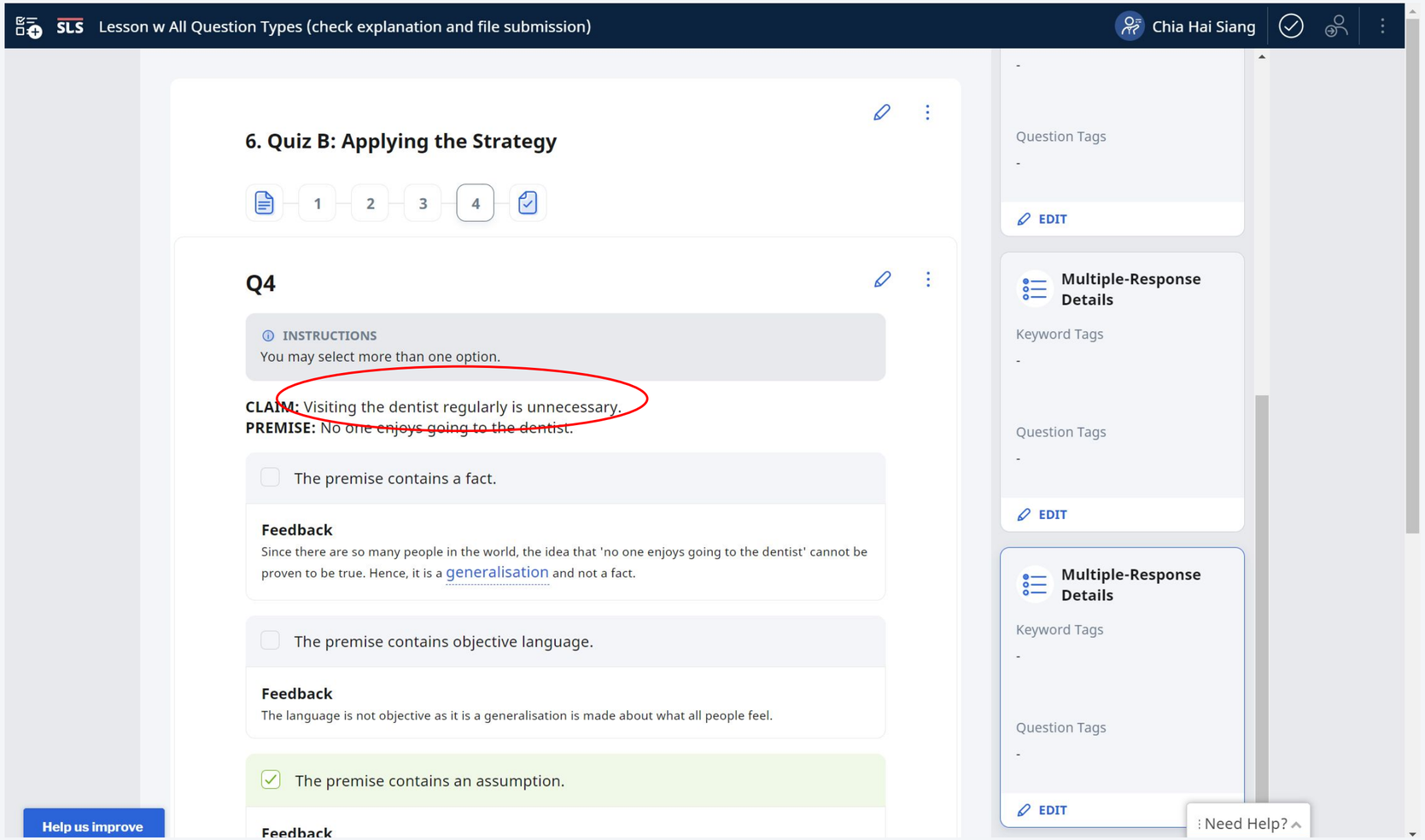
WORKAROUND

# Copying of Questions

- You find a question that you like.
- This question can be anywhere, either standalone or in a quiz.
- Remember some text in the question body.

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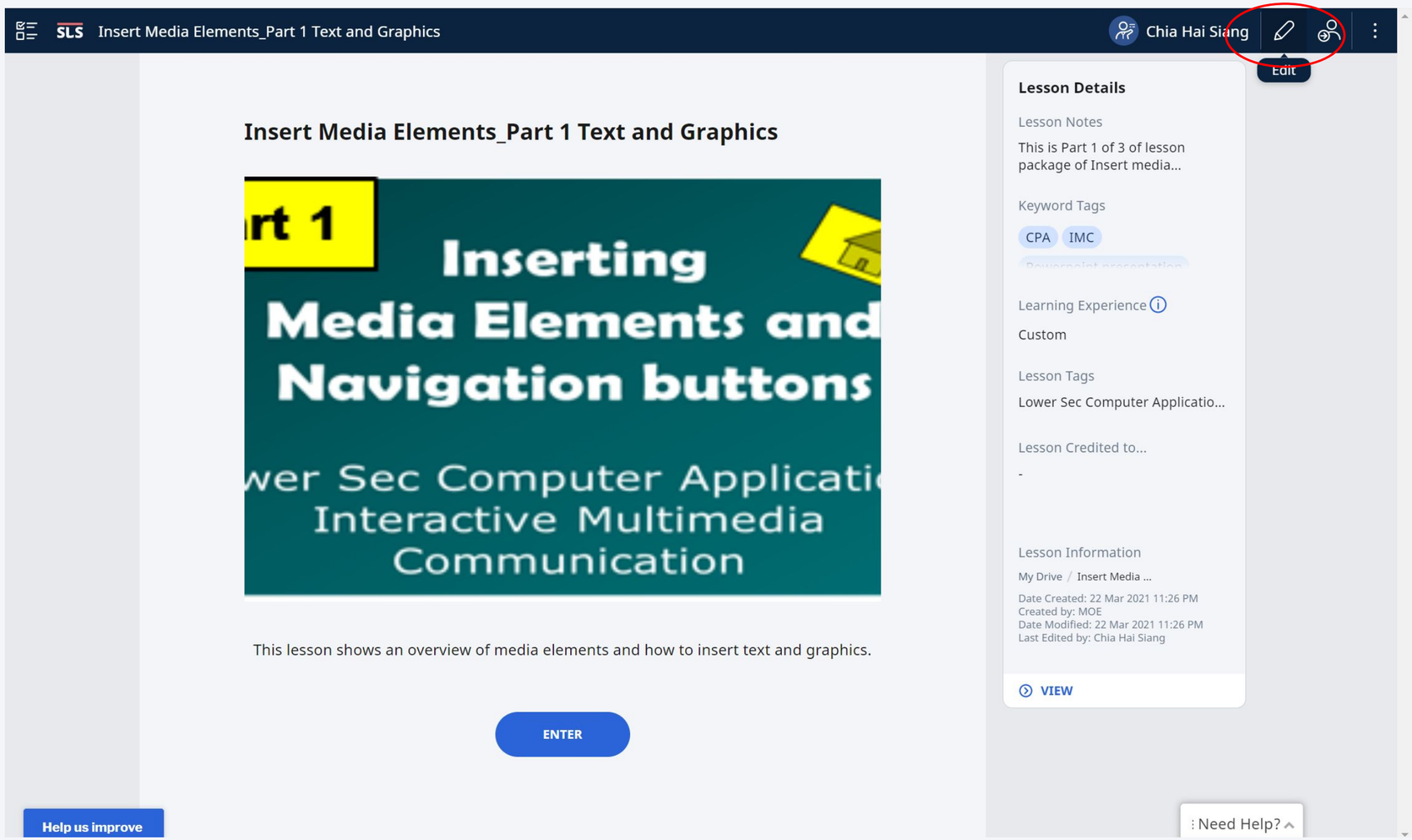
WORKAROUND

# Copying of Questions

- Go to the lesson that you want to add the question to.
- Click on the top right corner to Edit.

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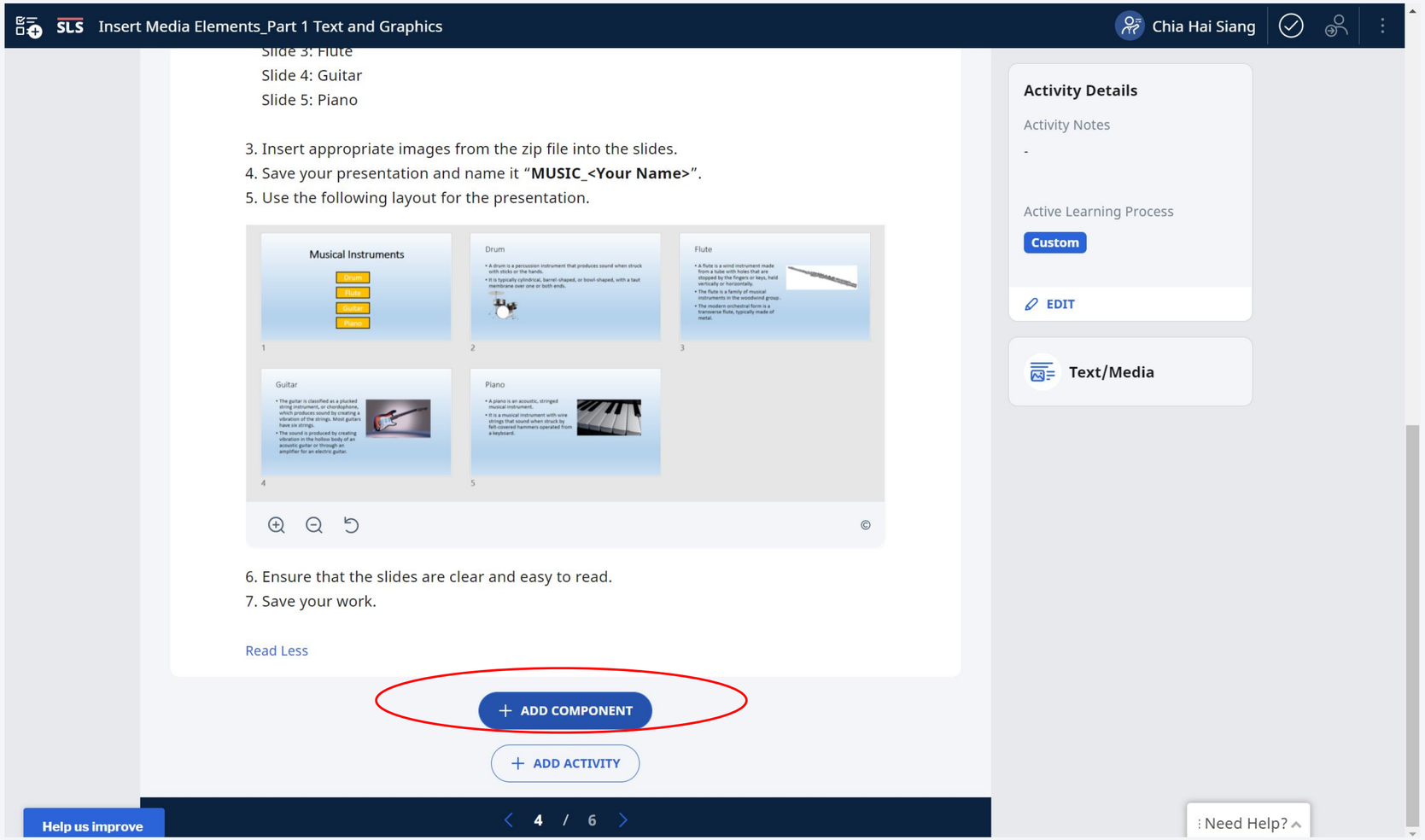
WORKAROUND

# Copying of Questions

- Go to the place in the lesson you want to add the question to.
- Click +Add Component

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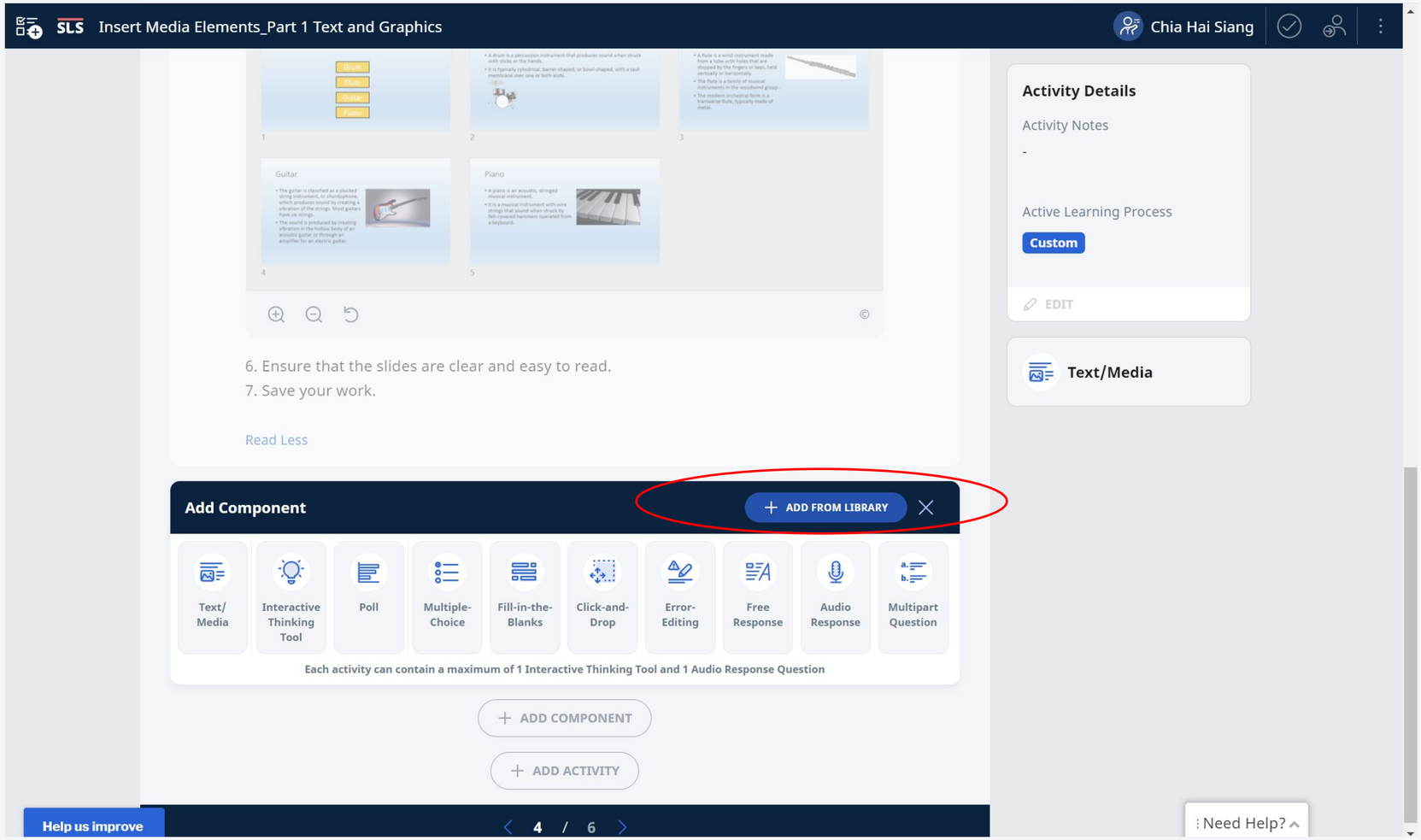
WORKAROUND

# Copying of Questions

- When the component selector comes up, click +Add from Library

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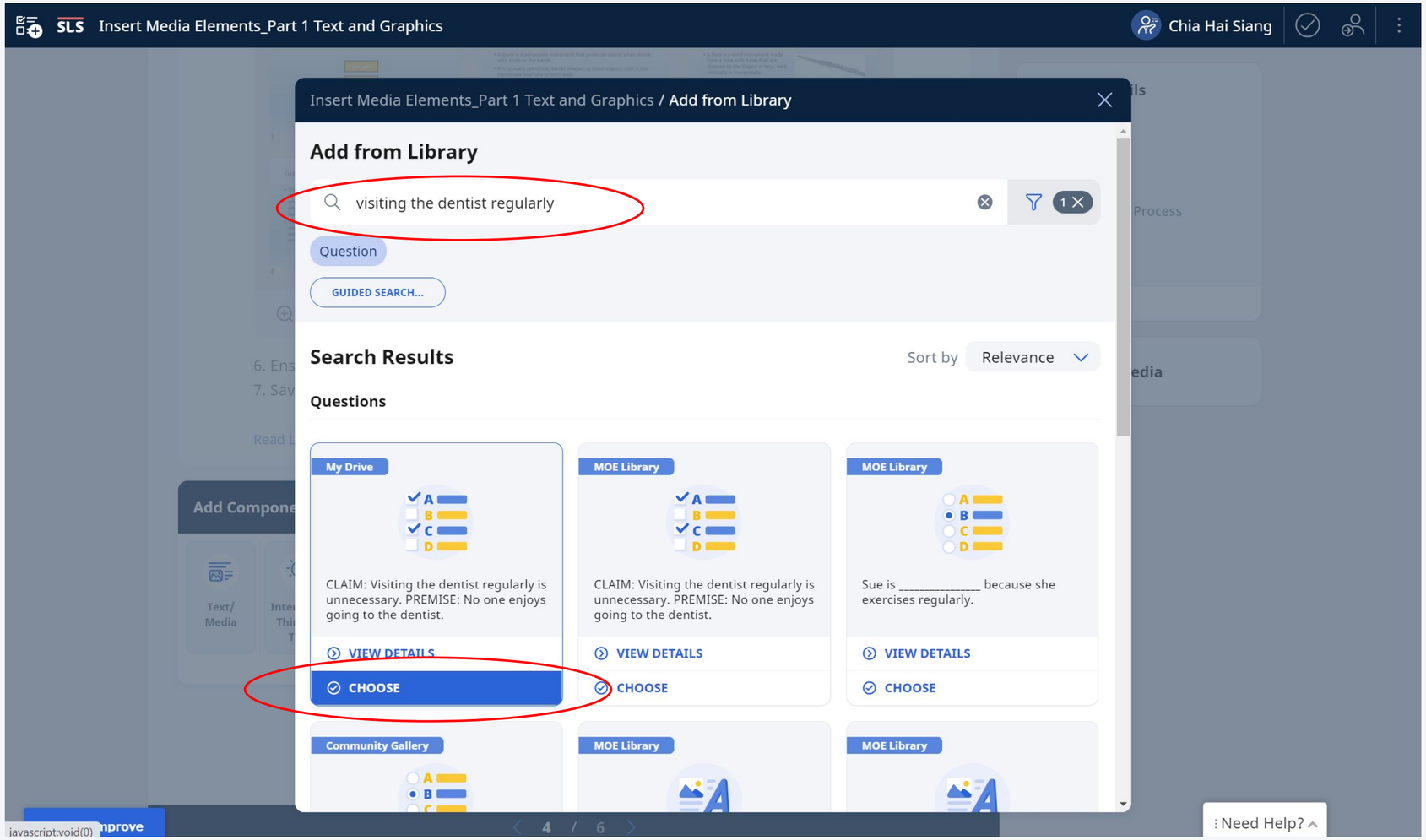
WORKAROUND

# Copying of Questions

- Type in the text from the question body into the search box
- Find the question you want and click Choose.
- The search can find the question even if it is embedded within a lesson.

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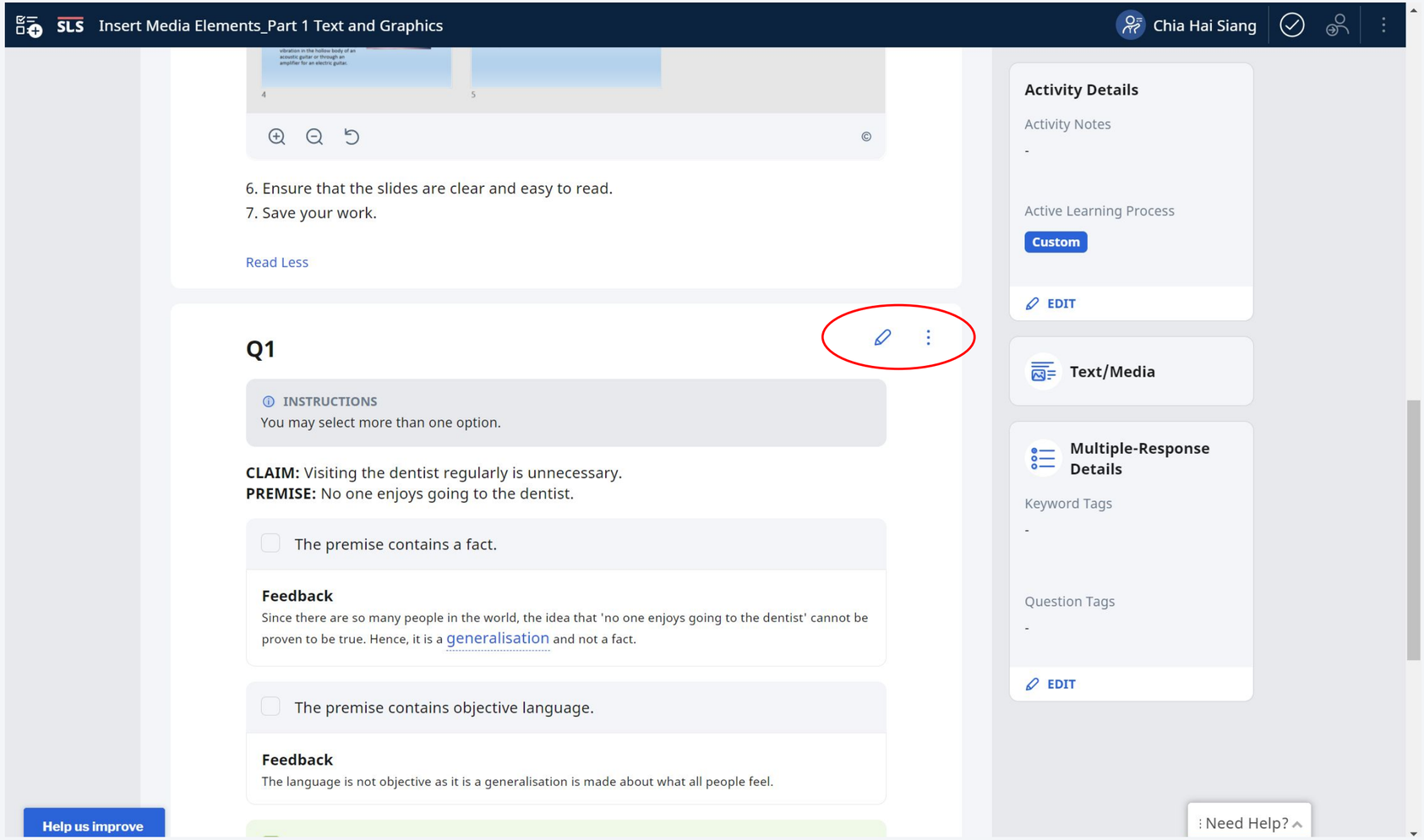
WORKAROUND

# Copying of Questions

- You will see the new question in your lesson.
- Use the edit button to adapt the question if you wish, or the 3 dots to move its order in the lesson.

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# 3. Copying of Non-Question Components (Text)

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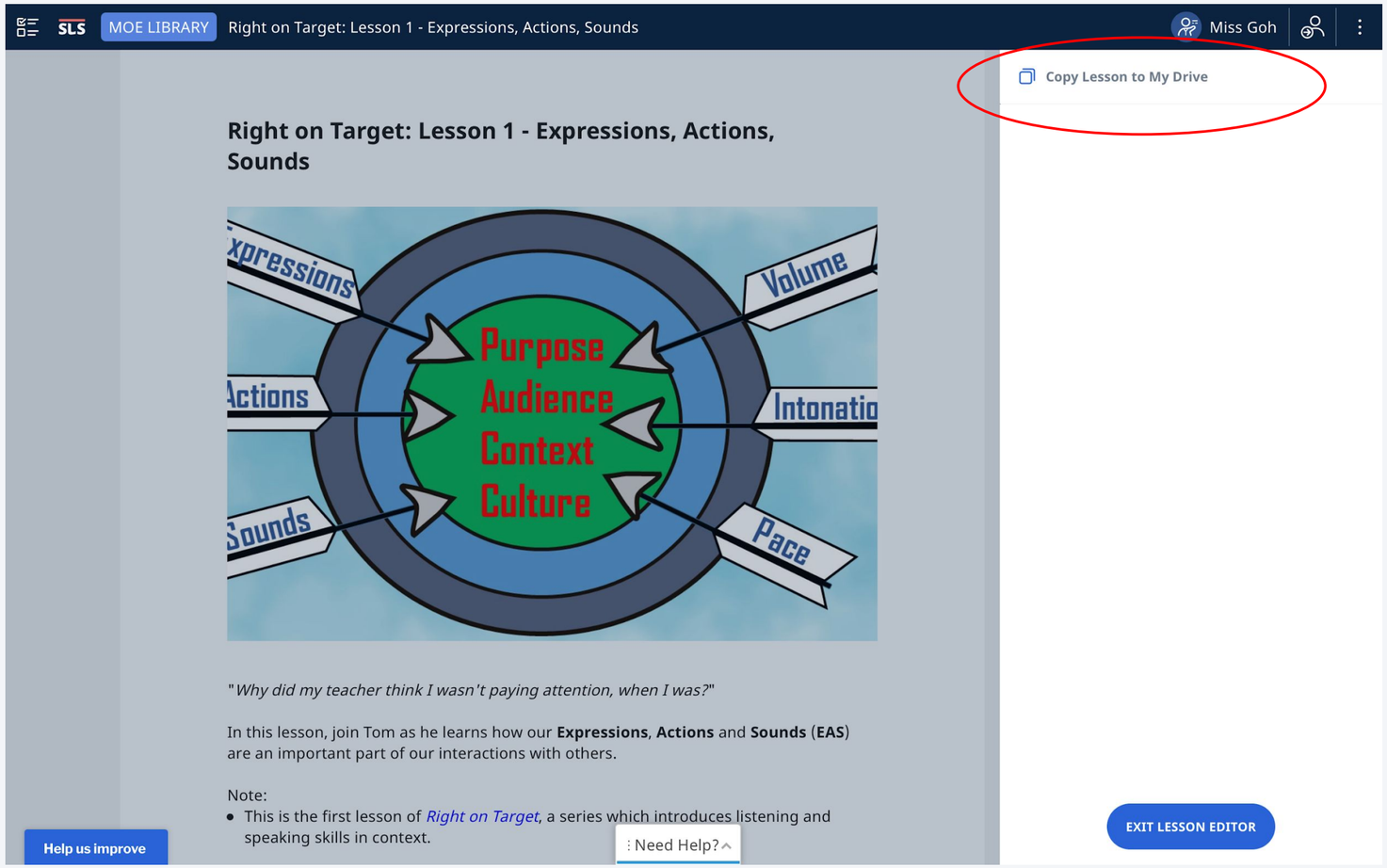
WORKAROUND

# Copying of Non-Question Components (Text)

- The previous 2 flows should show you how to copy a quiz, or a question.
- For non-question components (e.g. text/media) you would have to copy the text into a new component
- You may wish to copy the original Lesson from MOE library or Community Gallery to My Drive before editing.

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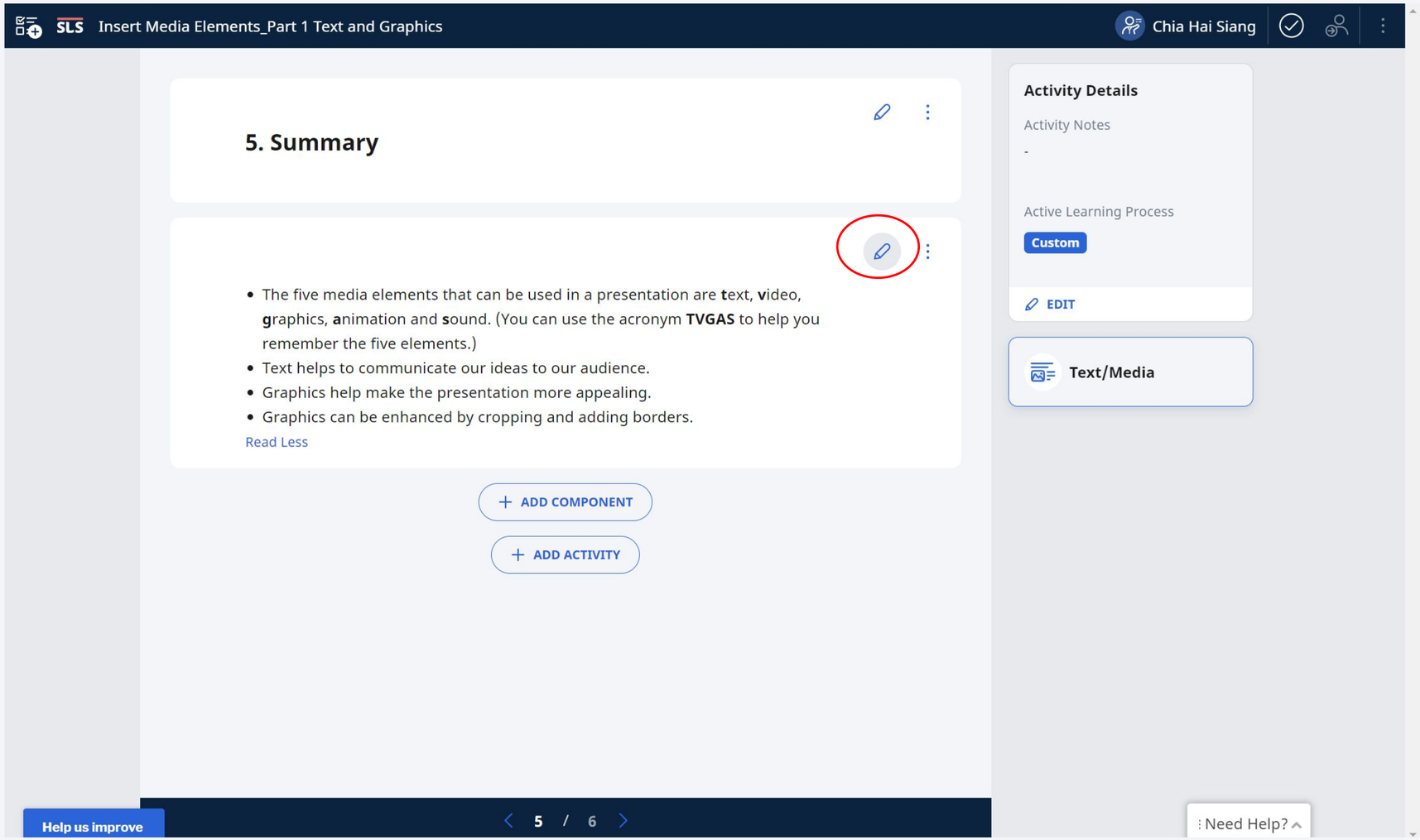
WORKAROUND

# Copying of Non-Question Components (Text)

- Find a component you like and click on the Edit button.

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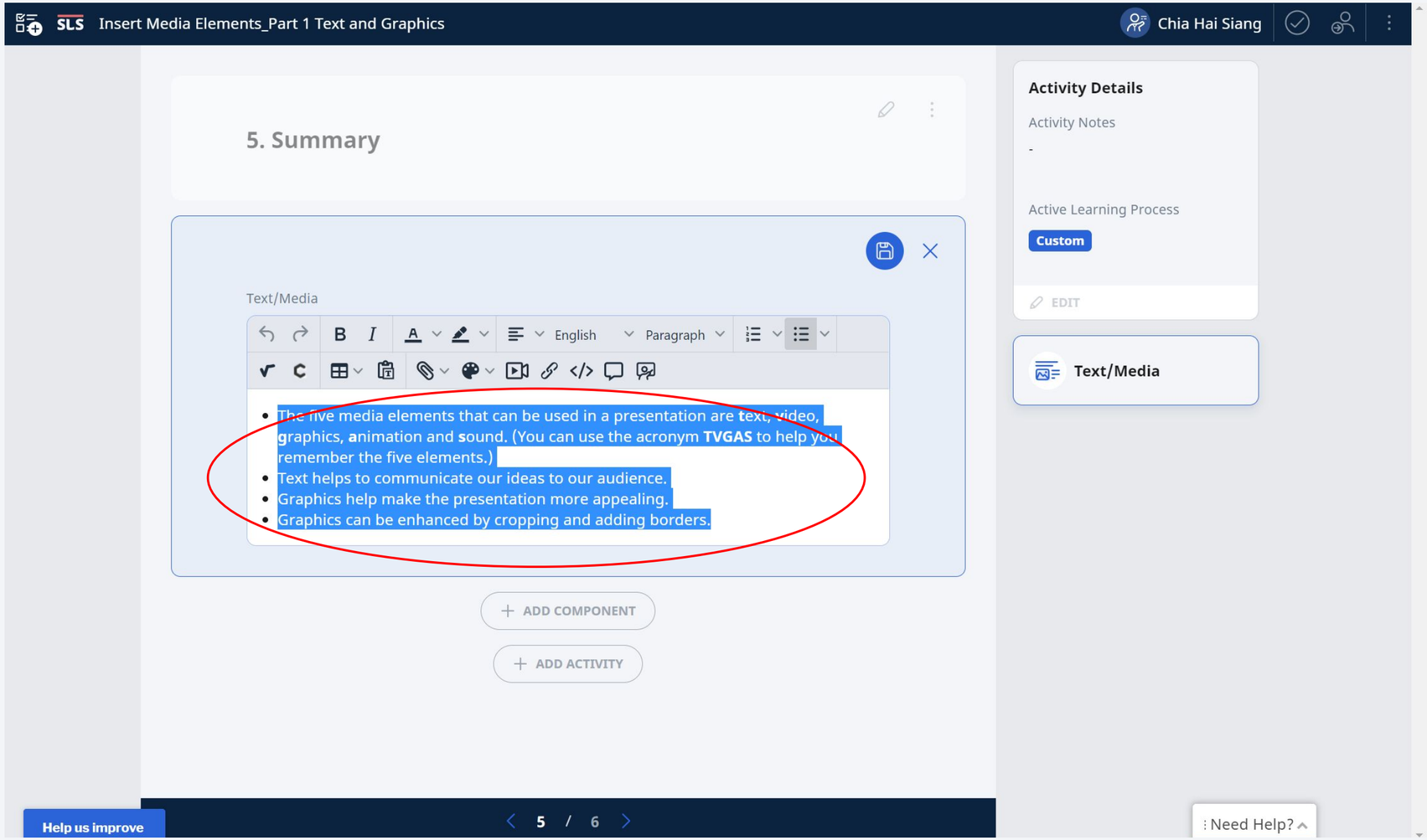
WORKAROUND

# Copying of Non-Question Components (Text)

- **Copy the text in the component**

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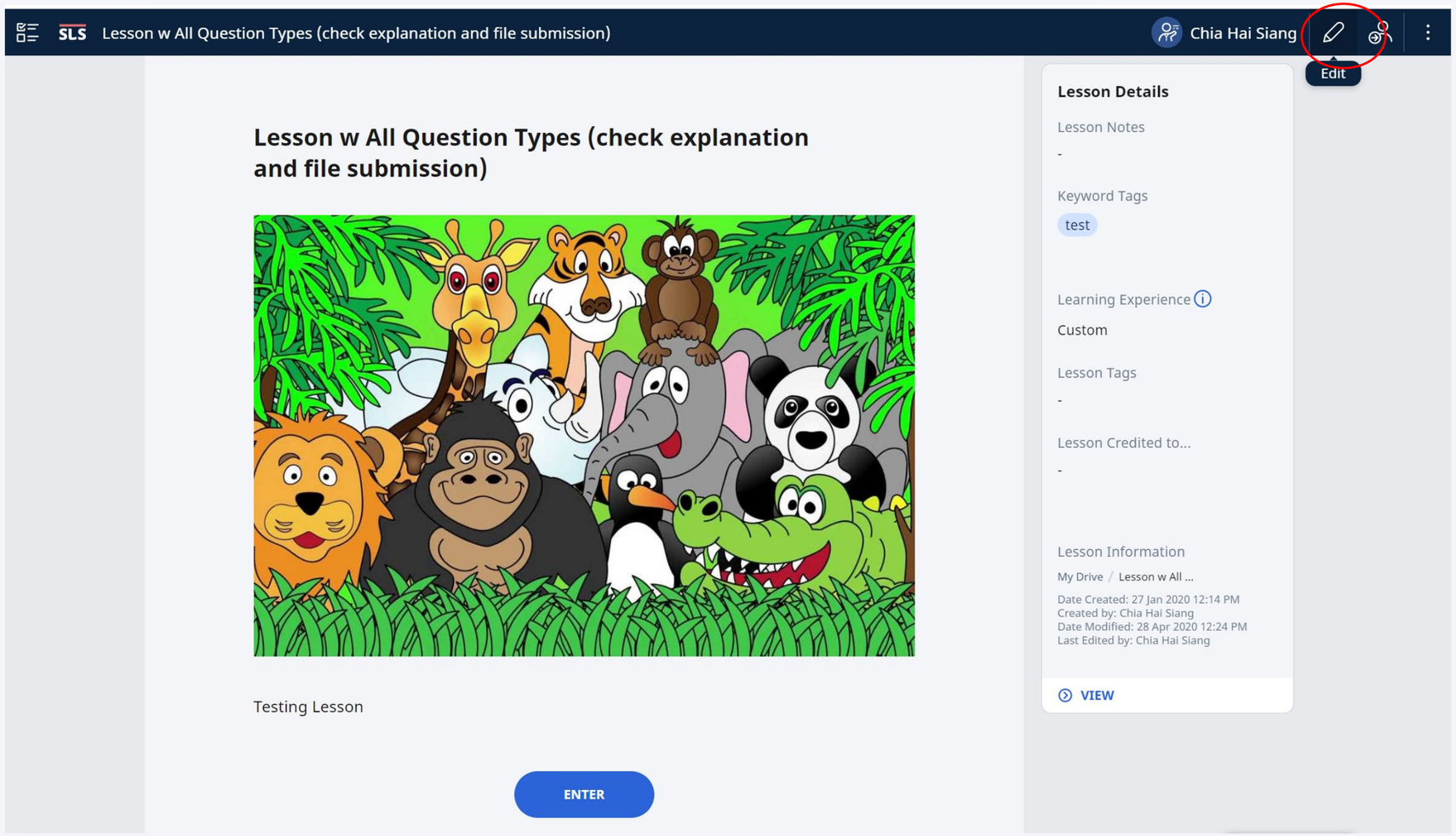
WORKAROUND

# Copying of Non-Question Components (Text)

- Go to the lesson you want to copy the non-question component in.
- Click Edit on the top right.

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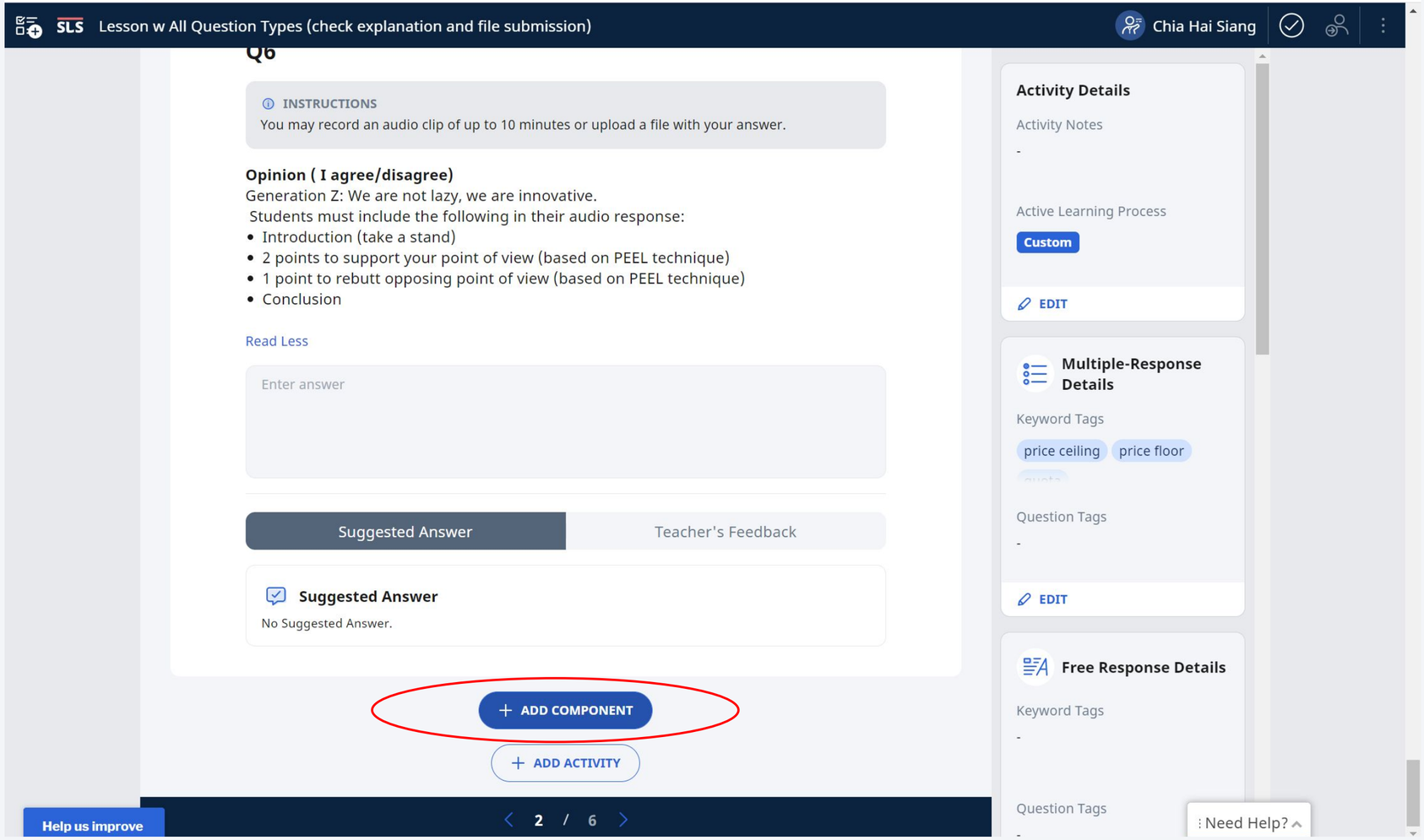
WORKAROUND

# Copying of Non-Question Components (Text)

- Go to the place in your lesson you want to copy the component.
- Click on +Add Component

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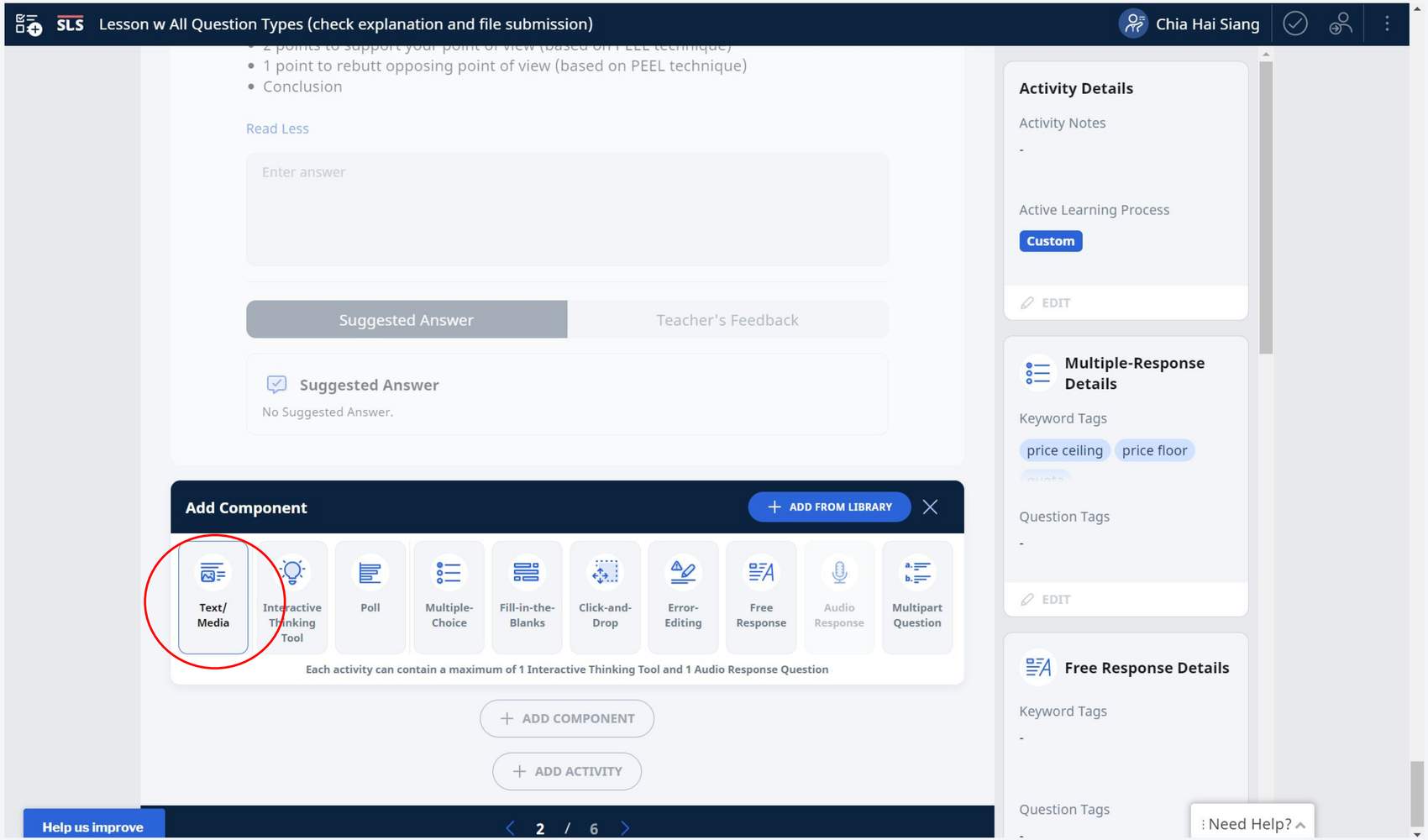
WORKAROUND

# Copying of Non-Question Components (Text)

- **Choose the Component you want**

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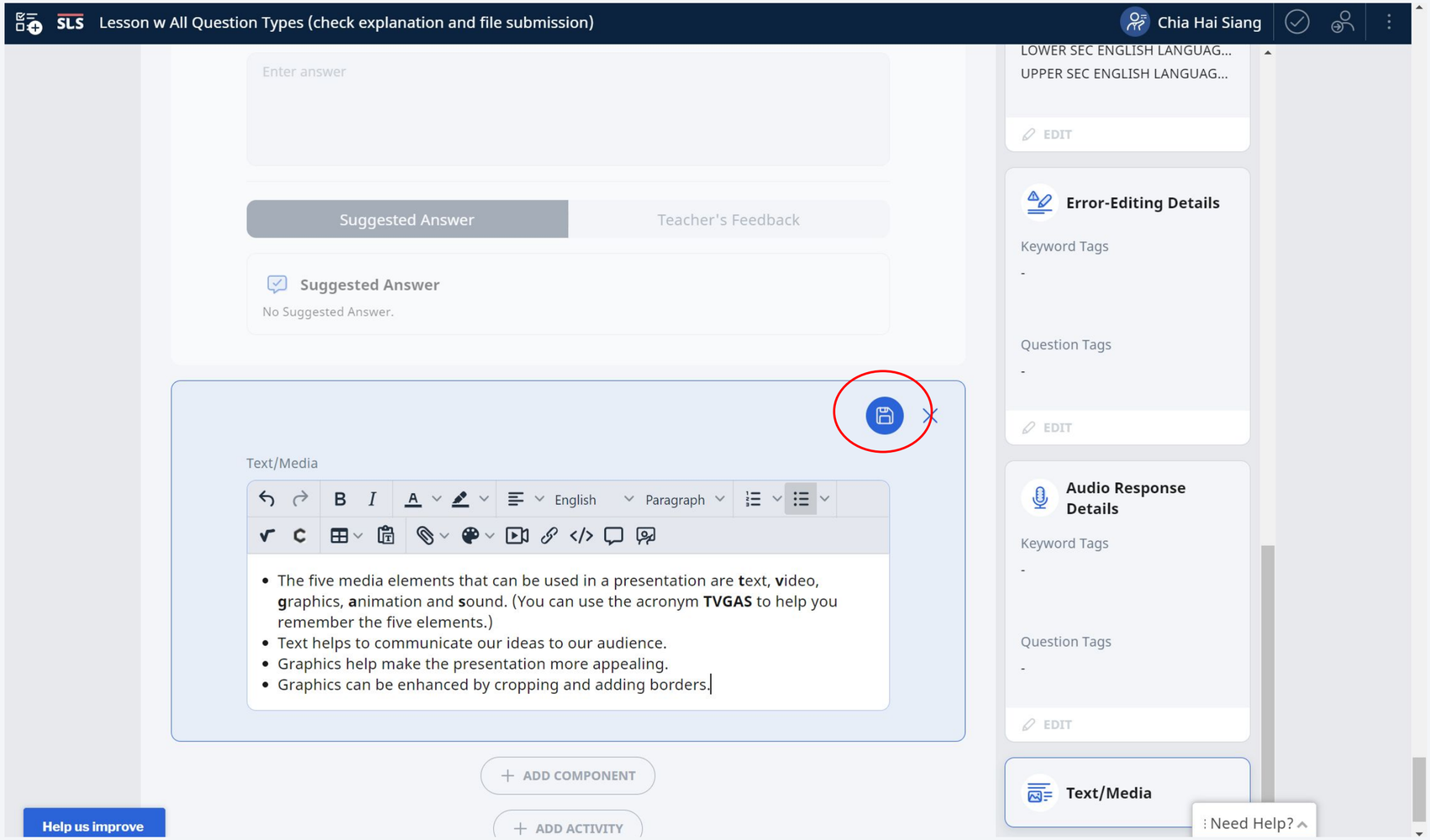
WORKAROUND

# Copying of Non-Question Components (Text)

- In the new component, paste the text from the copied component.
- Click the save button on the top right to save your component.

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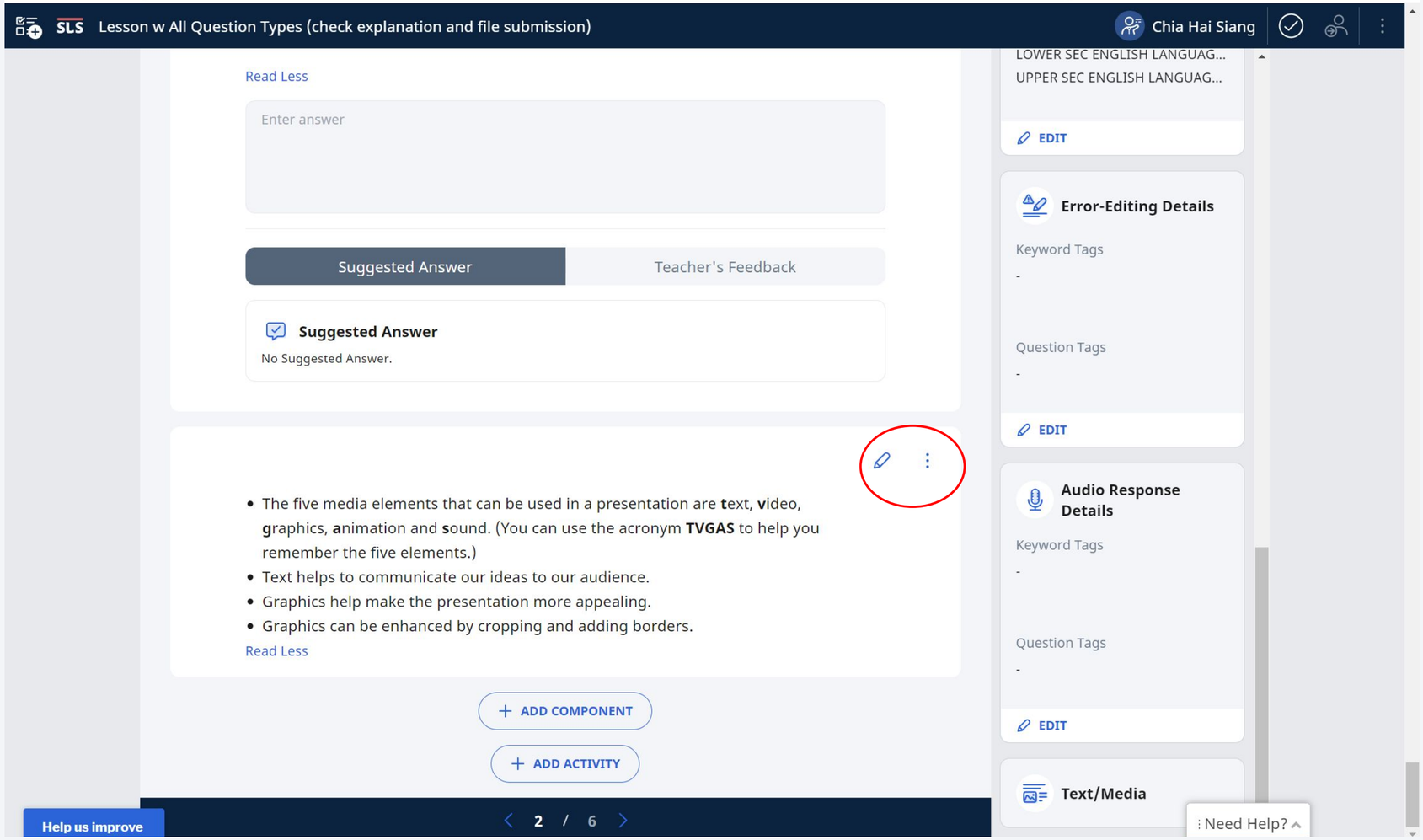
WORKAROUND

# Copying of Non-Question Components (Text)

- You should now see your component in your lesson.
- Click edit to adapt further or 3 dots to move the position of your component.

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# 4. Copying of Media objects

For Questions and Non-Question components

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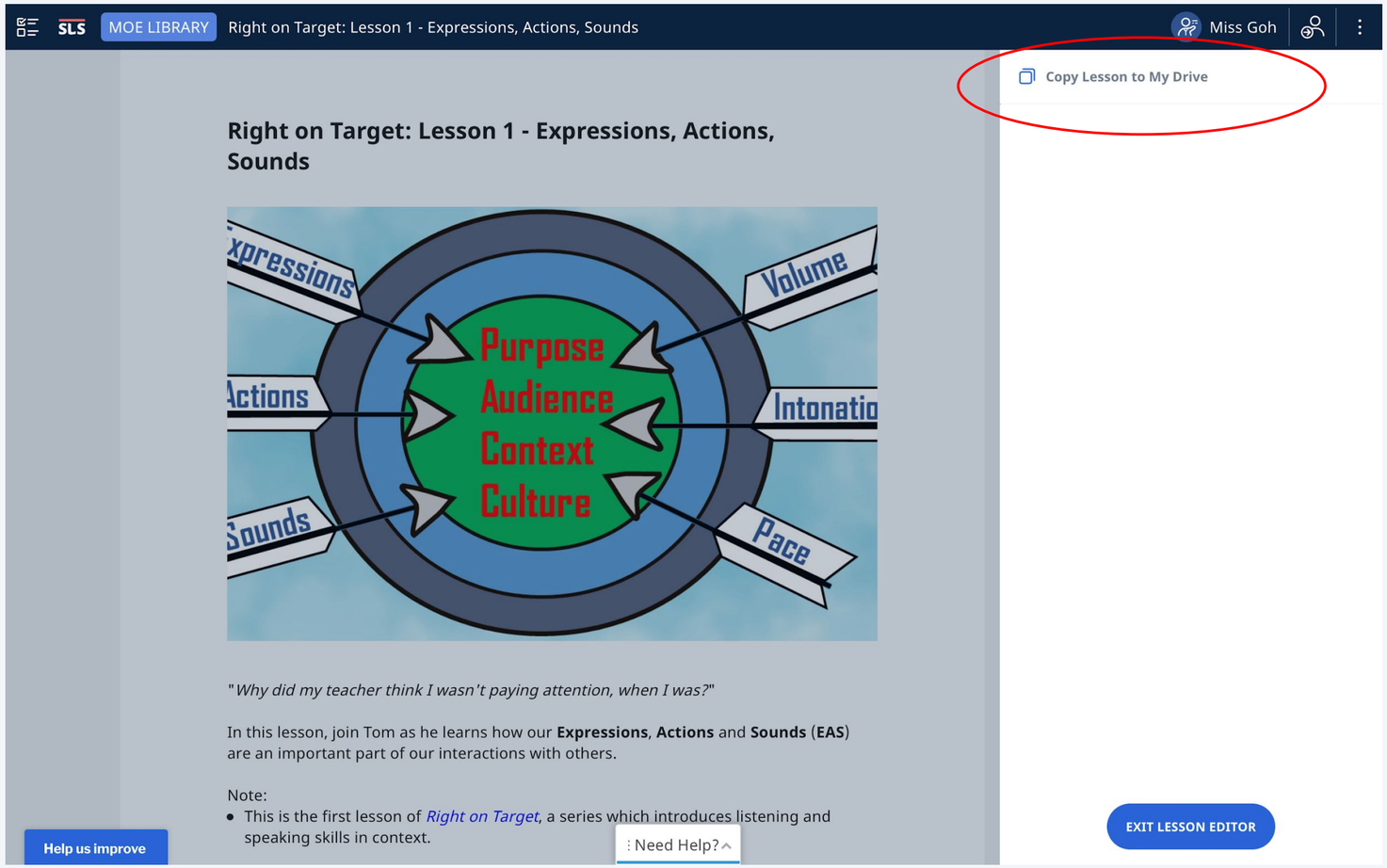
WORKAROUND

# Copying of Media Objects

- Make a copy of the original Lesson from MOE library or Community Gallery to My Drive.

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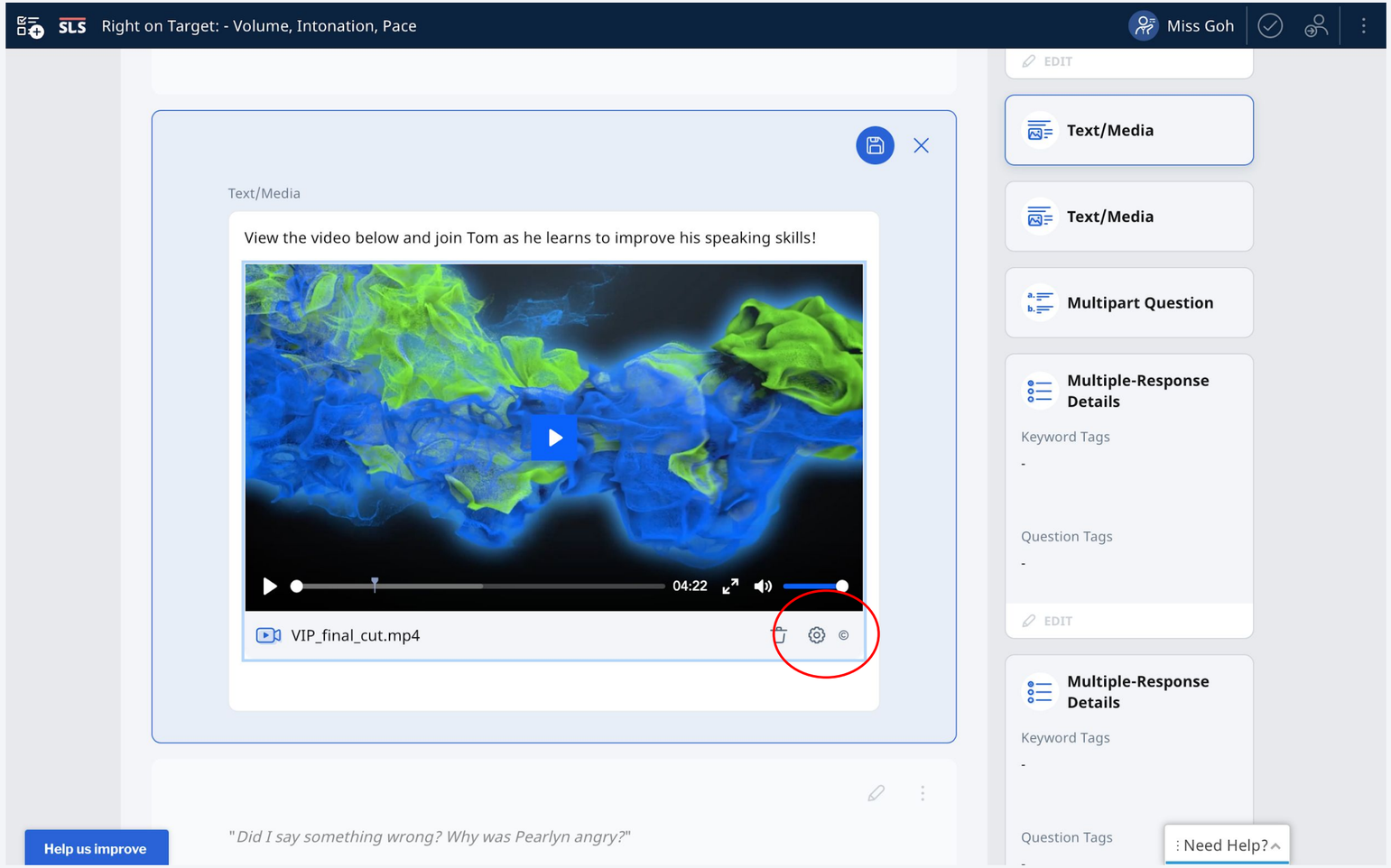
WORKAROUND

# Copying of Media Objects

- Edit the component with the media object you would like to add.
- Click the settings icon to view the Title of Media object.

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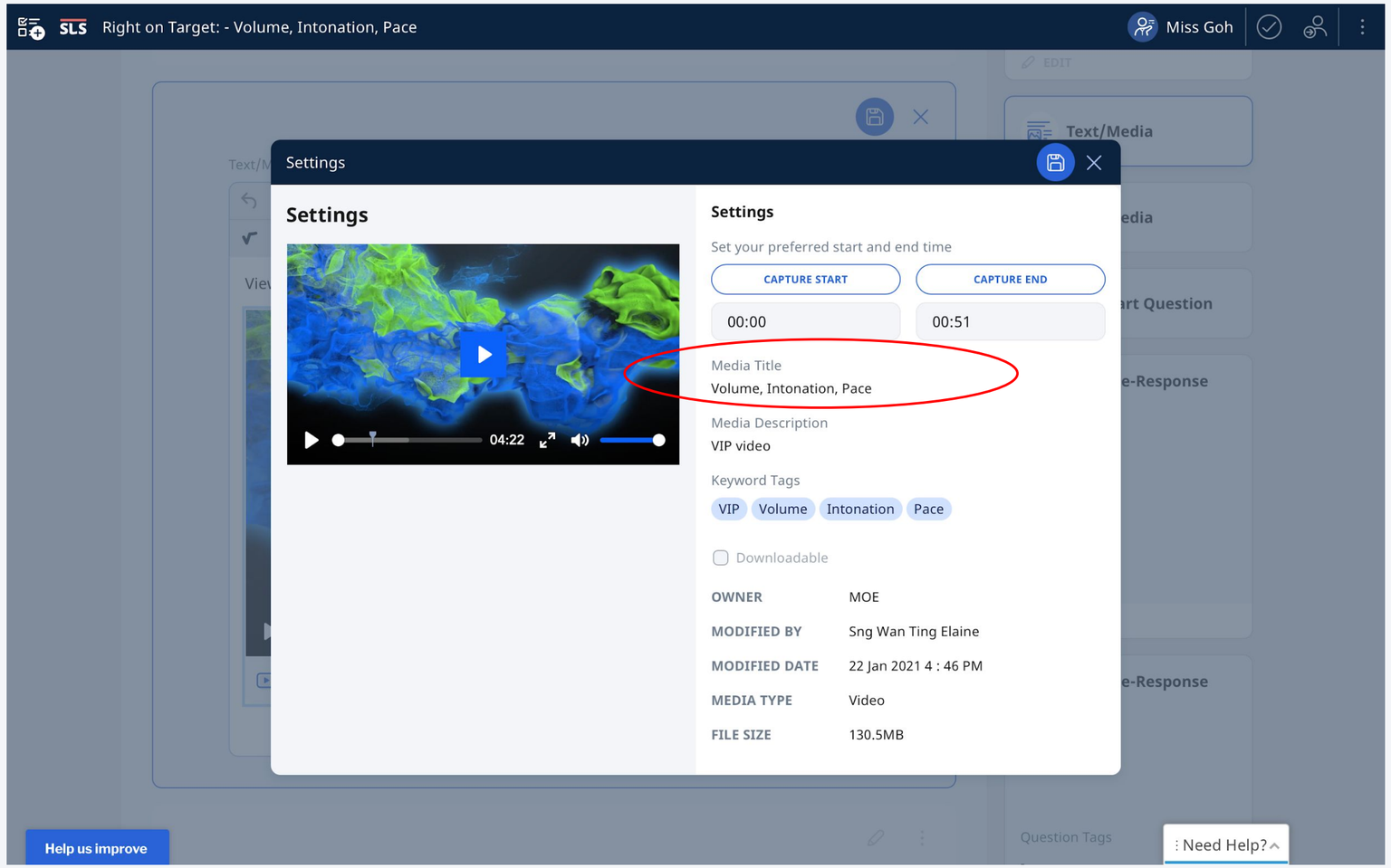
WORKAROUND

# Copying of Media Objects

- Copy the Title of the media object.

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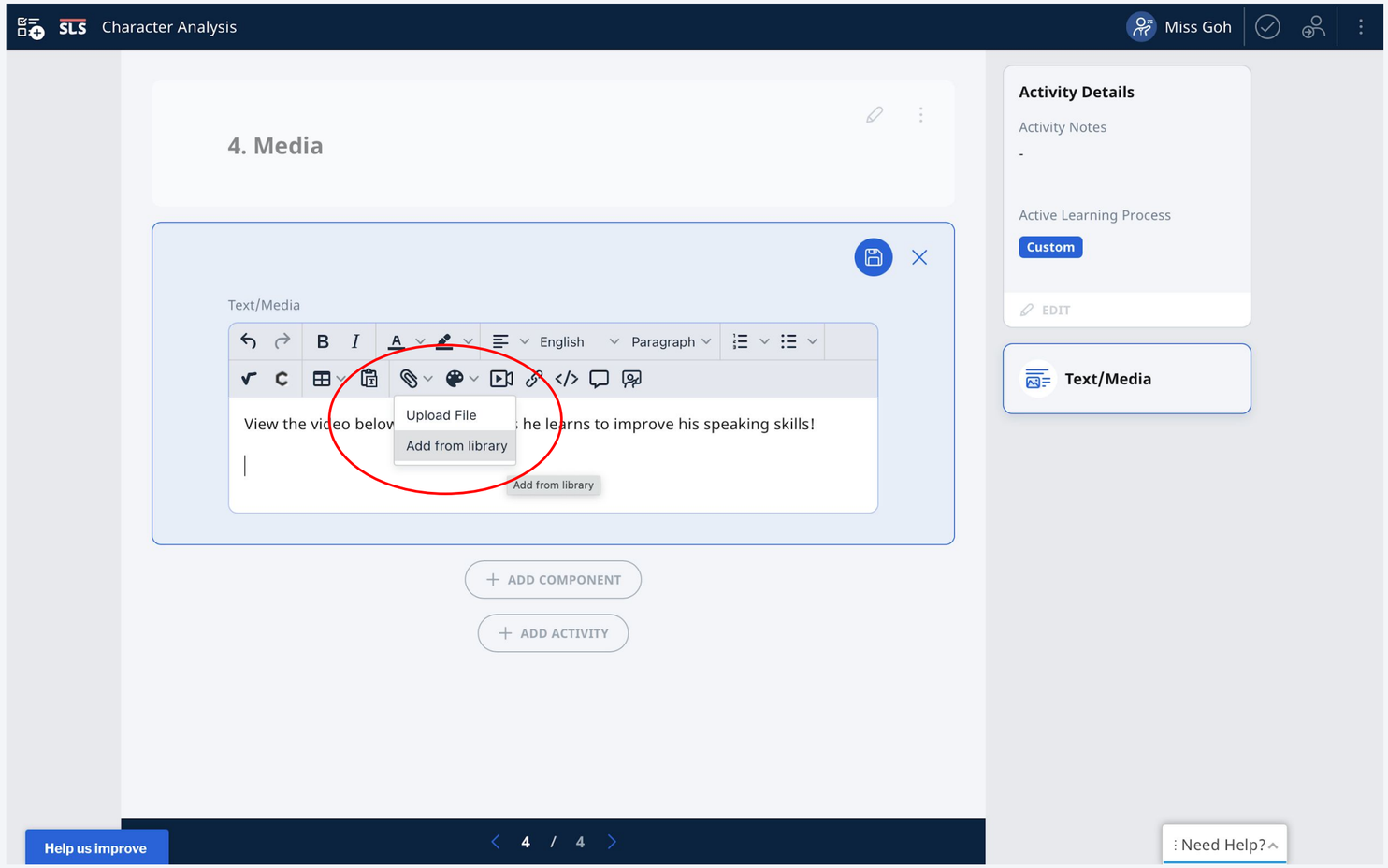
WORKAROUND

# Copying of Media Objects

- In the new component, click the paperclip icon and select Add from Library.
- Note: You can add media objects from MOE Library and Community Gallery.

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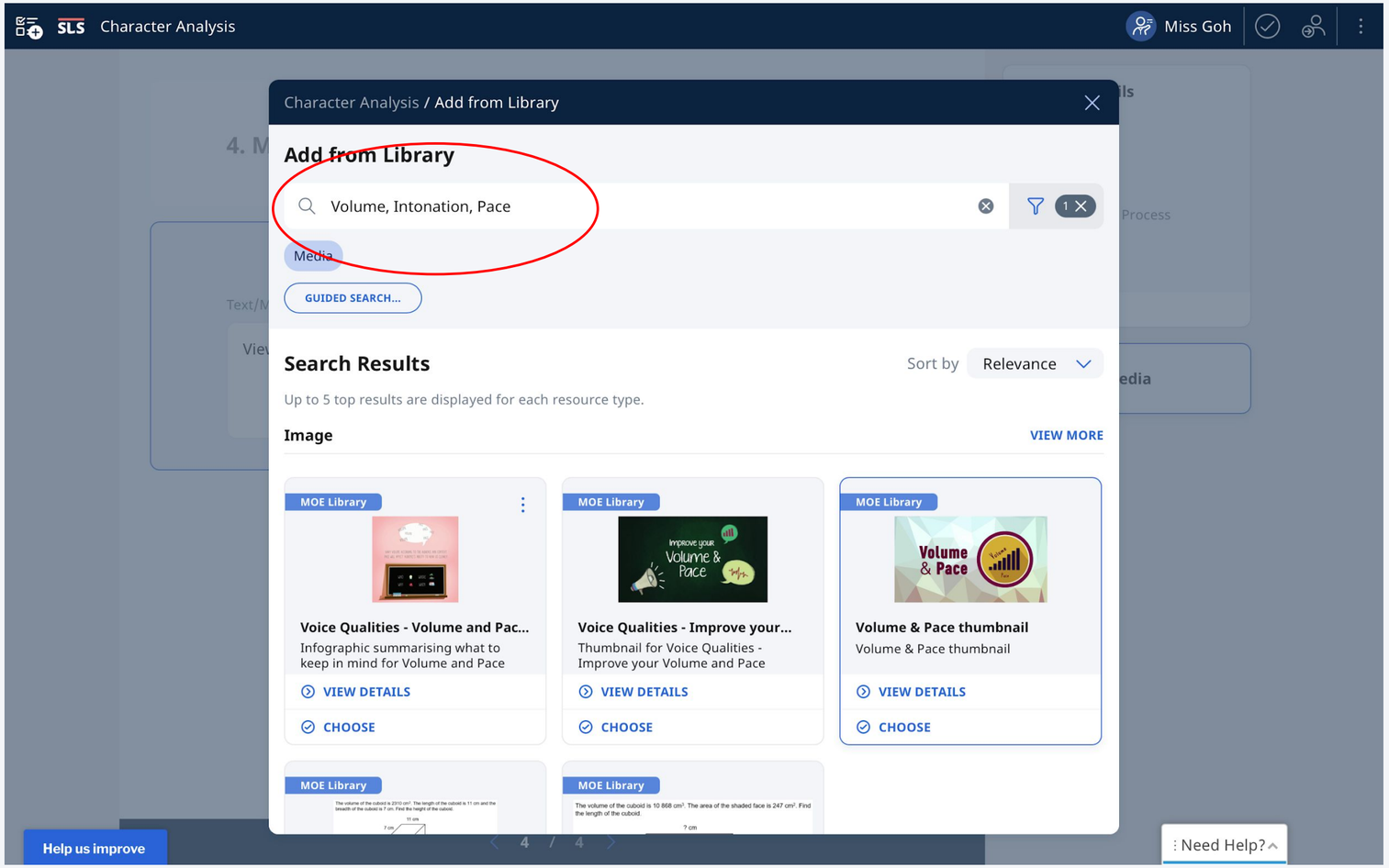
WORKAROUND

# Copying of Media Objects

- Paste the copied Title into the search field.
- Scroll down the page to choose the media object you want to add.

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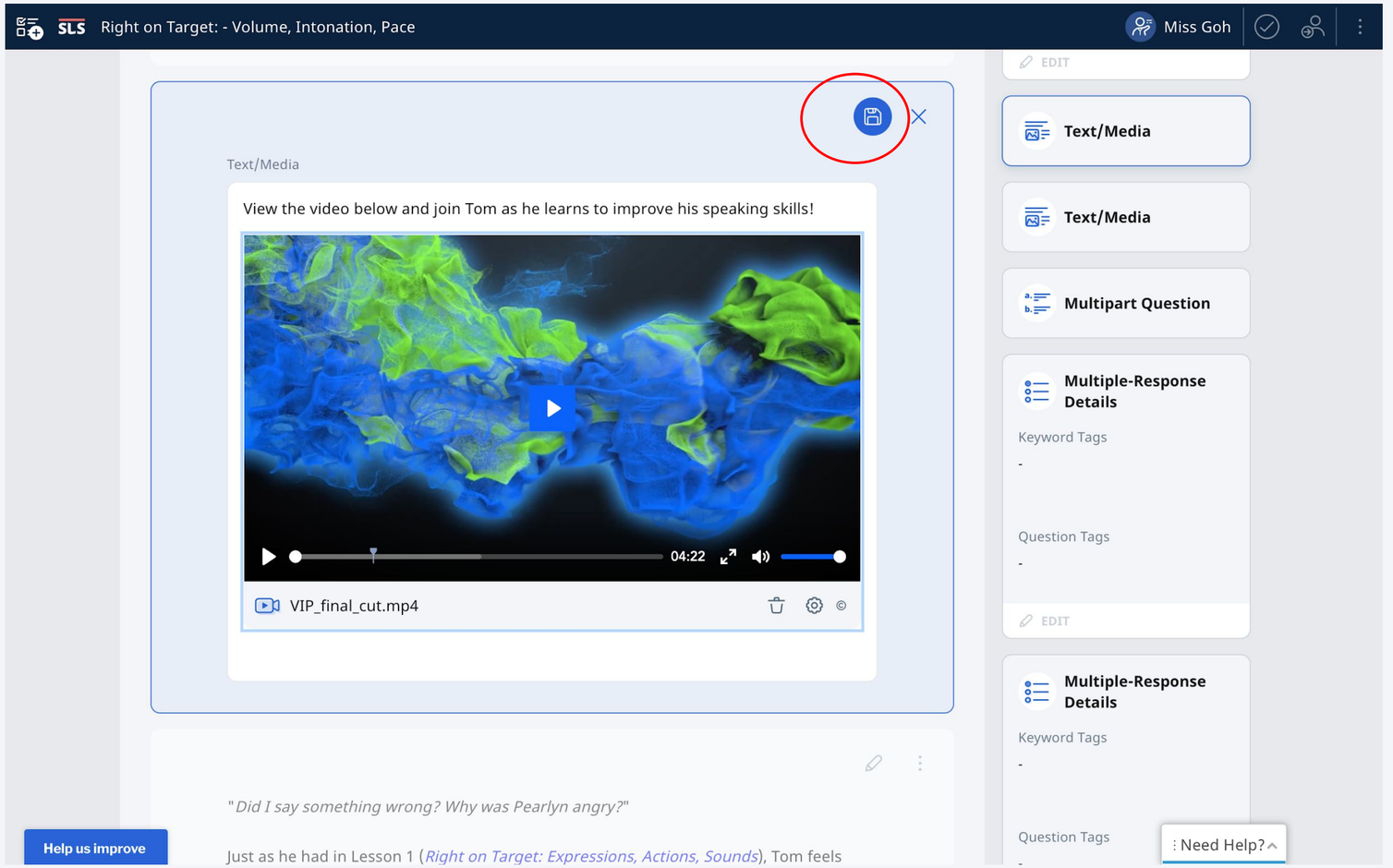
WORKAROUND

# Copying of Media Objects

- The media object would be added into the new component.
- Click the save button on the top right to save your component.

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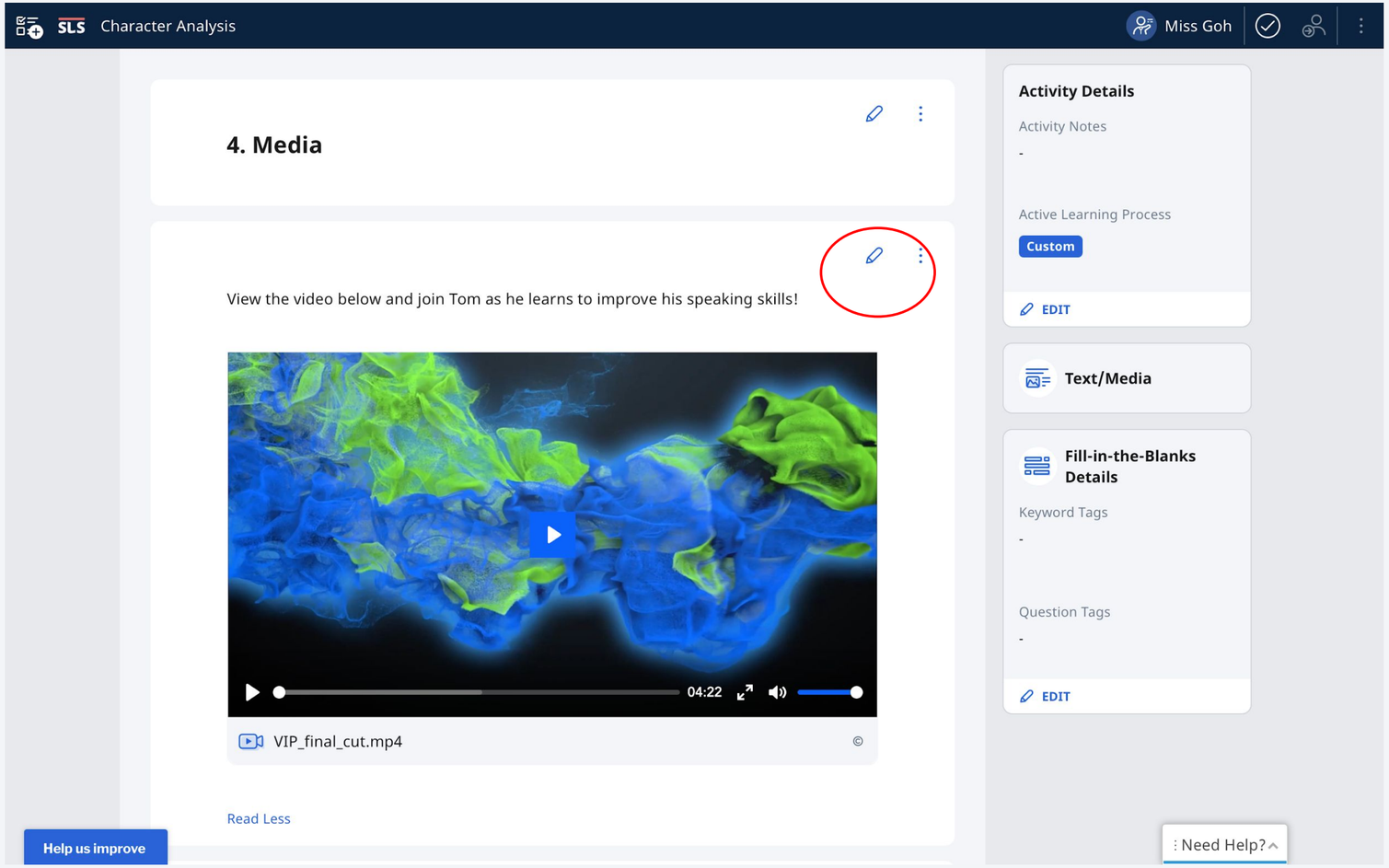
WORKAROUND

# Copying of Media Objects

- You should now see your component in your lesson.
- Click edit to adapt further or 3 dots to move the position of your component.

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FOLLOW-UP ACTIONS

# Conclusion

- The slide deck shows the different ways you can use workarounds to
  - Copy Quizzes
  - Copy Questions
  - Copy Non-Question Components
  - Copy Media Objects
- An improved way to copy whole activities between lessons will be released in R15 (Jun 2021).

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# End

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