



Copying Content in myTUTOR

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Copying content is sometimes necessary when reviewing, uplifting, or creating module content in myTUTOR. You can **Copy All Components** or **Select Components** to copy from one module to another. For example, this tool can be used to copy content from your migrated 2020 module to the new 2021 module. The type of components you can copy are Content, Course Files, Assignments, Quizzes, Discussions, Groups, Grade items, Rubrics, Glossary, Question Library, Awards and Release Conditions. You can copy content from one HTML page within a module to a new HTML page within the same module.

Q: How do I copy content from one module to another?

A: Use the Import/ Export/ Copy Components tool. Follow the wizard steps.

Q: How do I copy content from one HTML page within a module to a new HTML page in the same module?

A: Follow the steps below:

- Create a new HTML document.
- Use the Templates Arrow and select the bottom option “Browse for a Template”.
- Scroll down the list to find the HTML page that you want to copy.
- Select the item and click the **Add** button.

NOTE: You must manually create a new HTML page first, before you copy the content from one HTML page to another page in the same module.