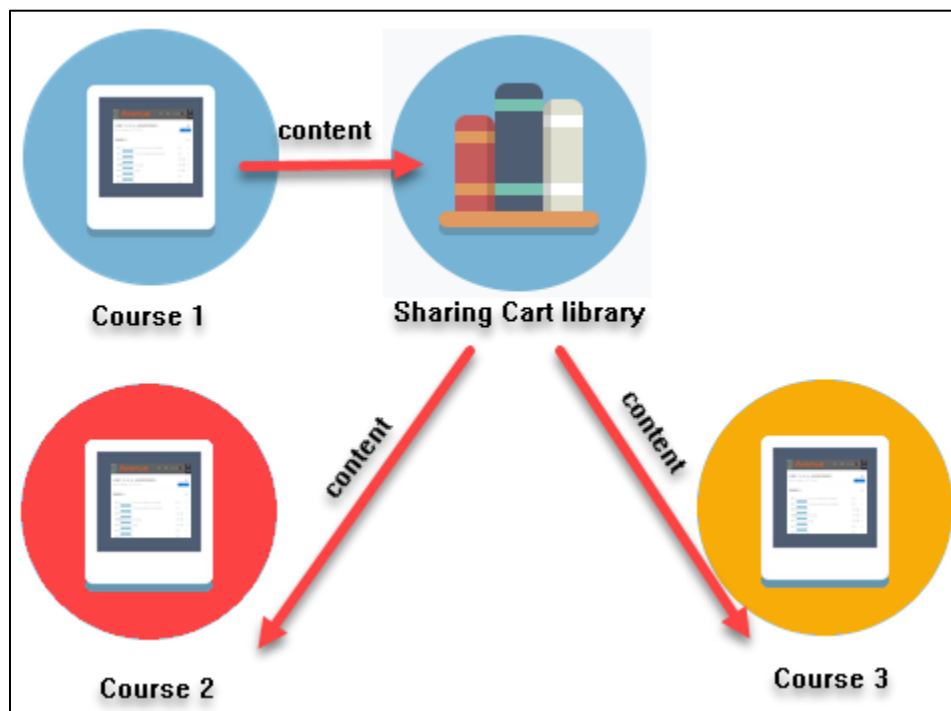# The Sharing Cart Block

The **Sharing Cart** block is a useful tool for instructors using multiple Avenue courses.  If this block is added to Avenue courses, it allows instructors to duplicate resources and activities between Avenue courses, if they are editing instructors.

All courses must have the **Sharing Cart** block enabled and editing turned on. The sharing Cart is not visible to students.
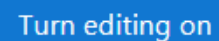


Instructors copy course content into their course **Sharing Cart library** through the **Sharing Cart** block or the **Sharing Cart** icon.  🛒   The **Sharing Cart library** is available on all of the teacher's courses through the **Sharing Cart** block.  User data is optional when transferring items from one course to another.
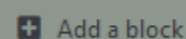
## Adding the Sharing Cart Block to a Course

1. Click on the **Turn editing on** button.

   Turn editing on

2. Ensure that the **Navigation drawer** is visible.  If it is not visible, click on the **Vertical ellipsis** icon on the top-left corner of your page.
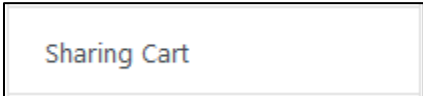
3. Scroll down to the bottom of the **Navigation drawer** and click on the **Add a block** link.
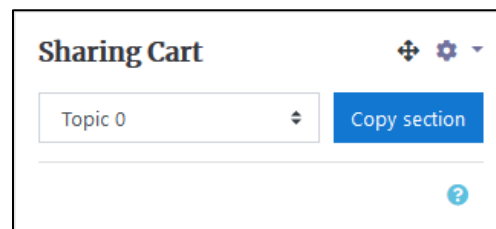
   Add a block

   **Note**: A list of available blocks appears.  You will only see a block name on this list if it is not already added to your course.

4. From the list of blocks, click on **Sharing Cart** block.

   Sharing Cart

5. The new block appears in the right column of the course.

   **Sharing Cart**
   Topic 0    Copy section

6. Click on the **Turn editing off** button to see the student view.
   **Note**: The students cannot see the block.

## Adding Course Content to the Sharing Cart Block

### Putting a Full Section into the Sharing Cart

1. Click on the **Turn editing on** button.
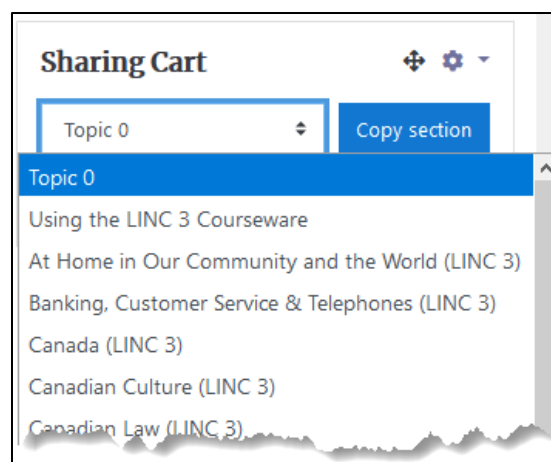   **Note**: The **Sharing Cart** block appears on the course page.

   **Turn editing on**
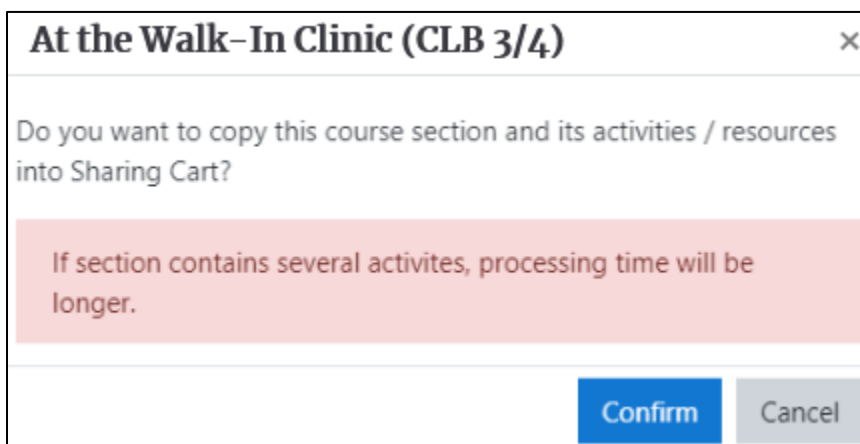
2. Click on the **Course sections** drop-down.

   Topic 0 | Copy section

3. Choose a **section** from the drop-down list.

   **Sharing Cart**
   Topic 0 | Copy section
   Topic 0
   Using the LINC 3 Courseware
   At Home in Our Community and the World (LINC 3)
   Banking, Customer Service & Telephones (LINC 3)
   Canada (LINC 3)
   Canadian Culture (LINC 3)
   Canadian Law (LINC 3)

4. Click on the **Copy section** button.
   **Note**: A pop-up appears.

   **At the Walk–In Clinic (CLB 3/4)**   ×

   Do you want to copy this course section and its activities / resources into Sharing Cart?

   If section contains several activites, processing time will be longer.

5. Click on the **Confirm** button.

   Confirm | Cancel

   **Note**: The **Sharing Cart** shows the duplicated section that is in the library.

   **Sharing Cart**
   At the Walk-In Clinic (CLB 3-4)
   Canada (LINC 3) | Copy section
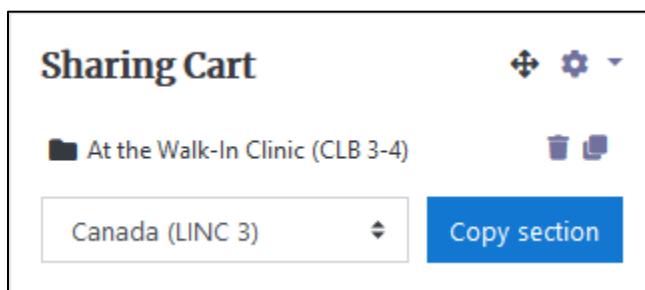
**Putting a <u>Single Resource or an Activity</u> into the Sharing Cart**

1. Click on the **Turn editing on** button.
   **Note**: The **Copy to Sharing Cart** icons appear beside all titles, resources and activities on the course main page.
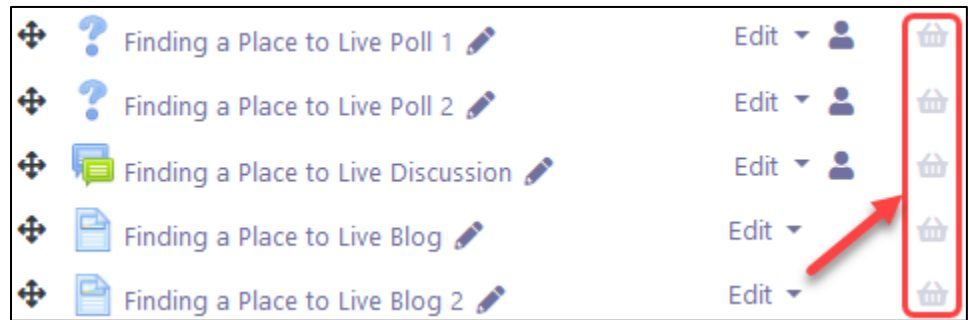


2. Click on one of the **Copy to Sharing Cart** icons.
   **Note**: A confirmation pop-up appears.



3. **Note**: The activity or resource now appears in the **Sharing Cart Block,** ready to be shared to other courses.

## Getting Content from the Sharing Cart

### Getting <u>Section Content</u> from the Sharing Cart Block

1. Open the destination course.
**Note:** This is the course where this section will be placed.

2. Ensure that the **Sharing Cart** block is visible on this course. If it is not, add it to this course.  See the section **Adding the Sharing Cart Block to a Course** above.
**Note**: The **Sharing Cart** block appears exactly the same in the destination course.

3. To see the section content, click on the section name in the **Sharing Cart** block.
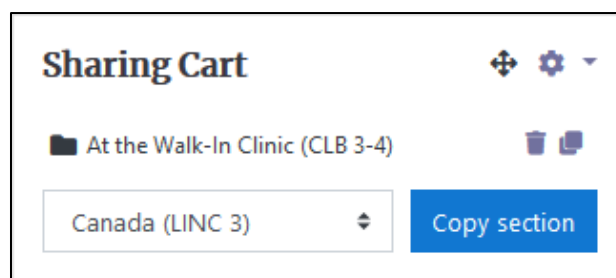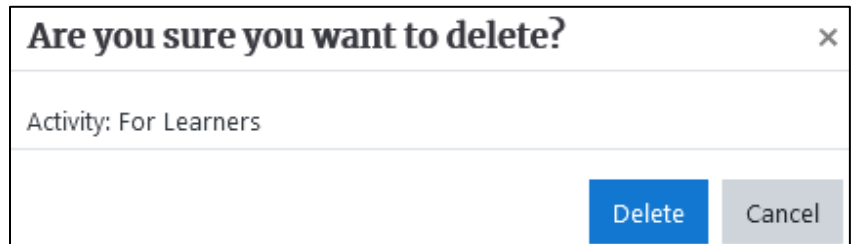


Note: In this example, content for the **At the Walk-In Clinic (CLB 3-4)** section displays in the **Sharing Cart** block.

To remove any items that are not required, click on the **Delete** (**Trash**) icon beside the resource or activity.
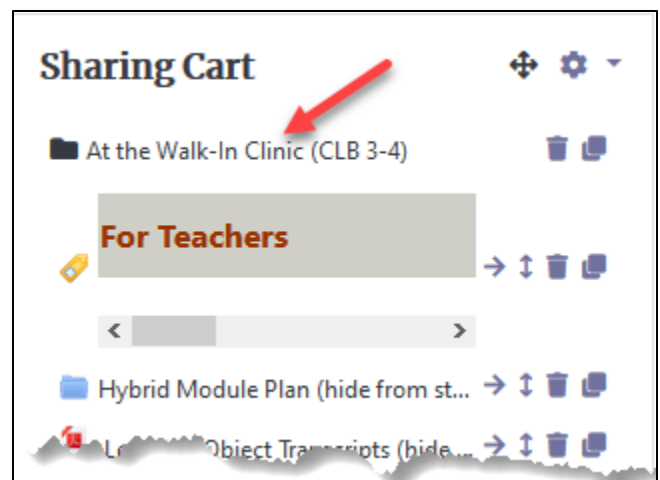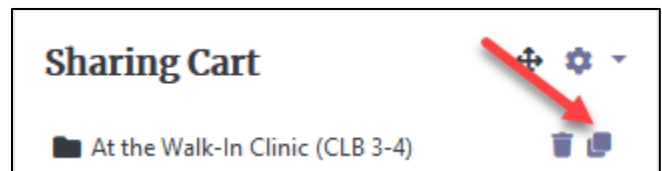
**Note:** A confirmation pop-up appears.





4. Click on the **Delete** button.
**Note:** The content is removed from the **Sharing Cart** block**.**

5. To collapse a section list in the **Sharing Cart**, click on the Section name.



6. To move the remaining items in the section to the destination course, click on the **Copy to course** icon beside the section name in the **Sharing Cart** block.



**Note**: In the main course area, **copy here** icons can be found in between each section.

7. Locate an appropriate position for the section and click on the **copy here** icon.
   **Note:** The **Section title conflict** pop-up appears.

## Section title conflict

◉ Keep the current section title **"General"**

○ Change section title to **"At the Walk-In Clinic (CLB 3/4)"**

Load time are longer, because more than 10 activities/resources are being processed.

[Continue] [Cancel]

**Note**: Since the new section is going to merge into an existing section, the instructor must choose between the existing section title or the title of the section being imported.

8. Choose either **Keep the current section title** or **Change the section title to**.

9. Click on the **Continue** button.
   **Note**:  The content from the source course appears in the destination course.

10. Move title, resources or activities to suit the requirements of your course.

## Getting a Single Resource or an Activity from the Sharing Cart Block

1.  Open the destination course.

2.  Ensure that the **Sharing Cart** block is visible on this course. If it is not, add it to this course.  See the section **Adding the Sharing Cart Block to a Course** above.

3.  Click on one of the **section** links.



**Note**: The section details appear in the **Sharing Cart**.
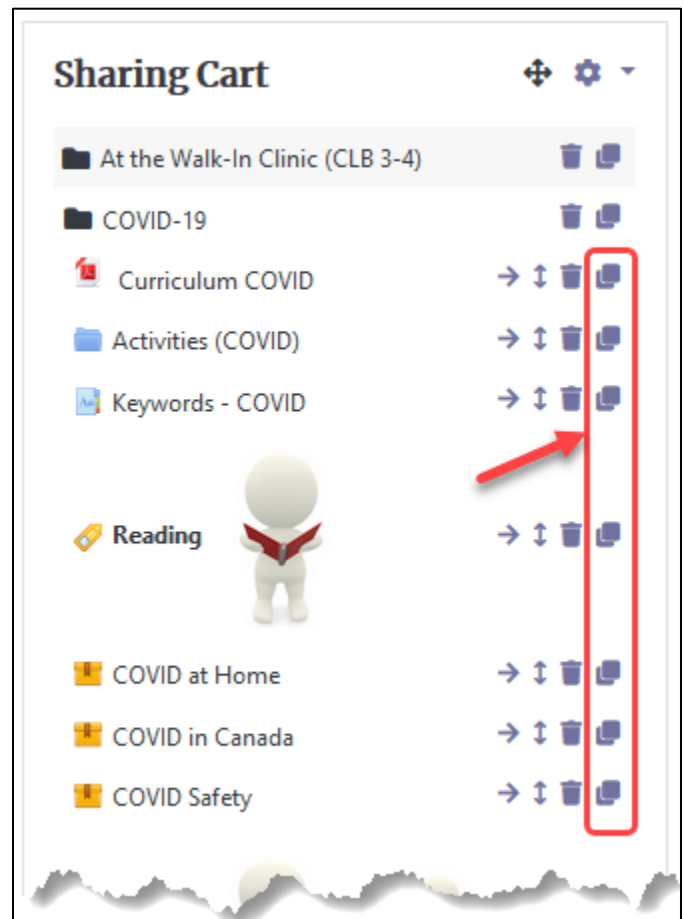
4.  Click on **one** of the **Copy to course** icons.

Copying this shared item: 📕 Curriculum COVID 🚫

Note:  A **Copying** message appears at the top of the course.

Note:  In the main course area, **copy here** icons can be found in between each section.



5.  Locate an appropriate position for the section and click on the **copy here** icon.
    **Note:** The **Resource or activity** is copied into the destination section.

## Sharing Cart Block Help

Moodle Documents: Sharing Cart block
<https://docs.moodle.org/39/en/Sharing_Cart>