Moodle Methods

Do you ever find yourself wanting to share course materials between Moodle courses? Are you tired of searching for that PDF you put on your desktop, so you thought, and now can't find it to save your life? Moodle has two methods of holding data that are only visible for the user and easily transferrable between courses.

If the data you want to transfer currently resides in a Moodle course, follow these steps:

Sharing Cart— This tool serves as a repository for not only documents, but Moodle activities, assignments, quizzes, etc. to easily transfer and share between Moodle courses.

Sharing cart is a Block add-on that can easily be added to each of your courses. To add the block, turn editing on and click on the Add a Block drop down menu. Select Sharing Cart.

To add items to the Sharing Cart, click on the edit button on any activity in your Moodle course and select "Copy to Sharing Cart".

Once in your other courses with Sharing Cart Block enabled, simply click on the far right icon to "Copy to course". Then drag the item where you want it in your course.

If the data you want to transfer currently resides outside of Moodle (i.e. your hard drive, a flash drive, etc.), follow these steps:

My Private Files—This tool serves as a repository for documents, images, or videos to easily transfer between courses, or as a handy location to store a backup of course-related material.

My Private Files is accessible from the dashboard or from your My Profile link. It is also a Block add-on that can easily be added to each of your courses and remain visible for you for easy access.
To add the block, turn editing on and click on the Add a Block drop down menu. Select My Private Files.

From there, you'll see Manage my private files. You will be able to drag and drop files into the box, or search for them with the file finder. Once you have loaded them, click Save.
They will now appear in your My Private Files Block.

Now, you can simply click and drag any of the items in your private files into any topic section in your Moodle course as long as editing is on.