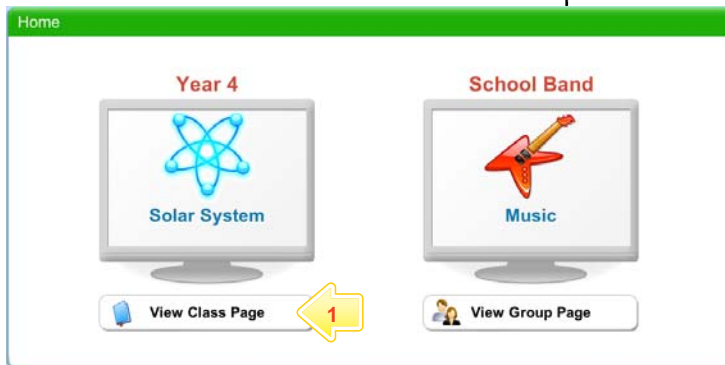


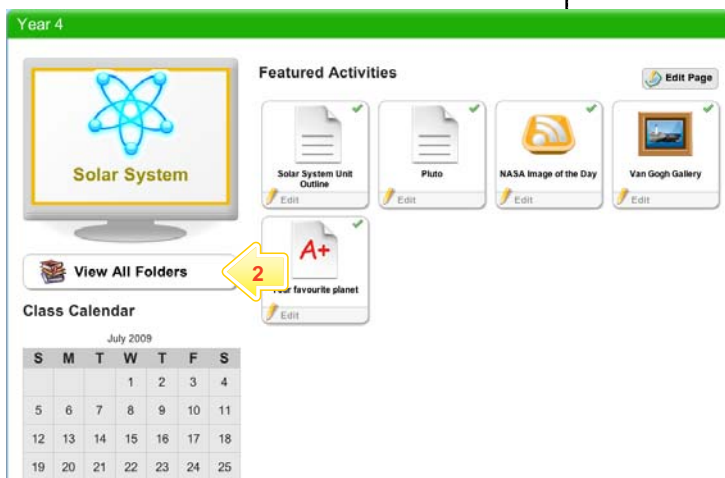
# Copy and Share Activities

## Copy an Activity to your eLocker

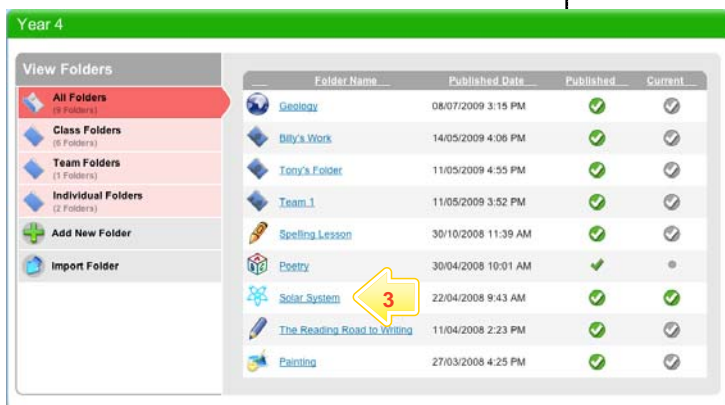
Studywiz allows you to copy a single Activity into your eLocker and then copy it to a new location. This can be useful if you want to use an Activity in another Class or Folder, or if you want to modify an Activity to use with another Class or Folder.



- 1 Below the Class or Group that contains the Activity that you want to copy, click the **View Class Page** button.

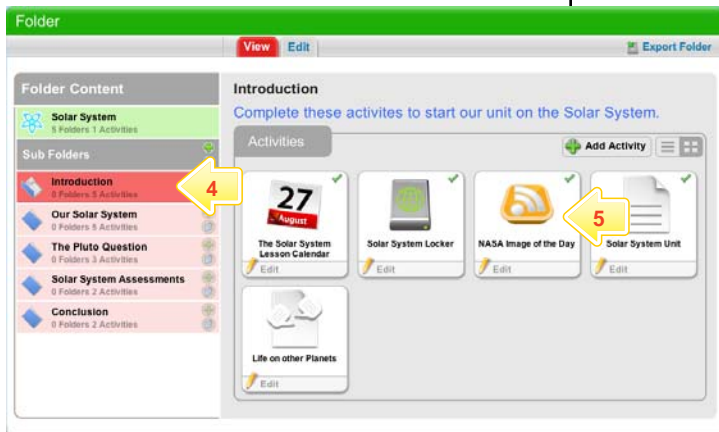


- 2 Click the **View All Folders** button.

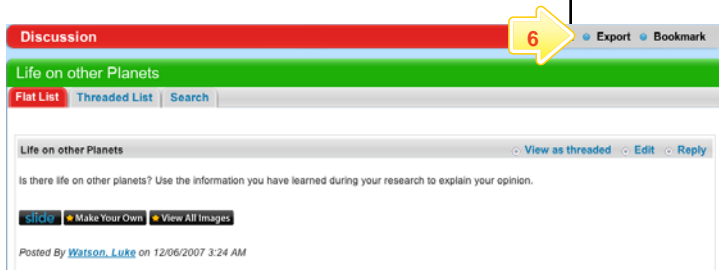


- 3 Click the Folder that contains the Activity you want to copy.

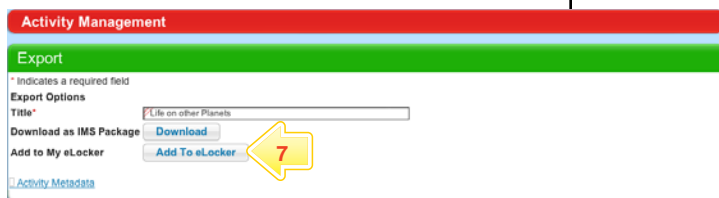
# Copy and Share Activities



- 4 If the Activity is contained in a Sub Folder, click the Sub Folder.
- 5 Click the Activity that you want to copy. The Activity opens.

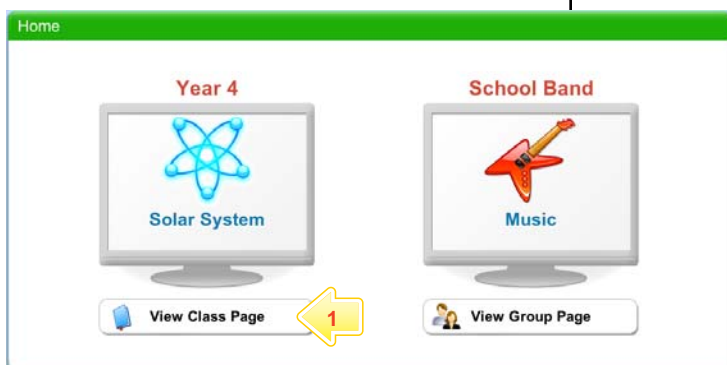


- 6 Click **Export**.



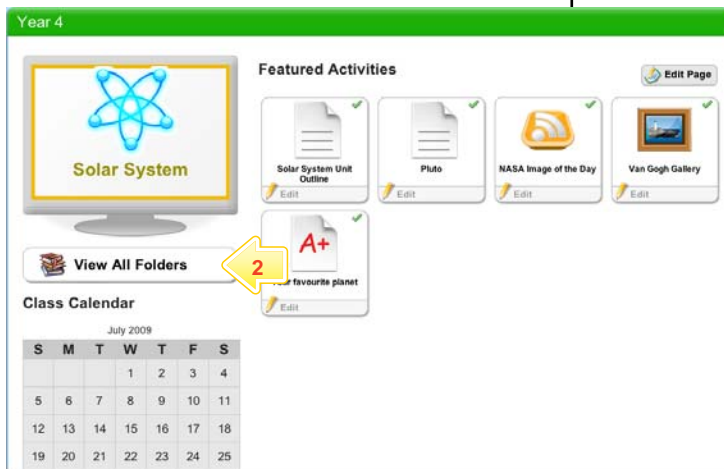
- 7 Click the **Add To eLocker** button. The folder is added to your eLocker.
- Note** You also have the option to download a copy of the Folder onto your Desktop. Click the **Download** button and the Folder will download as an IMS package.

## Copy an Activity from your eLocker into to a Folder

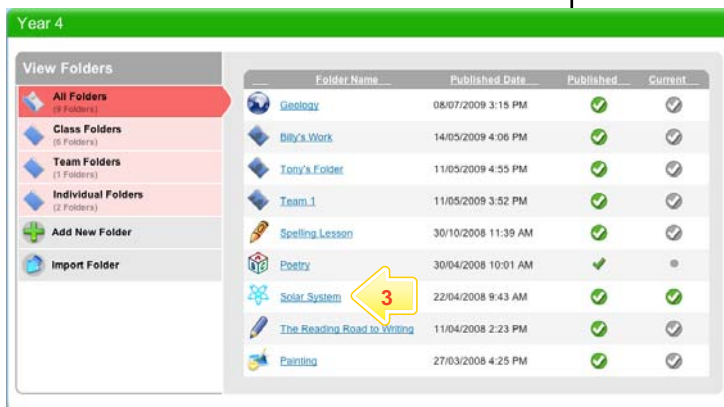


- 1 Below the Class or Group to which you want to copy the activity, click the **View Class Page** button.

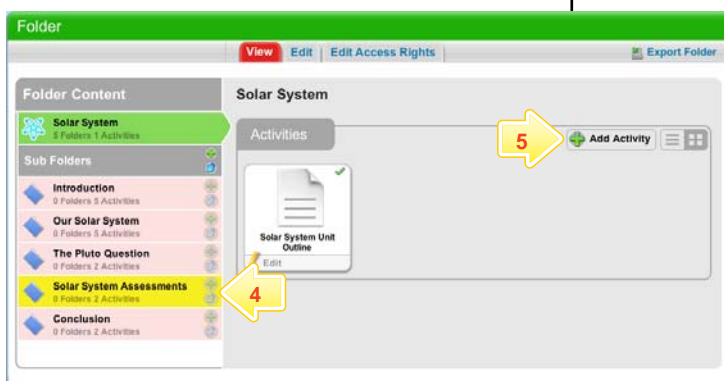
# Copy and Share Activities



2 Click the **View All Folders** button.



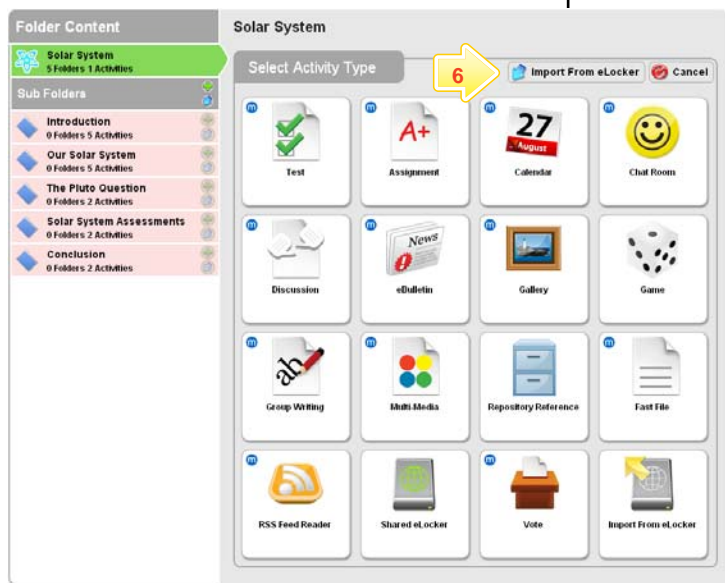
3 Click the Folder to which you want to add the Activity.



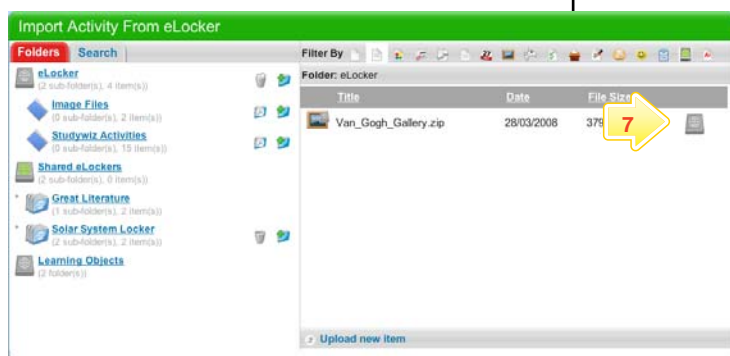
4 If you want the activity to be saved in a Sub Folder, click the Sub Folder.

5 Click the **Add Activity** button.

# Copy and Share Activities

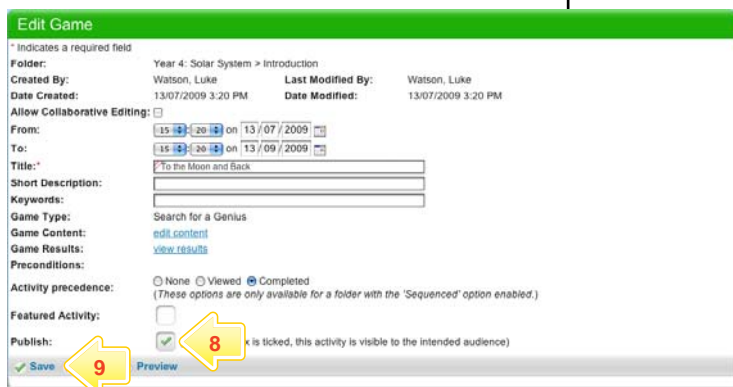


6 Click the **Import From eLocker** button. Your eLocker appears.



7 Adjacent to the Activity that you want to import, click the **Import Activity From eLocker** button.

The **Edit Activity** panel is automatically opened so that you can make any changes needed for the Class with which you are using the Activity.



8 To publish the Activity, select the **Publish** checkbox.

9 Make any changes needed to the Activity and click **Save**.

The Activity is imported to the Folder.

10 Use the Studywiz button bar to continue working with Studywiz.

## Tips and Hints

- 1 Use your Studywiz eLocker to transfer Activities from Class to Class or from Folder to Folder. This saves time as you don't have to create all new Activities.
- 2 Edit the Activities to suit the Class or Folder that you are assigning them to.

If you have any ideas for ways to use eLockers and Activities you're invited to share them with other teachers at the Studywiz Global Community – <http://studywizgc.org/>. Log in using the button on your Studywiz deployment.