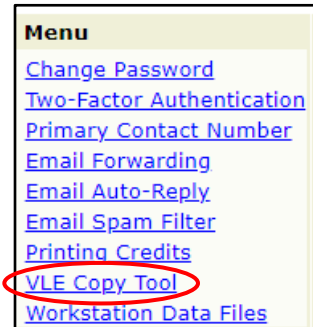


The VLE Copy Tool

The VLE Copy Tool enables tutors to copy study material from one VLE area to another. The tool copies all the files, resources and activities that the tutors have set up for students, except for any submissions made by students, such as assignments, forum posts etc.

Accessing the VLE Copy Tool

1. Select **IT support** from the *Staff* drop-down menu at the upper-left corner of the UM homepage, using any browser of your choice.
2. Click the **Manage account** button.
3. If you are not signed in, the UM IT Account authentication screen will be displayed. Type in your **Email address or Username** and **Password** in the respective fields, and click the **Sign in** button.
4. Click on the **VLE Copy Tool** link from the menu on the left-hand side.



Layout of the VLE Copy Tool interface

The VLE Copy Tool, shown below, contains two main components:

- **Source:** the area from where the study material will be copied, and
- **Destination:** the area to where the study material will be copied.

VLE Copy Tool

The VLE Copy Tool enables you to copy the course material across different VLE areas. The tool copies all the files, resources and activities that tutors have set up for students, except for submissions made by students, such as assignments, forum posts etc.

If you need to copy just a part of a VLE area rather than a whole area, follow [Copy Tool FAQs](#).

[More information about the VLE Copy Tool is available.](#)

Lecture recordings

The VLE Copy Tool will copy the **Lecture Capture (Panopto)** and **Zoom meetings manager** activities but it will **not** copy the recordings.

Tutors are required to manage their lecture recordings in a manner that is compliant with General Data Protection Regulation (GDPR). If you plan to re-use lecture recordings (e.g., Zoom, Panopto) that feature student participation (e.g., student audio, video, name), it is understood that the participating students have been informed and consented that the lecture recording can be re-used with other student cohorts.

To copy and move recordings stored in Panopto, refer to the [Copying and moving recordings](#) [PDF] guide.

The copy process will overwrite any content present in the destination VLE area. It is therefore important that, before using the VLE Copy Tool, you check and confirm that the destination VLE area does not contain important data, particularly, if you are co-tutoring the study-unit.

Source

Select Source Category ▼

Select Area ▼

Destination

Select Destination Category ▼

Select Destination Area ▼

I am aware that all data on the destination VLE area will be deleted during the copy process. I confirm that I wish to proceed with this request. (If you are uncertain, check the destination VLE area before you click Submit.)

Both the **Source** and the **Destination** boxes contain two drop-down menus. By default, only the **Select Source Category** drop-down menu is enabled.

Using the VLE Copy Tool

1. Use the **Source** section drop-down menus to indicate from where you want to copy the study material:
 - a. **Select Source Category**, and
 - b. **Select Area**.
2. Use the **Destination** section drop-down menus to indicate to where you want to copy the study material:
 - a. **Select Destination Category**, and
 - b. **Select Area**.

Note that the source and destination VLE areas cannot be the same. Furthermore, **the copy process will overwrite any content present in the destination VLE area. It is therefore important that, before you use the tool, you check and confirm that the destination VLE area does not contain important data.**

3. Tick the box to indicate that you agree with the disclaimer statement.
4. Click the **Submit** button.

A confirmation message will be displayed on screen and sent to your University email indicating that your Copy Tool request has been submitted.

You will receive another confirmation email when the copy process is complete.

If some of the material is missing in the destination (new) VLE area, it might be one of the following reasons:

- a. The VLE Copy Tool does not copy any submissions made by students, such as assignments, forum posts, etc. The destination VLE area will contain only the resources and activities that you have set up.
- b. Any material present in the destination (new) VLE area before you used the VLE Copy Tool will be deleted and overwritten with the source study material.
- c. Although the **Lecture Capture (Panopto)** and **Zoom meetings manager** activities will be copied, the Panopto and Zoom recordings will **not** be copied via the VLE Copy Tool.

Tutors are required to manage their lecture recordings in a manner that is compliant with General Data Protection Regulation (GDPR). If you plan to re-use lecture recordings (e.g., Zoom, Panopto) that feature student participation (e.g., student audio, video, name), it is understood that the participating students have been informed and consented that the lecture recording can be re-used with other student cohorts.

To copy and move recordings stored in Panopto, refer to the [Copying and moving recordings \[PDF\]](#) guide.

Further information on how one can make [further use of the VLE Copy Tool](#), including how to copy parts of a VLE area instead of the whole area, is available.