Content – Add Existing Activities (6/2014)

Add Existing Activities, formerly Add Activities, can be used to direct students to assignments in other tools within your course. You can link to activities in the Chat, Checklist, Discussions, Dropbox, ePortfolio Item, Online Rooms, Quizzes, and Surveys tools. In this handout, we will show how to do this for several tools – Discussions, Dropbox, and Quizzes.

Note: If you select ePortfolio Item and select a presentation, the link would be to a single page within the presentation not the whole presentation. If you select Online Rooms, the link can be made to an upcoming room or one that has been archived.

Discussions

1. Enter the course’s Content area using the Materials dropdown menu. Click on the name of the Module you would like to add a Topic to in the left column.

2. Click on the Add Existing Activity dropdown menu and select Discussions from the list.

3. When the Add Activity window appears, you will be able to:
   A. Go back to select a different type of activity if you need to.
   B. Select a forum and then the topic you would like to link to.
   C. Create a New Discussion Forum and Manage Discussions if you need to.
   D. Cancel if you change your mind about adding an existing activity

4. You will be taken back to the Content Module. If you need to make any changes, click on the dropdown menu next to the Discussions Topic name and select Edit Properties In-Place.
5. The In-Place editing options will appear on the Module screen. Make the changes you need for this topic. Make sure you check the status of this activity, if it’s in Draft status your students will not see it. **Note:** Clicking the Add date and restrictions... will allow you to add start, end, and due dates as well as Release Conditions.
Dropbox

1. Enter the course’s Content area using the Materials dropdown menu. Click on the name of the Module you would like to add a Topic to in the left column.

2. Click on the Add Existing Activity dropdown menu and select Dropbox from the list.

3. When the Add Activity window appears, you will be able to:
   A. Go back to select a different type of activity if you need to.
   B. Select a forum and then the topic you would like to link to.
   C. Create a New Discussion Forum and Manage Discussions if you need to.
   D. Cancel if you change your mind about adding an existing activity.

4. You will be taken back to the Content Module. If you need to make any changes, click on the dropdown menu next to the Dropbox name and select Edit Properties In-Place.
5. The inline editing options will appear on the Module screen. Make the changes you need for this topic. Make sure you check the status of this activity, if it’s in Draft status your students will not see it.

**Note:** Clicking the existing dates will allow you to adjust the start, end, and due dates as well as Release Conditions.
Quizzes

1. Enter the course’s Content area using the Materials dropdown menu. Click on the name of the Module you would like to add a Topic to in the left column.

2. Click on the Add Existing Activity dropdown menu and select Quizzes from the list.

3. When the Insert a Quicklink window appears, you will be able to:
   A. Go back to select a different type of activity if you need to.
   B. Select the Quiz you would like to link to.
   C. Create a New Quiz and Manage Quizzes if you need to.
   D. Cancel if you change your mind about adding an existing activity

4. You will be taken back to the Content Module. If you need to make any changes, click on the dropdown menu next to the Quiz name and select Edit Properties In-Place.
5. The inline editing options will appear on the Module screen. Make the changes you need for this topic. Make sure you check the status of this activity, if it’s in Draft status your students will not see it. **Note:** Clicking the existing dates will allow you to adjust the start, end, and due dates as well as Release Conditions.

6. If you need to make changes to the quiz questions, you will need to select the quiz name, then use the Quiz Setup button to add or edit questions.