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 Manage UM IT Account from the Quicklinks drop-down menu at the top-right corner of any UM webpage, using any browser of your choice.
2. 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.
3. 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.

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 three 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. Some of the copied material in the destination VLE area may be hidden if the number of weeks/topics in the destination VLE area does not match the number of weeks/topics in the source (old) VLE area. If the number of weeks/topics in the source VLE area is for example 14, then the number of weeks/topics in the destination VLE area must also be 14. Refer to the link below for instructions on how you can modify the number of weeks/topic in the destination area.

   c. Any material present in the destination VLE area before you used the VLE Copy Tool will be deleted and overwritten with the source study material.

---

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 online at:

http://www.um.edu.mt/itservices/vle/staff/copytool