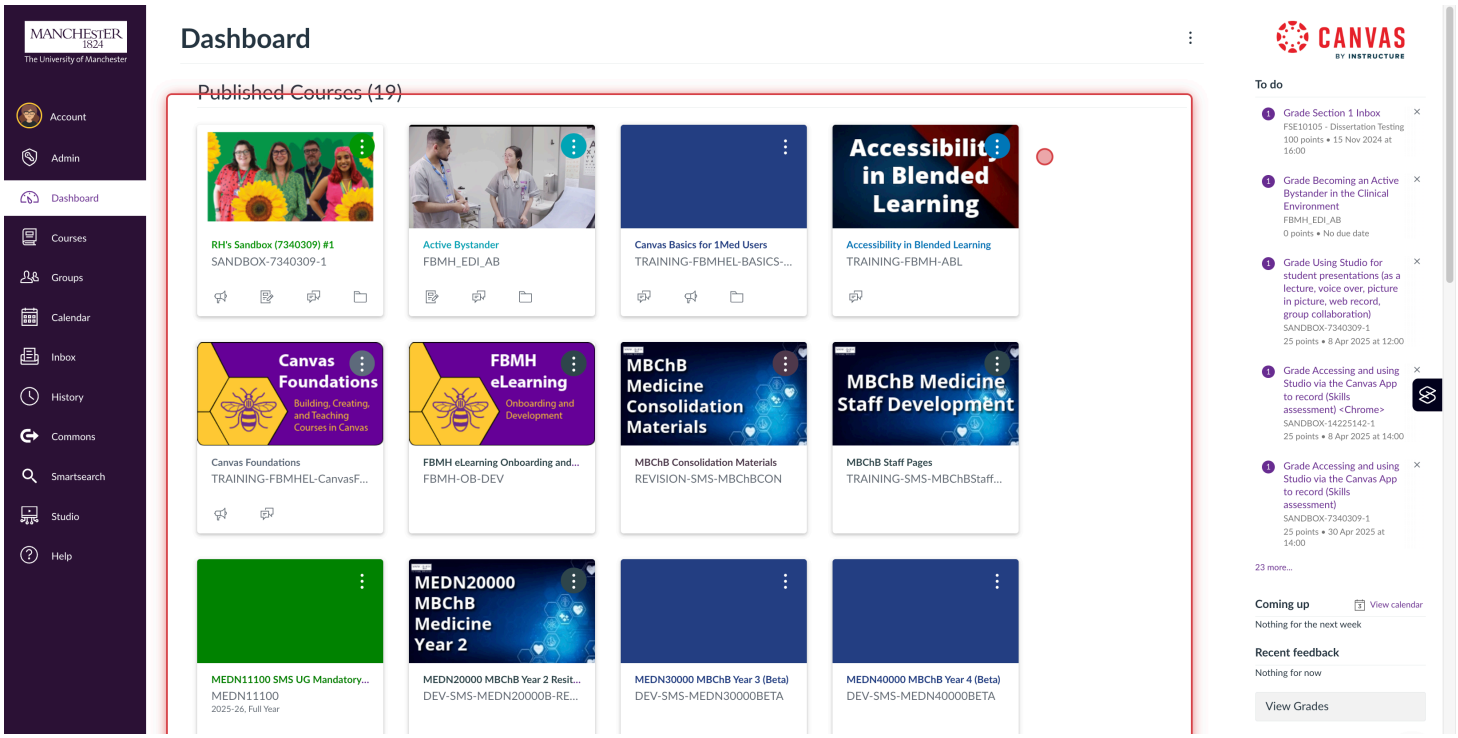
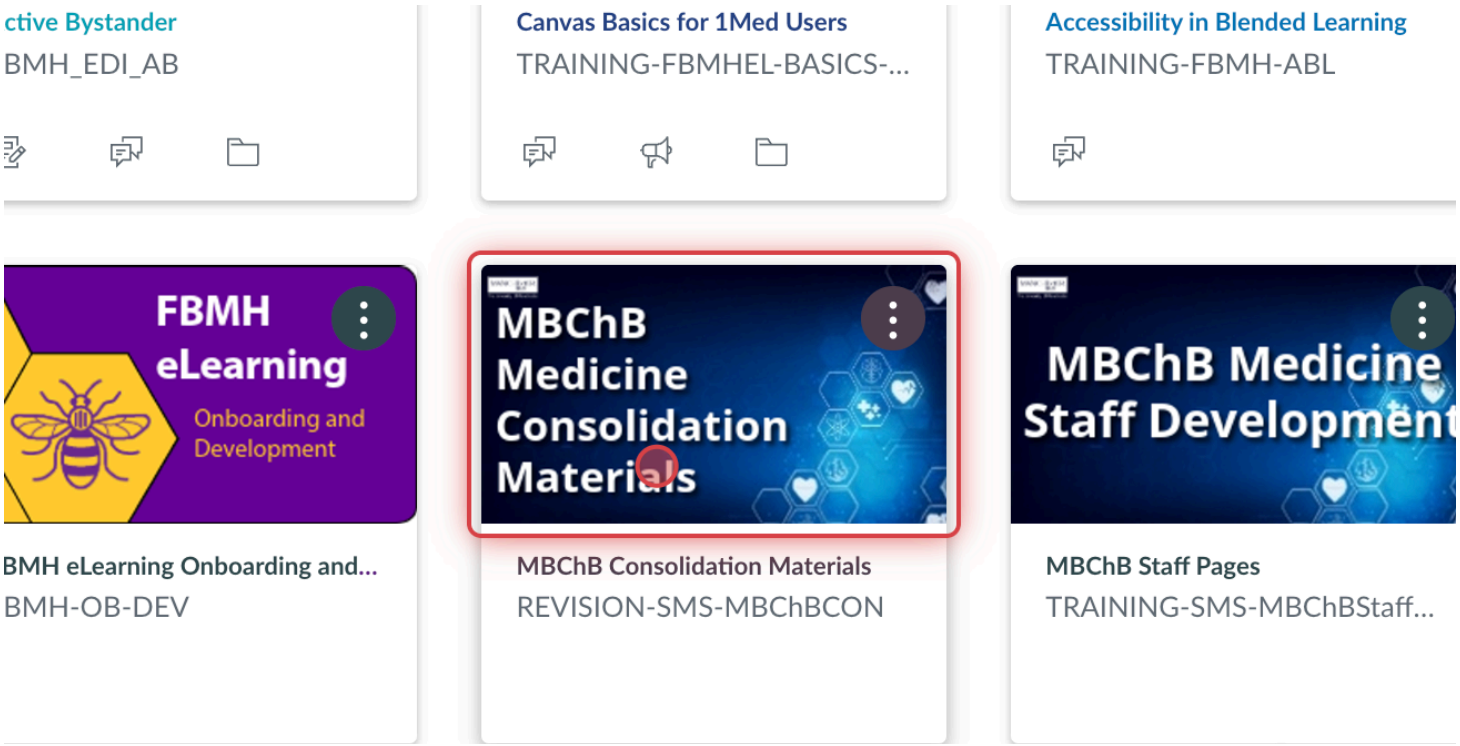
Copying Content from Programme Year Courses to Consolidation Materials

Section 1 - Copying Modules

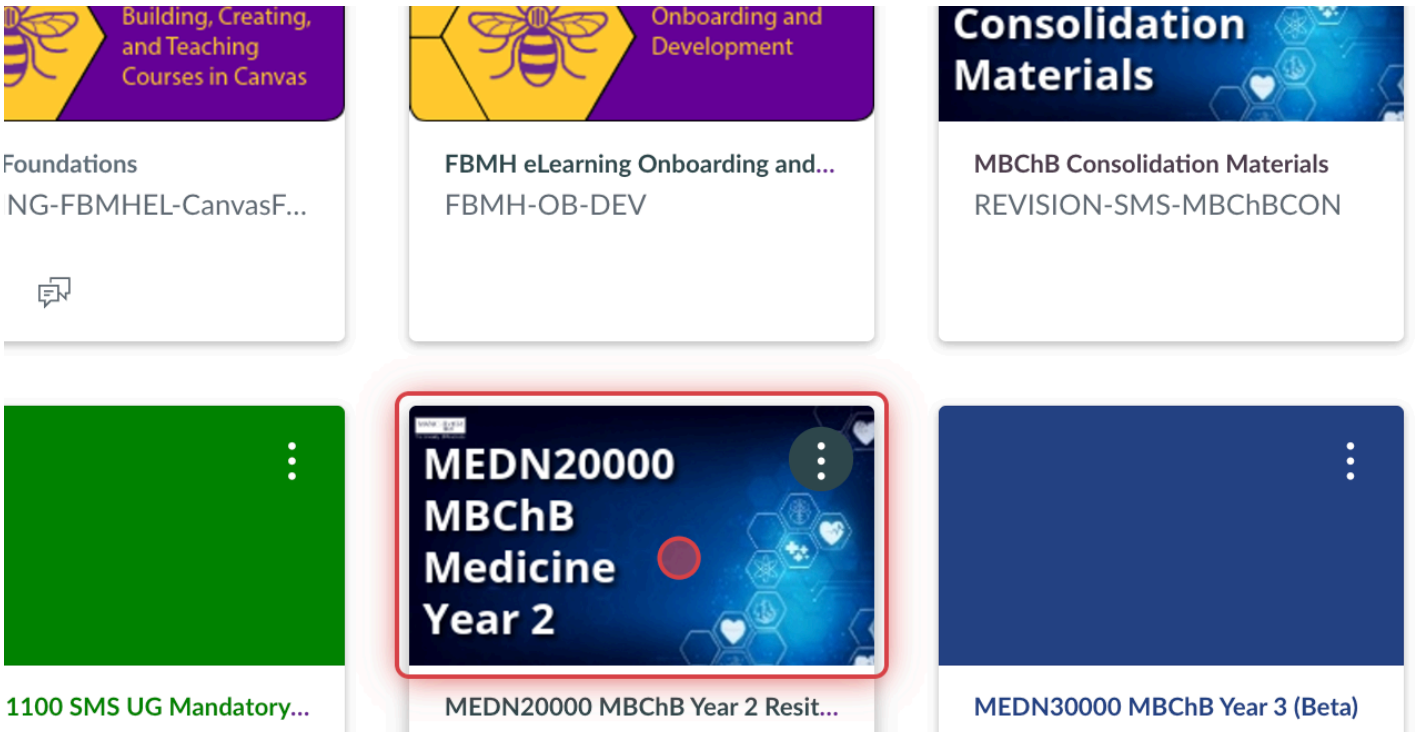
1 Go to Dashboard



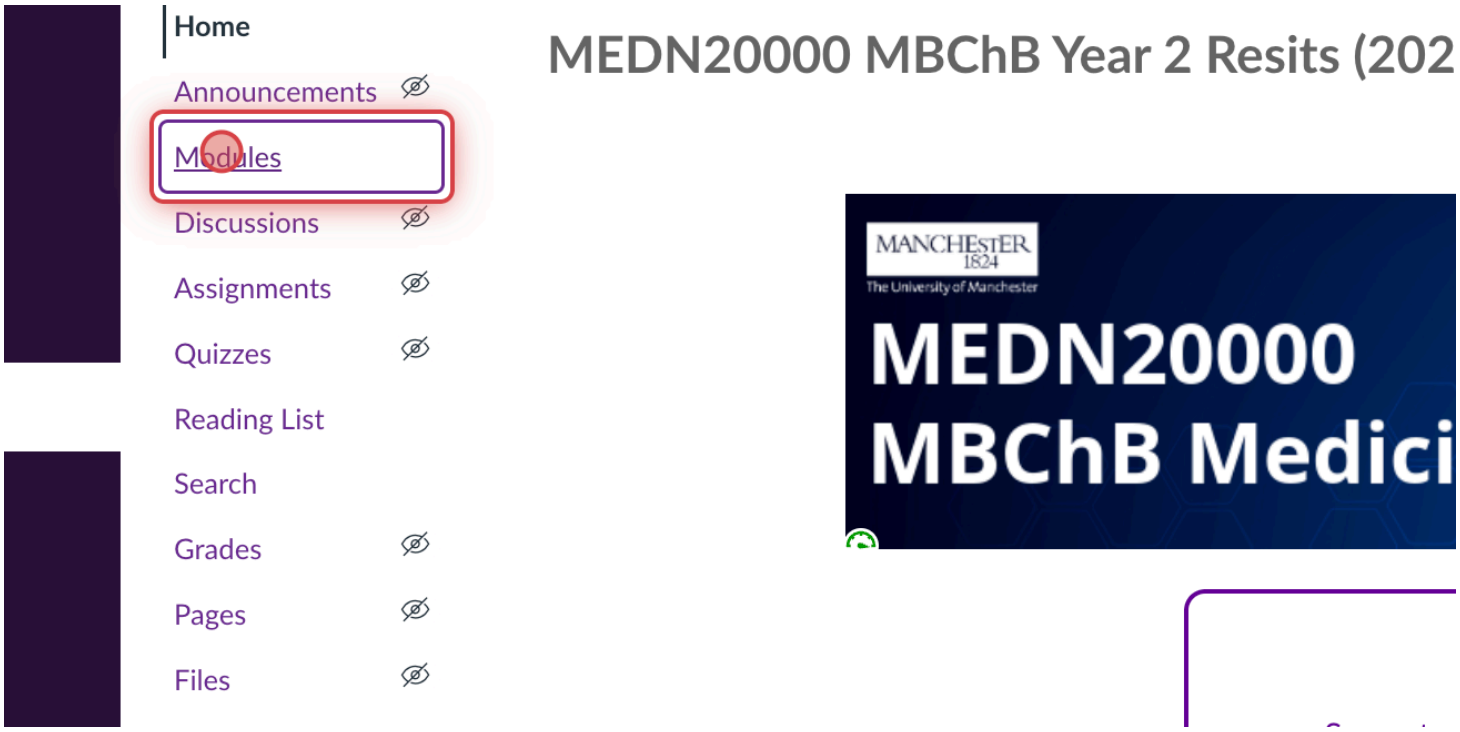
2 Open the MBChB Medicine Consolidation Materials Course



3 Open the appropriate Programme Year Course



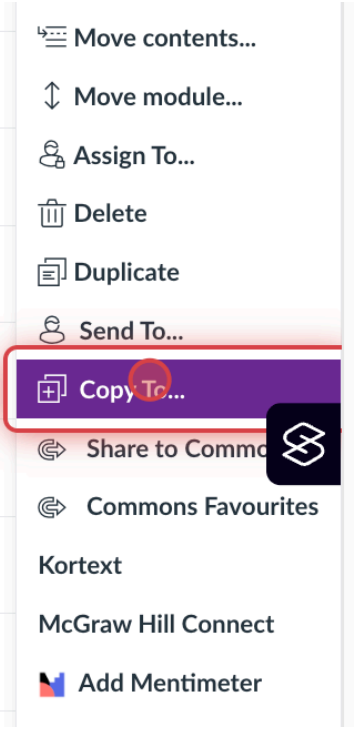
4 Open Modules in the Programme Year Course



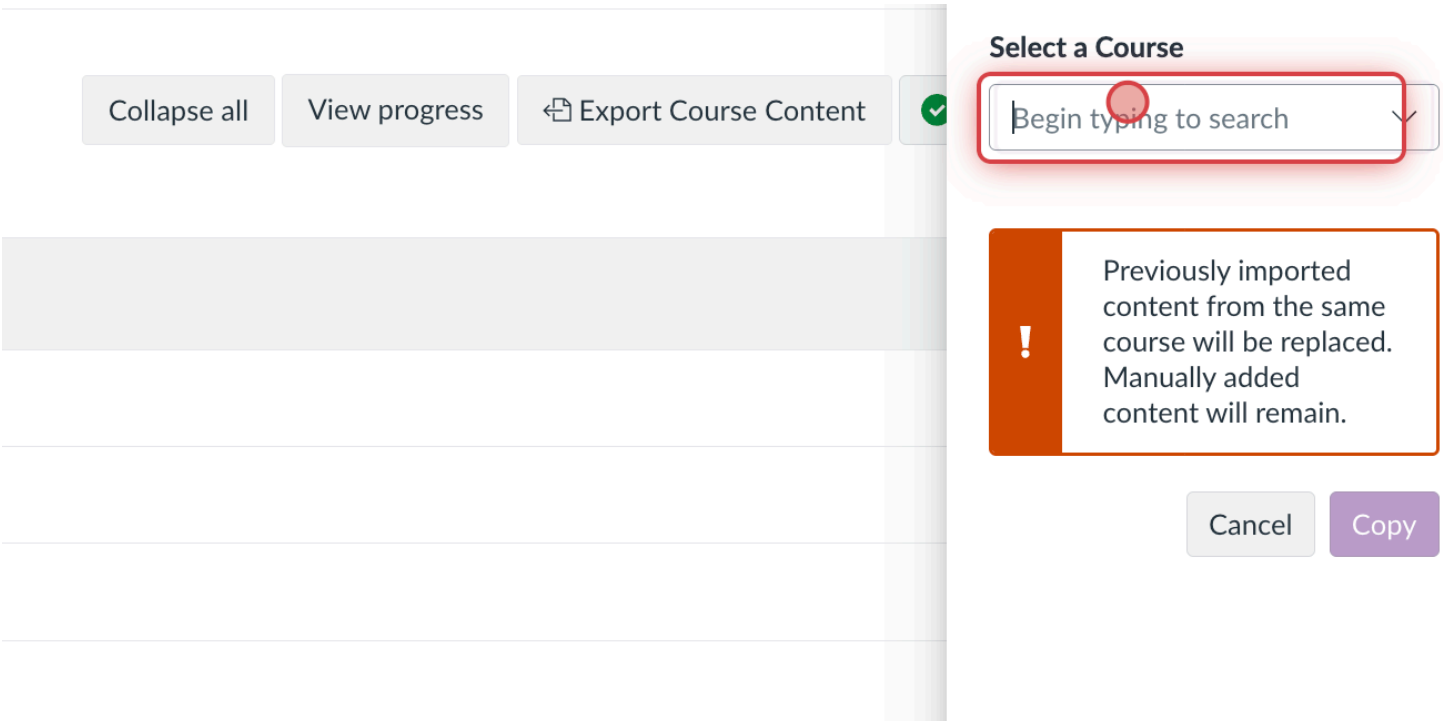
5 Choose the first Module to copy e.g. Induction, then navigate to and select the three dots more options menu



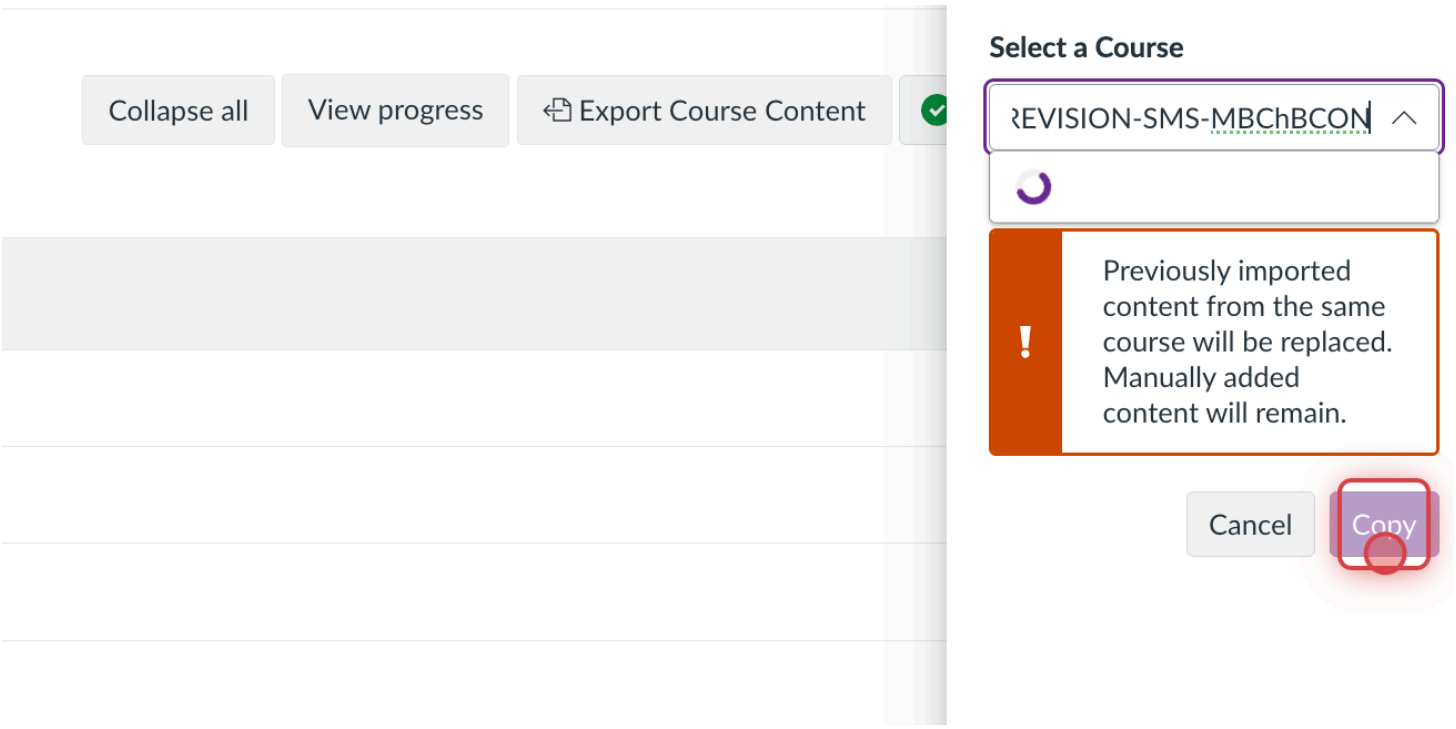
6 Select Copy To...



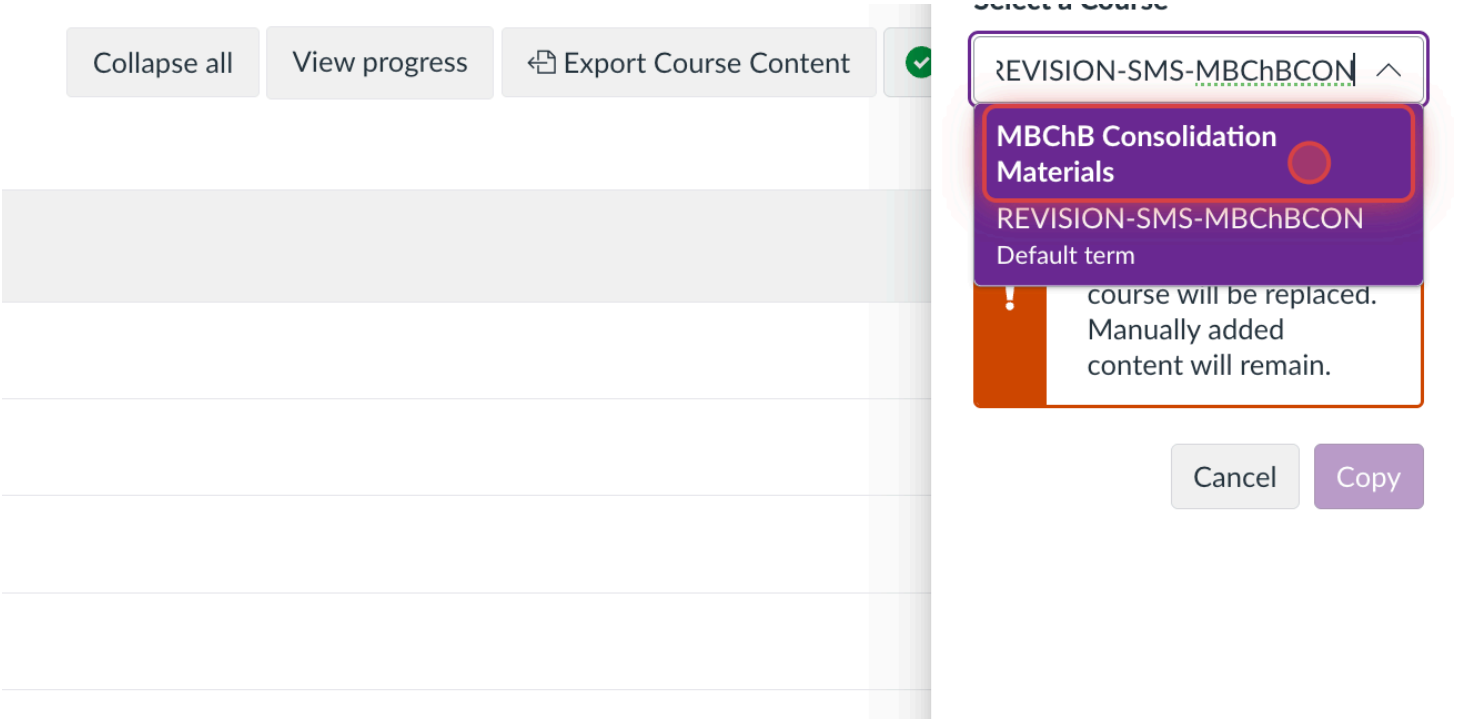
7 Select the text input box under 'Select a Course'



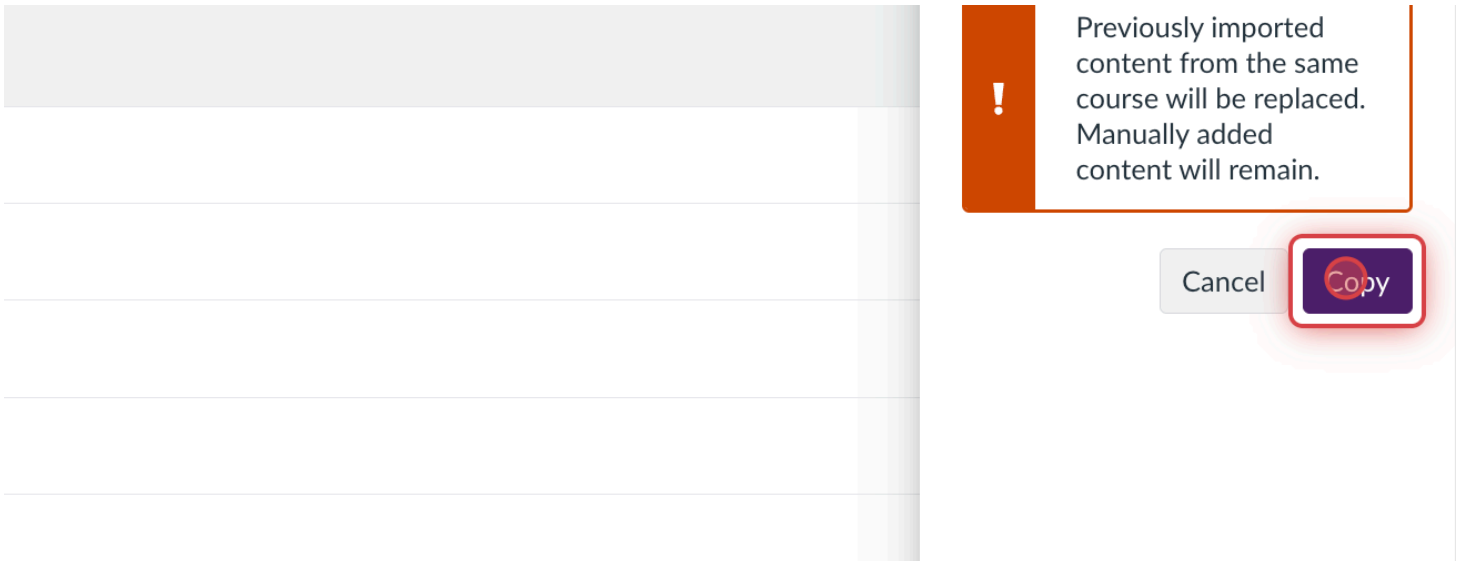
8 Type REVISION-SMS-MBChBCON



9 MBChB Consolidation Materials should appear in the list, Select this course.



10 Select Copy



Repeat

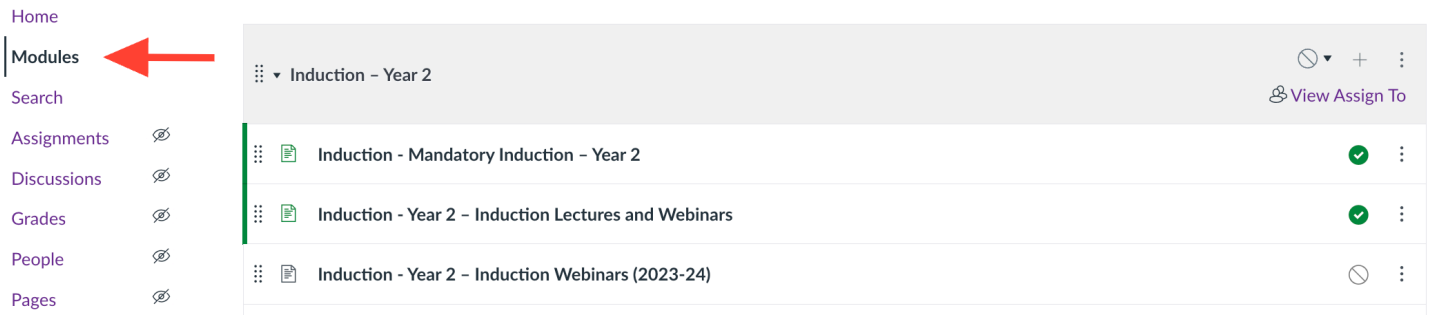
Repeat Steps 5-10 for all of the Modules you want to copy over

Section 2 - Allocating copied content to sections

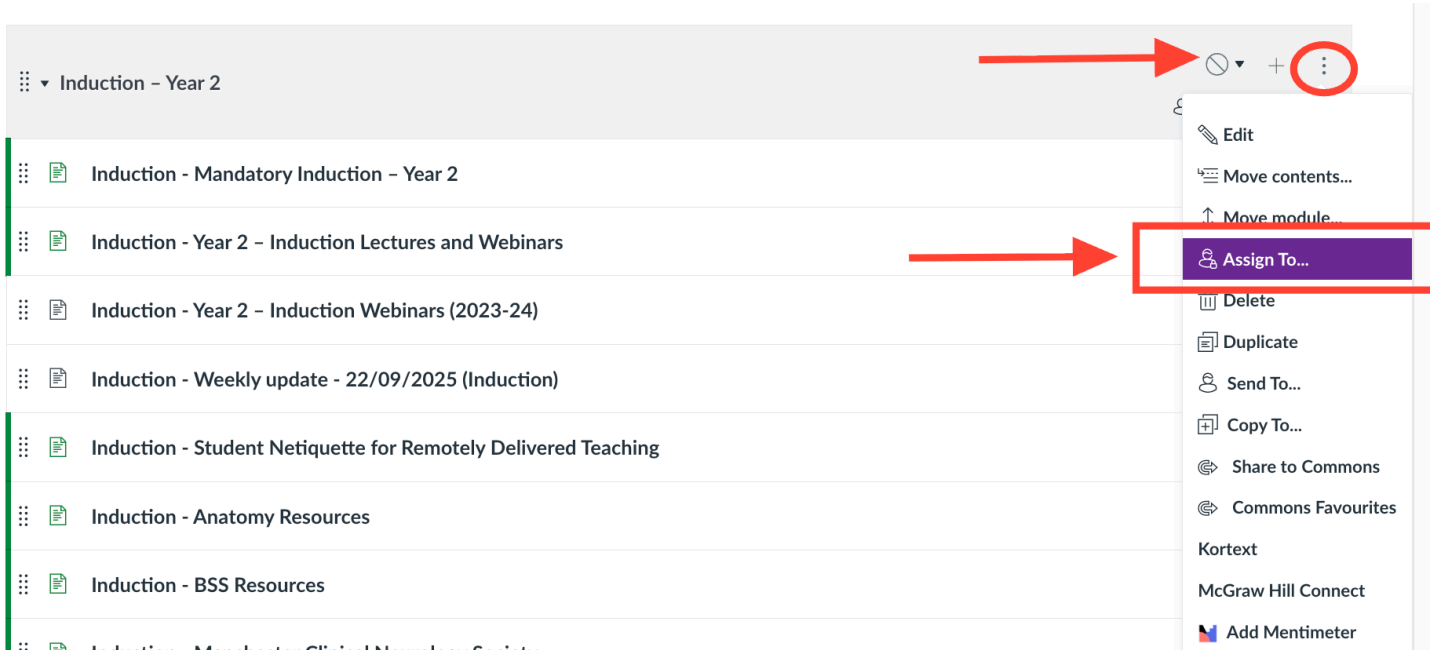
11 Navigate to the MBChB Consolidation Materials Course



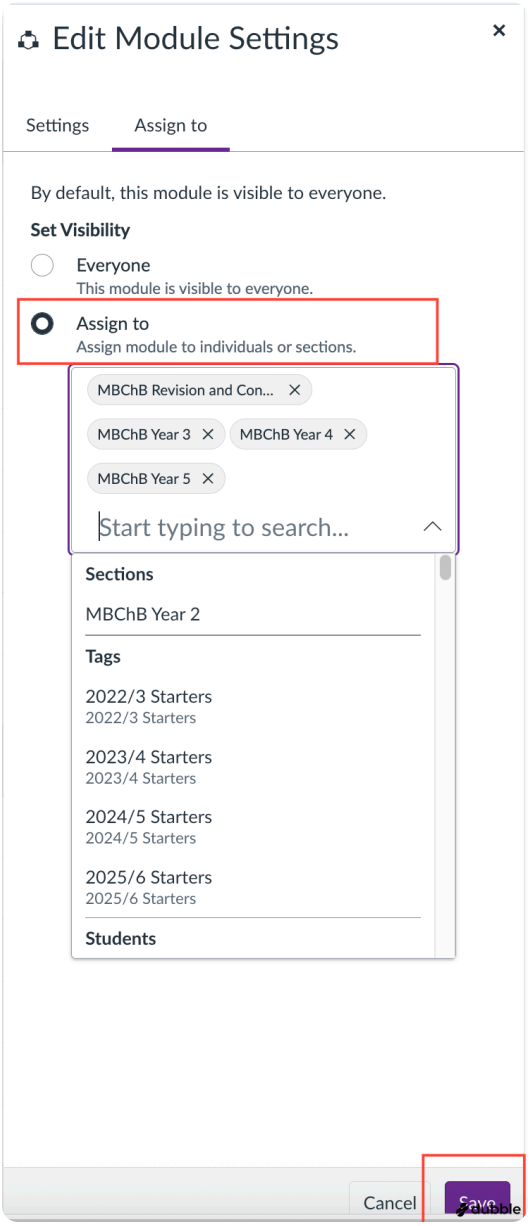
12 Open the Modules Page and locate the first copied Module



13 Select options, then 'Assign to'



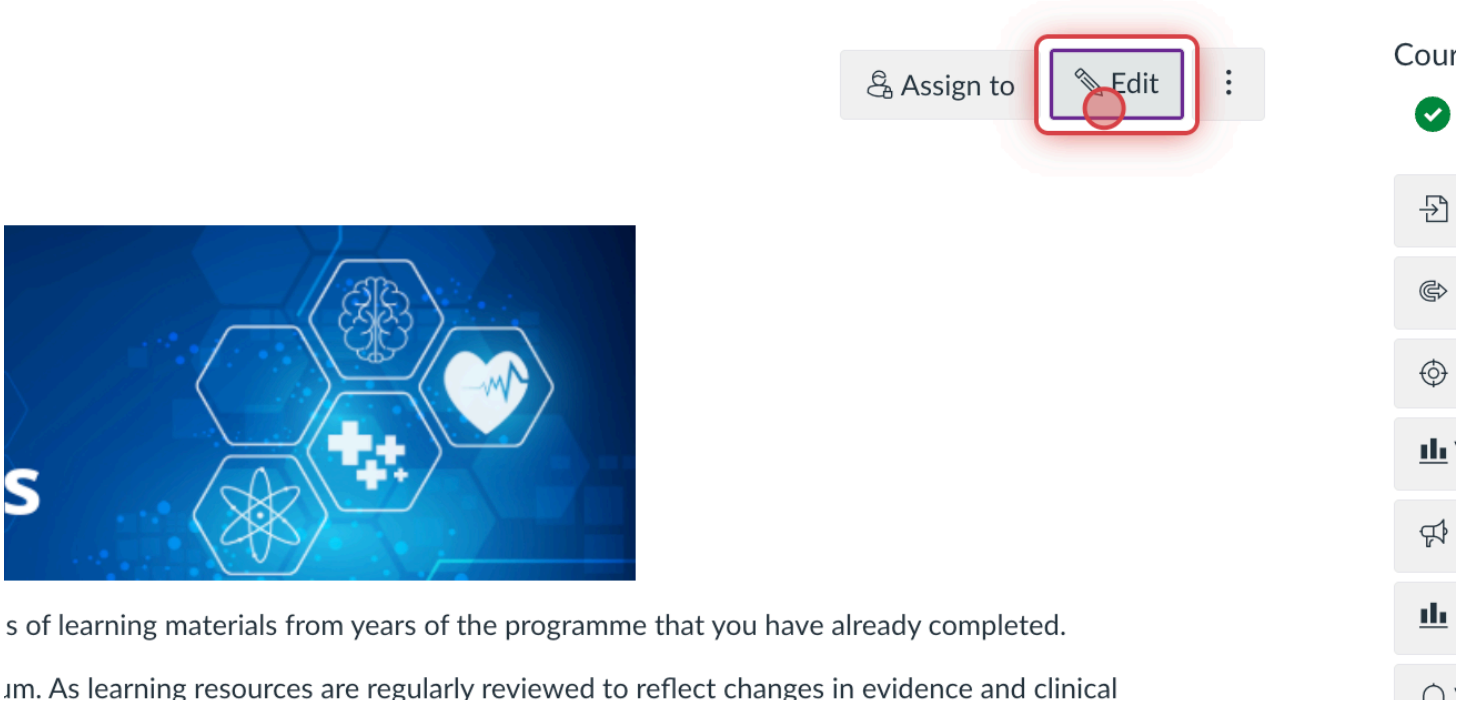
14 Allocate the content to the appropriate section(s) and select Save.



Repeat

Repeat Steps 13-14 for all of the Modules copied over

15 Navigate to the MBChB Consolidation Materials Course and Select Edit on the Home Page



Section 3 - Creating a new Module List page

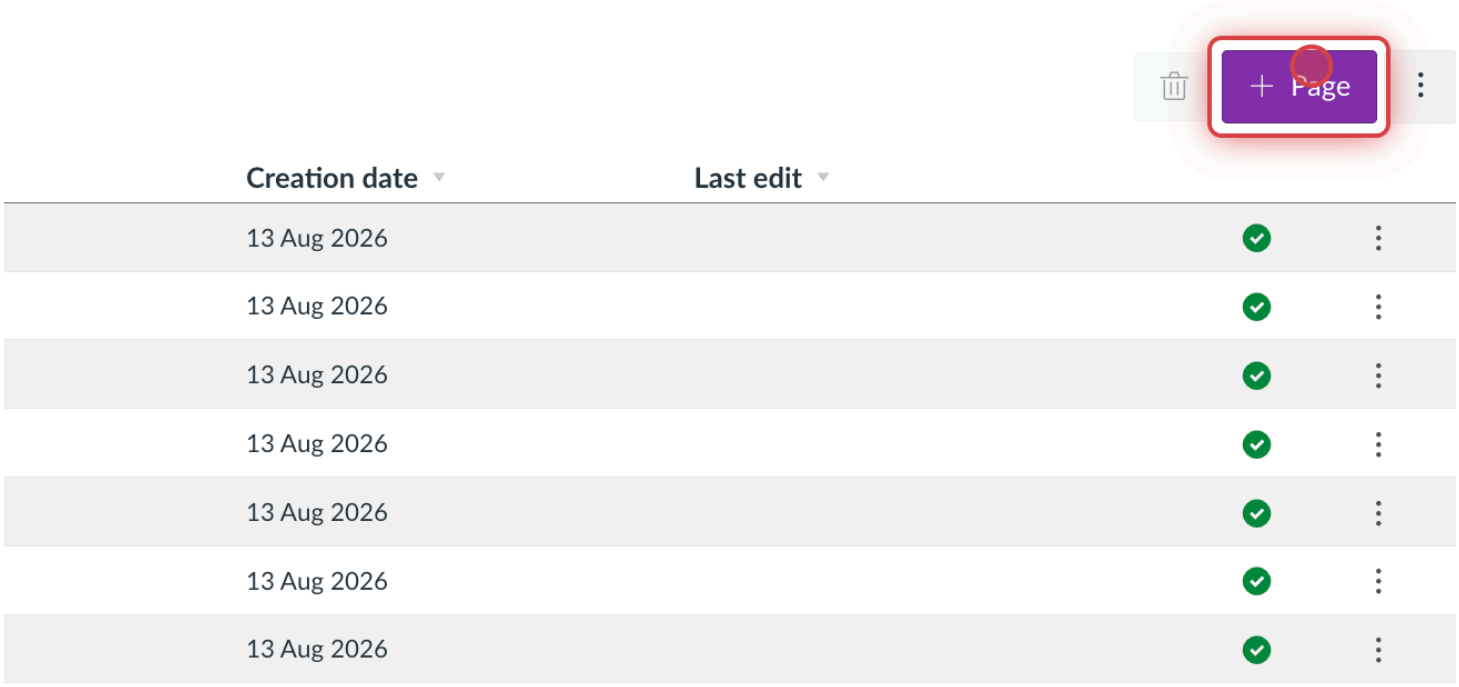
Updating the existing Module page

If you only want to update the existing module page, open the page for editing, remove the existing content, and follow steps 19-23.

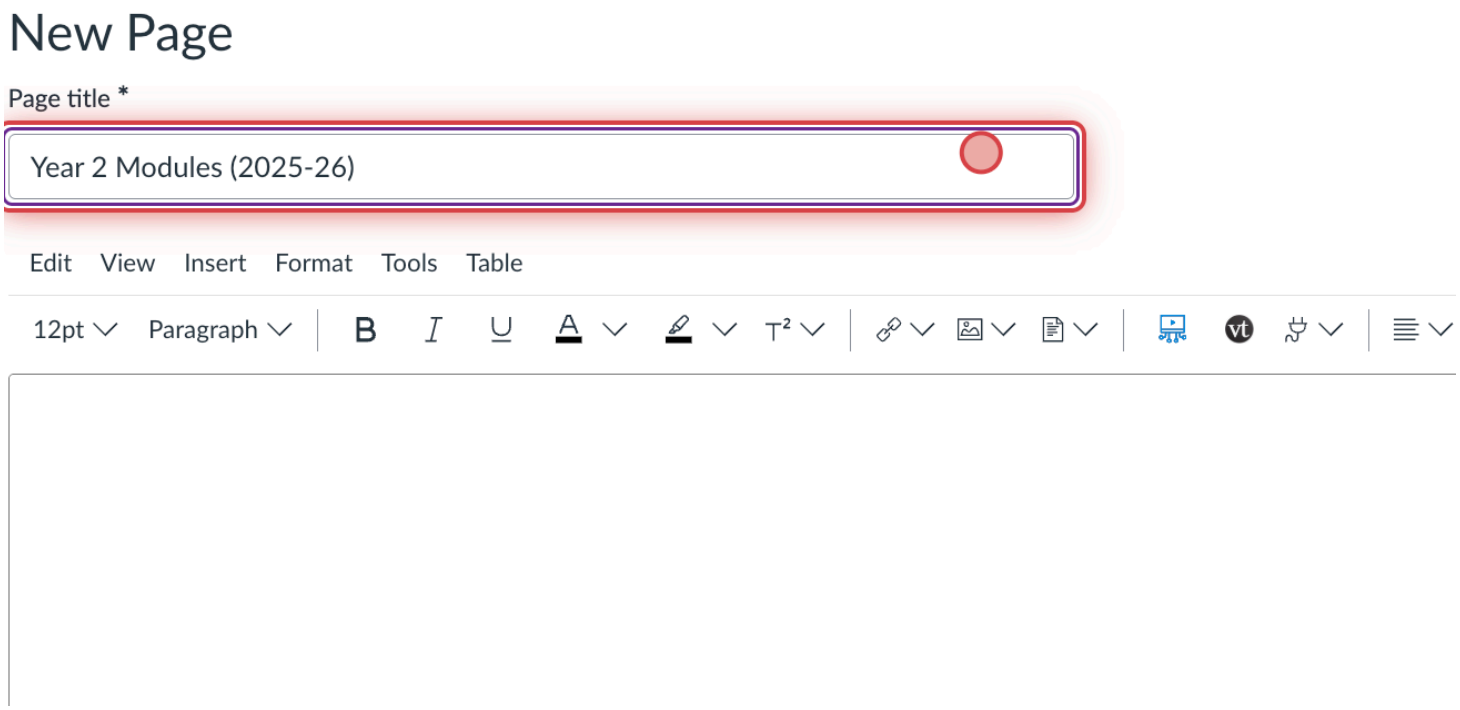
16 Select View all pages.



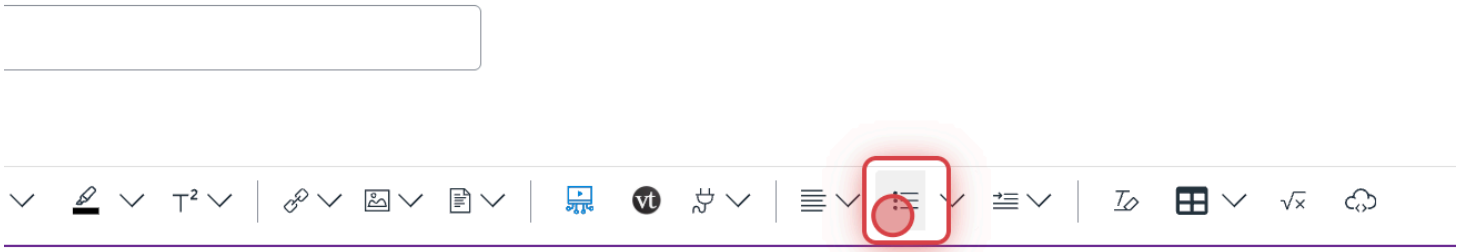
17 Select + Page



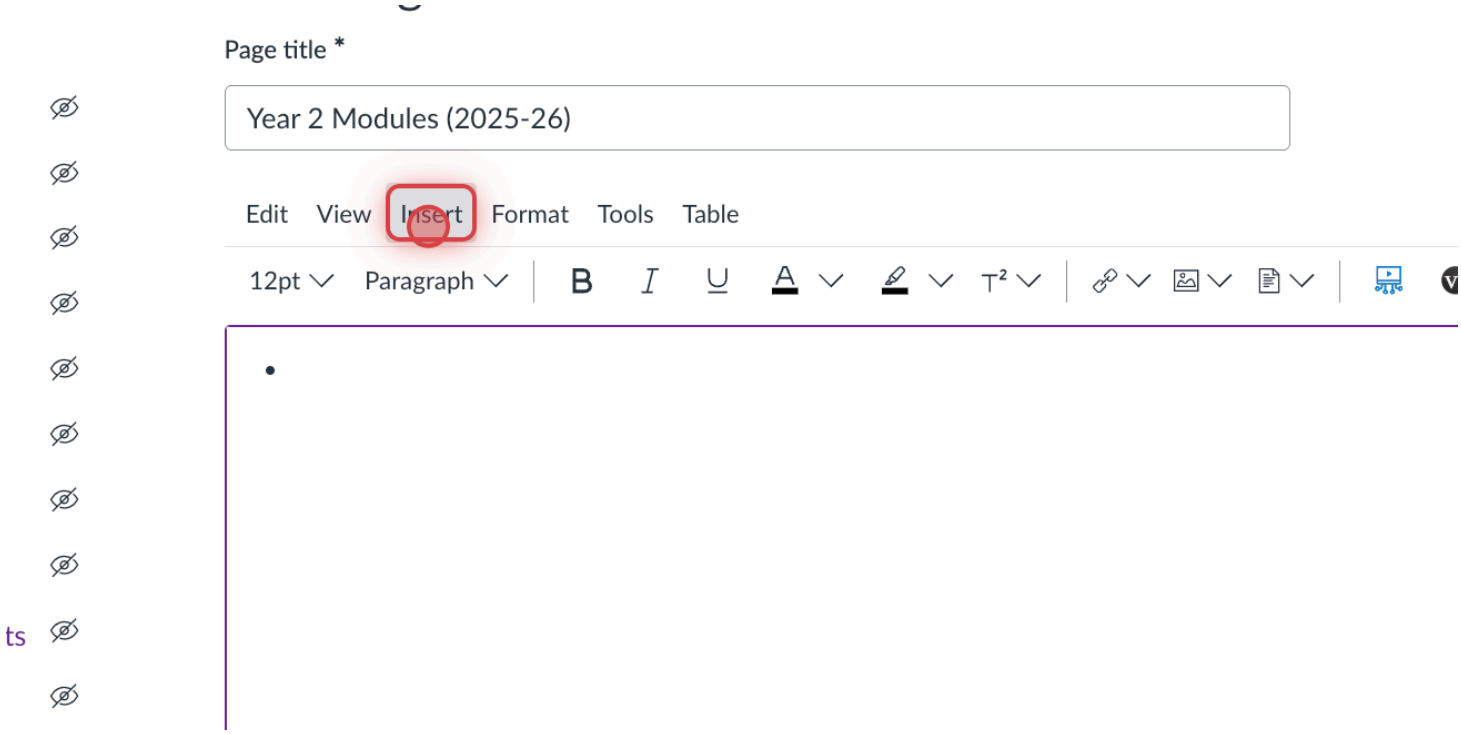
18 Name the page Year X Modules (Relevant Year) e.g. 'Year 2 Modules (2025-6)'



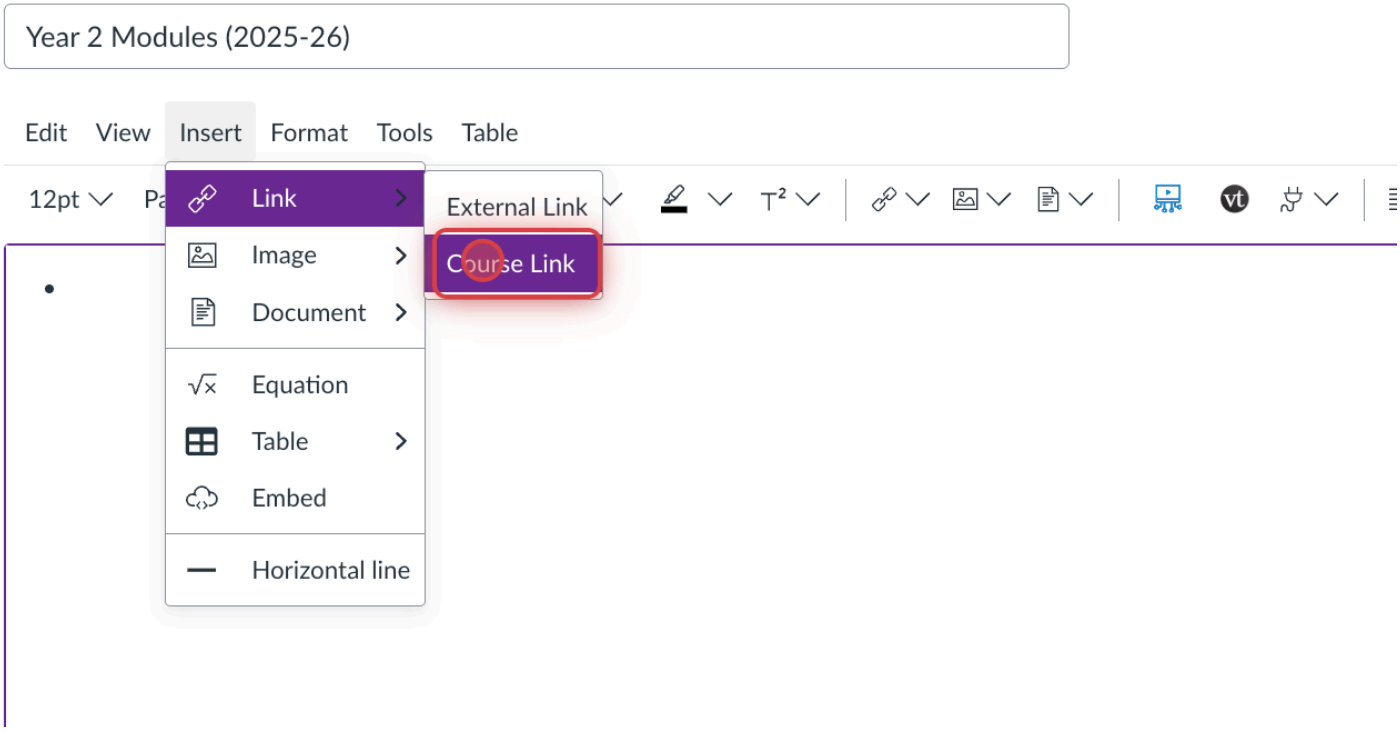
19 Select Bullet Points highlight



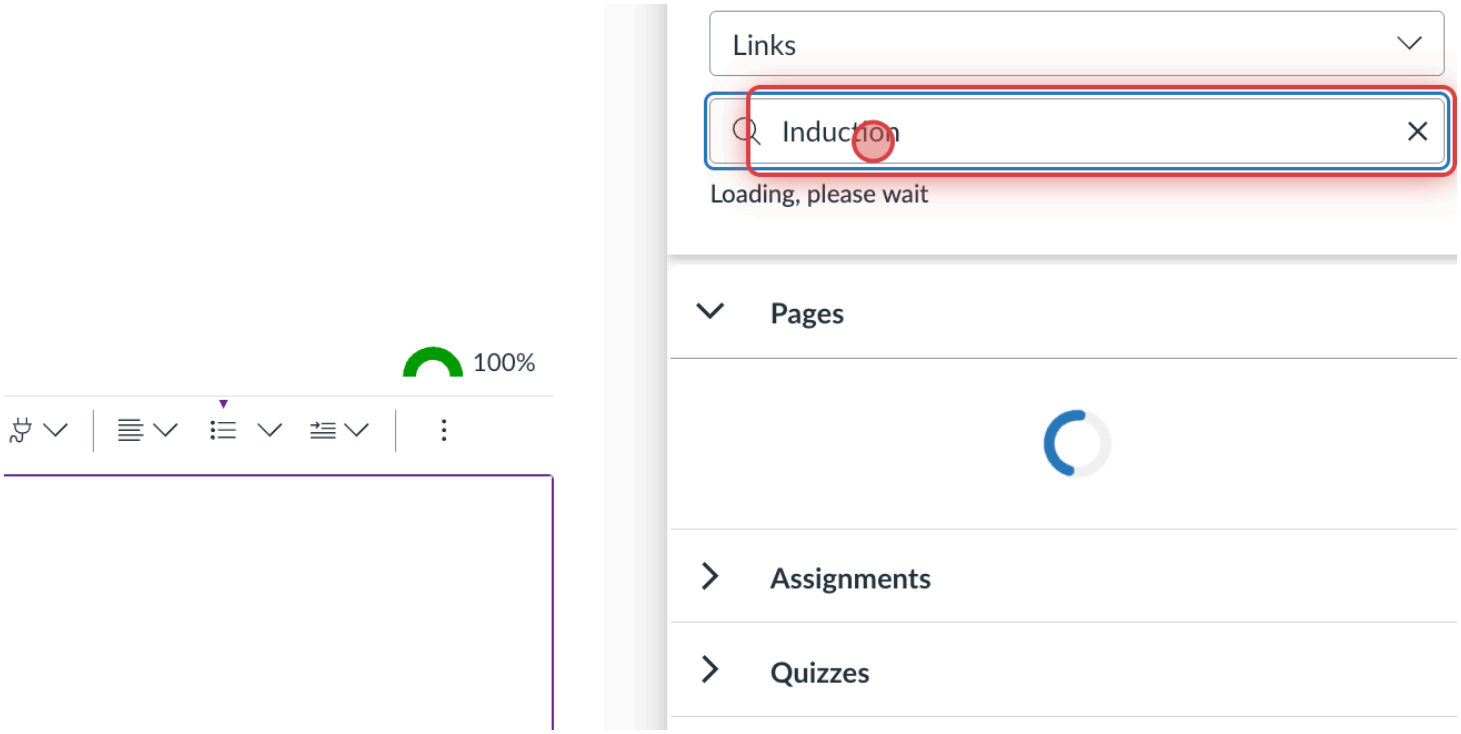
20 Select Insert



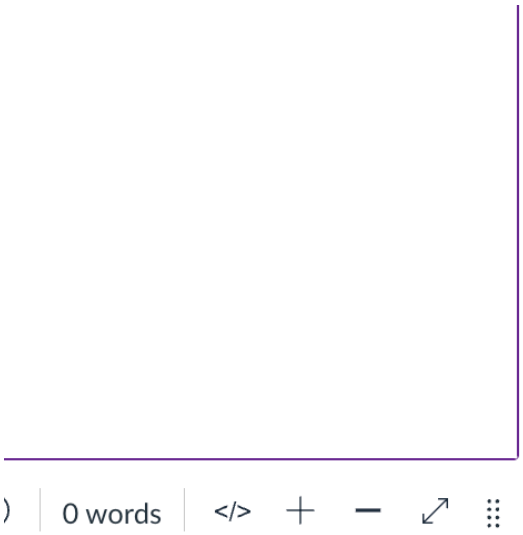
21 Select Course Link

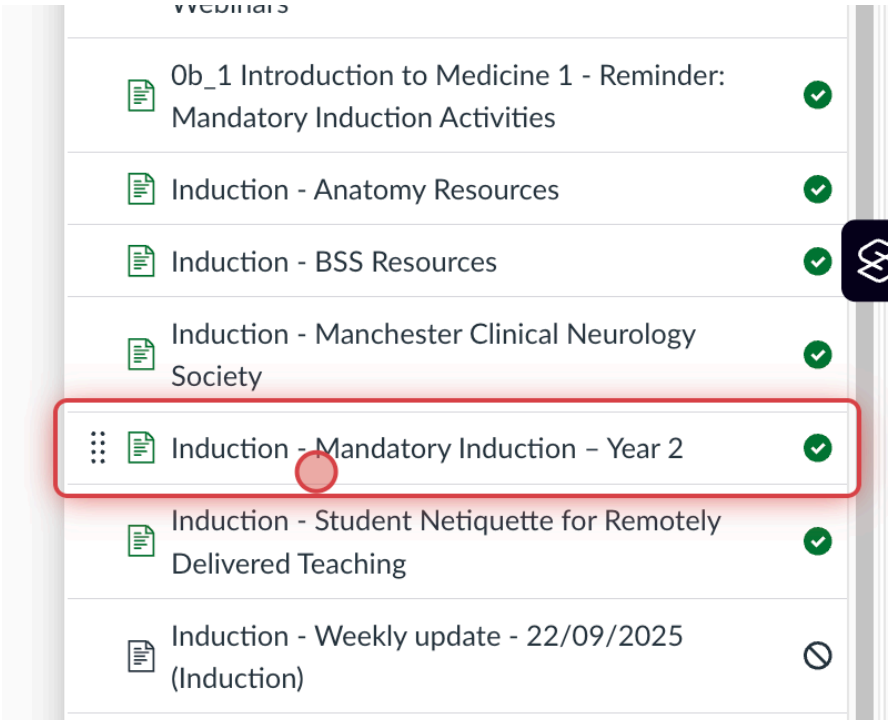


22 Search for the Module you copied over e.g. Induction to add a link to this Module



23 Select the appropriate page

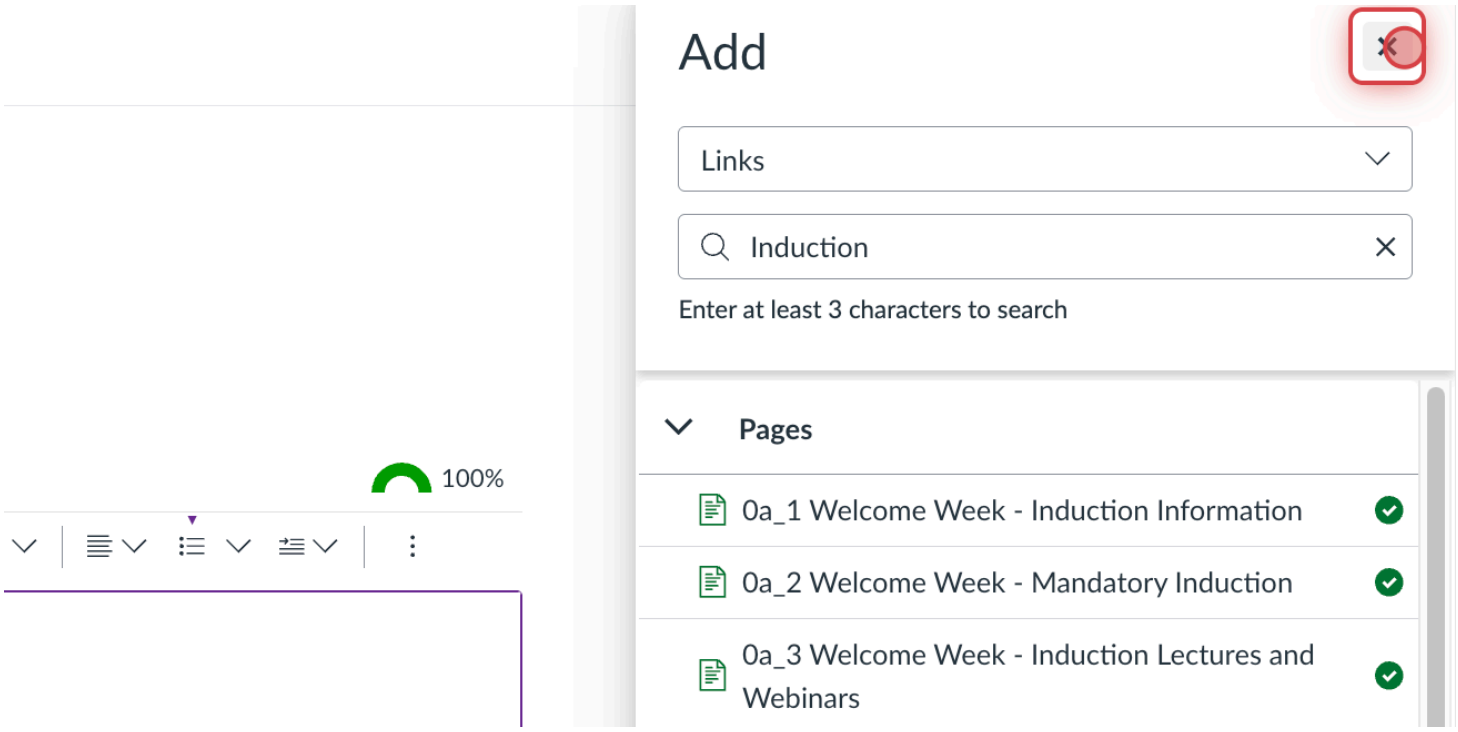




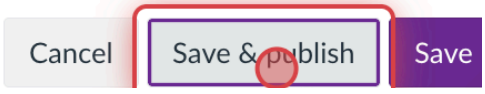
Repeat

Repeat Steps 22-24 for all of the Modules you copied over

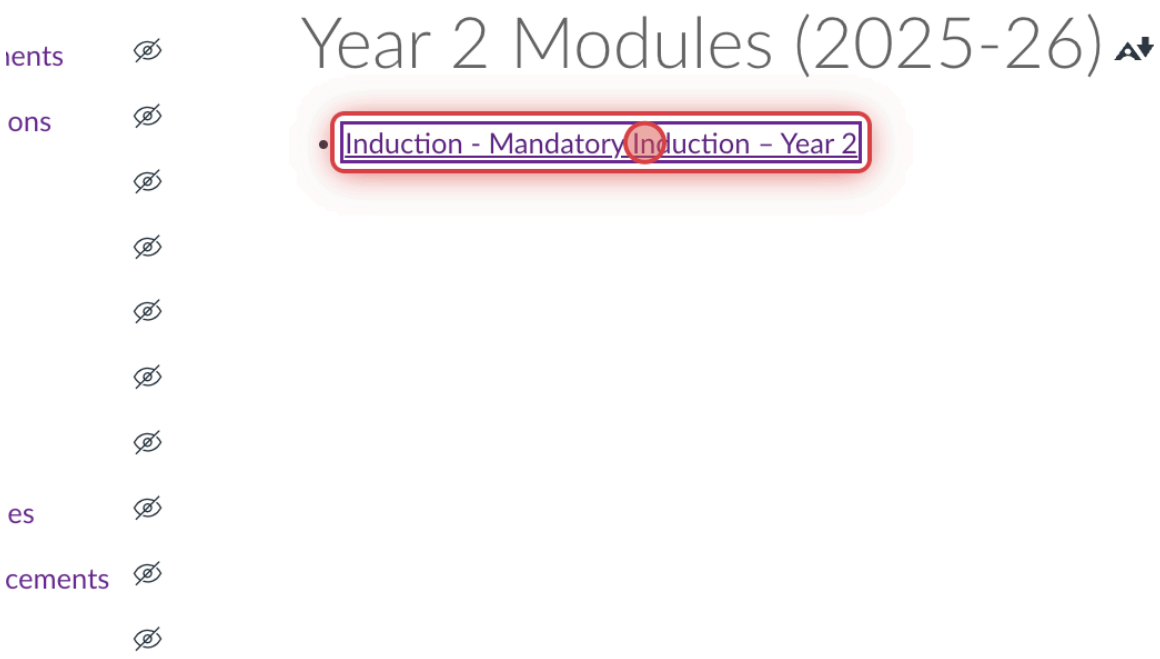
24 Close the pop-up menu



25 Select Save & publish



26 Select the links to check that they work as expected

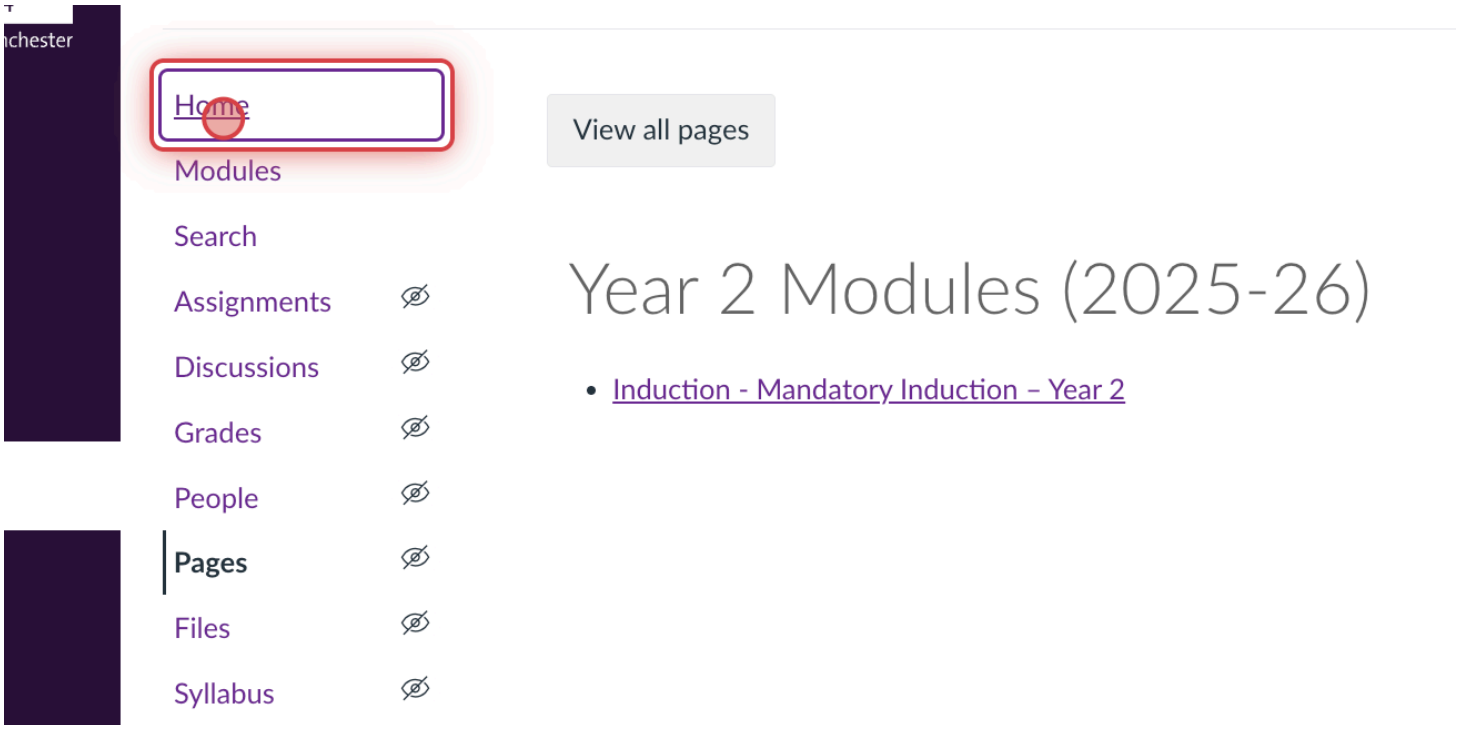


Section 3 - Adding a new button (home page)

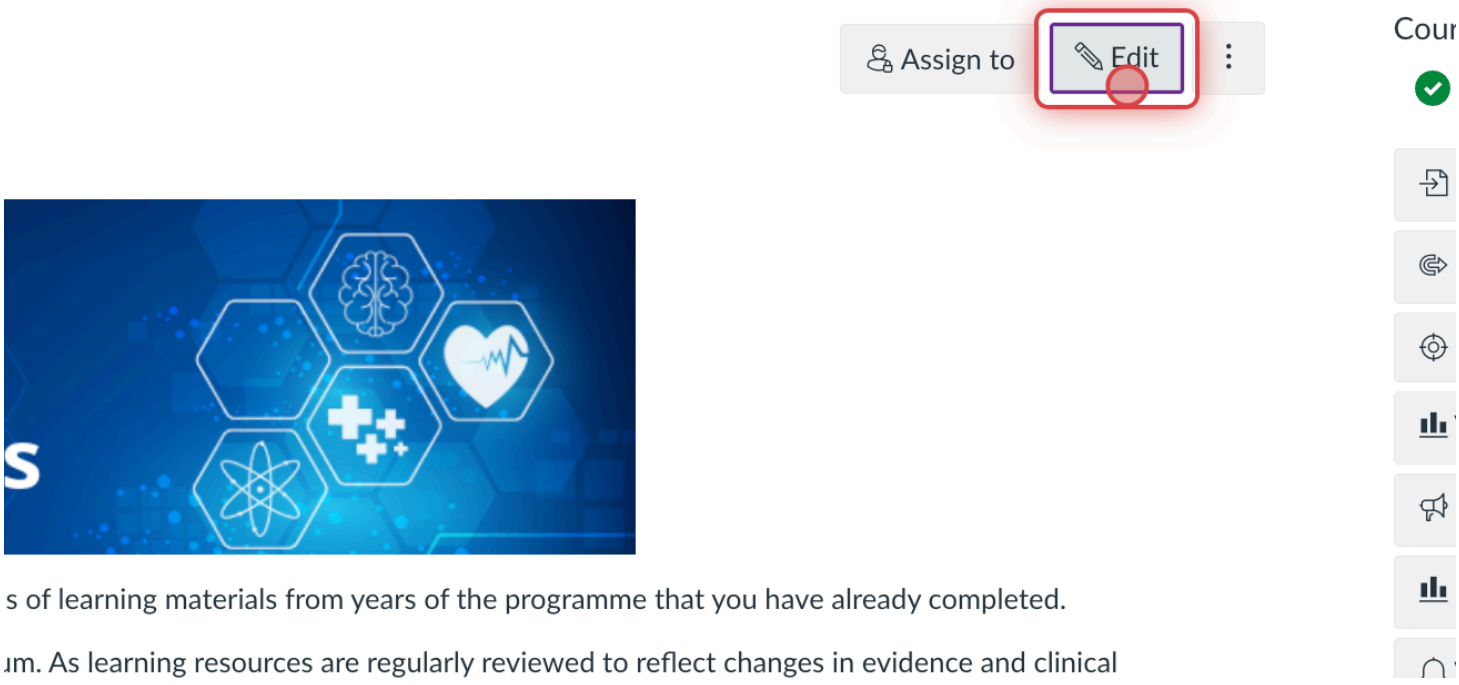
Updating the existing button

If you only want to update the existing button, open the page for editing and follow steps 33-38.

27 Navigate to the Home page



28 Select Edit



29 Switch to the html editor

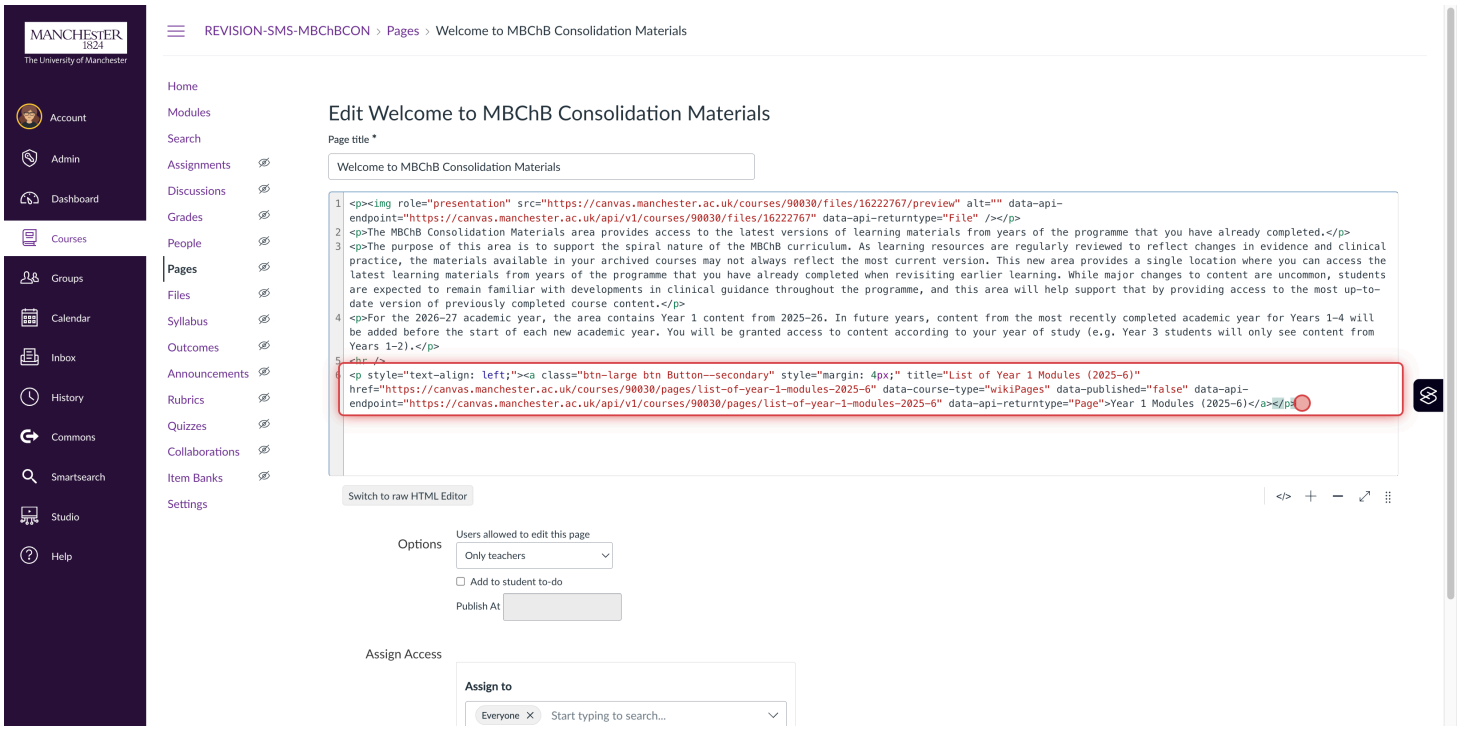
ning resources are regularly reviewed to reflect changes in evidence and clinical practice, the materials available in you
a single location where you can access the latest learning materials from years of the programme that you have alread
n, students are expected to remain familiar with developments in clinical guidance throughout the programme, and th
ly completed course content.

years, content from the most recently completed academic year for Years 1-4 will be added before the start of each
(e.g. Year 3 students will only see content from Years 1-2).

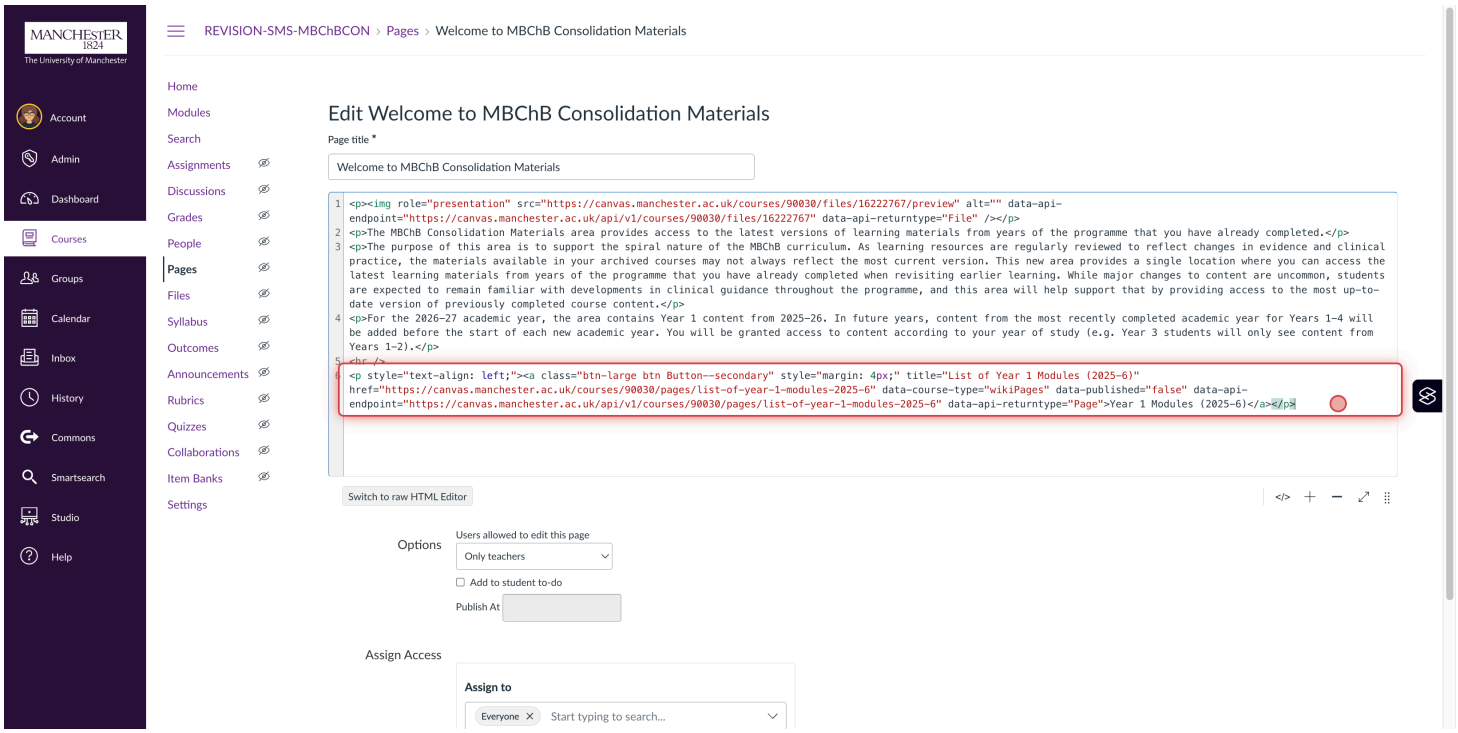


30 Select and Copy the appropriate HTML code for a button

Year 1 Modules (2025-6)



31 Place your cursor at the end of the final line of code and paste the code for a button



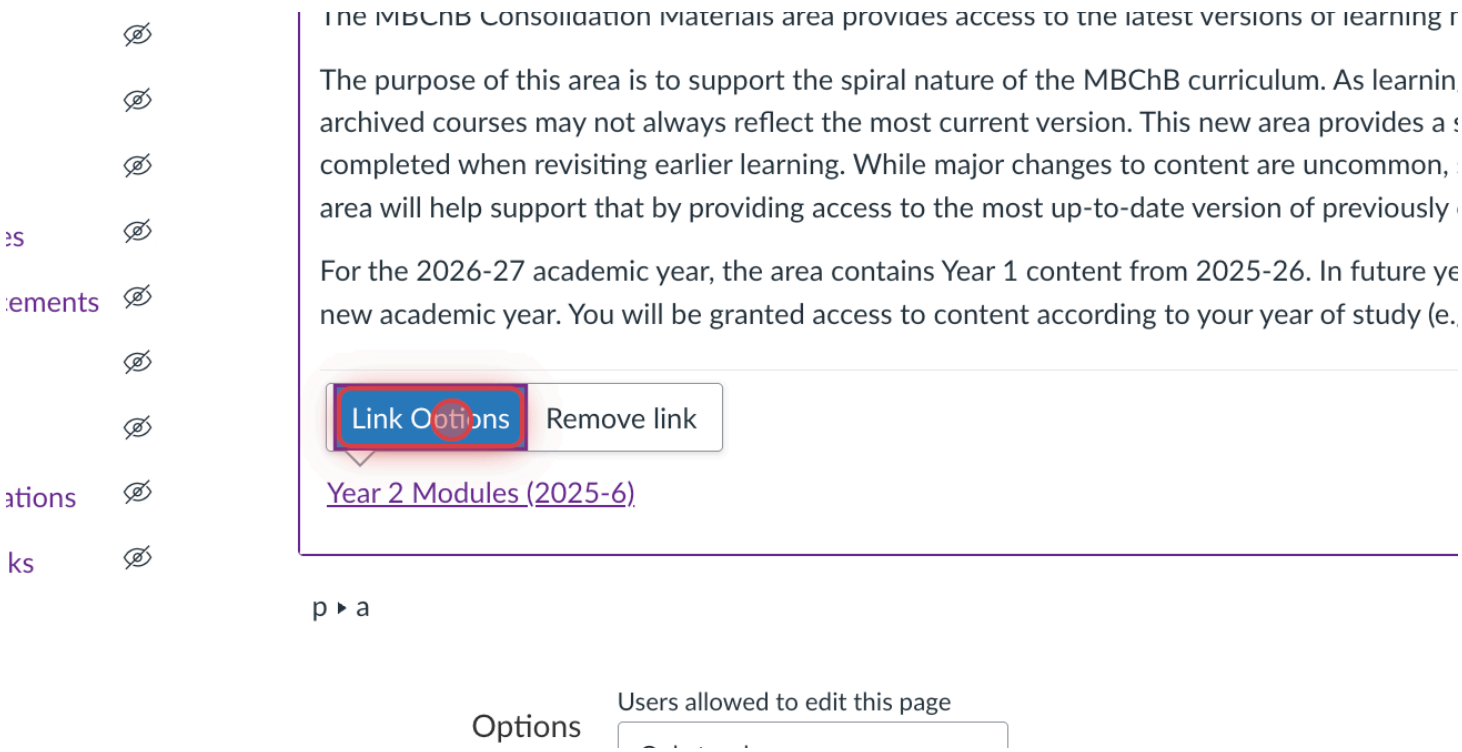
32 Switch to the rich text editor (RCE). You should now have a new button.

```
2025-26. In future years, content from the most recently completed academic year for Years 1-4 wi
 access to content according to your year of study (e.g. Year 3 students will only see content fr

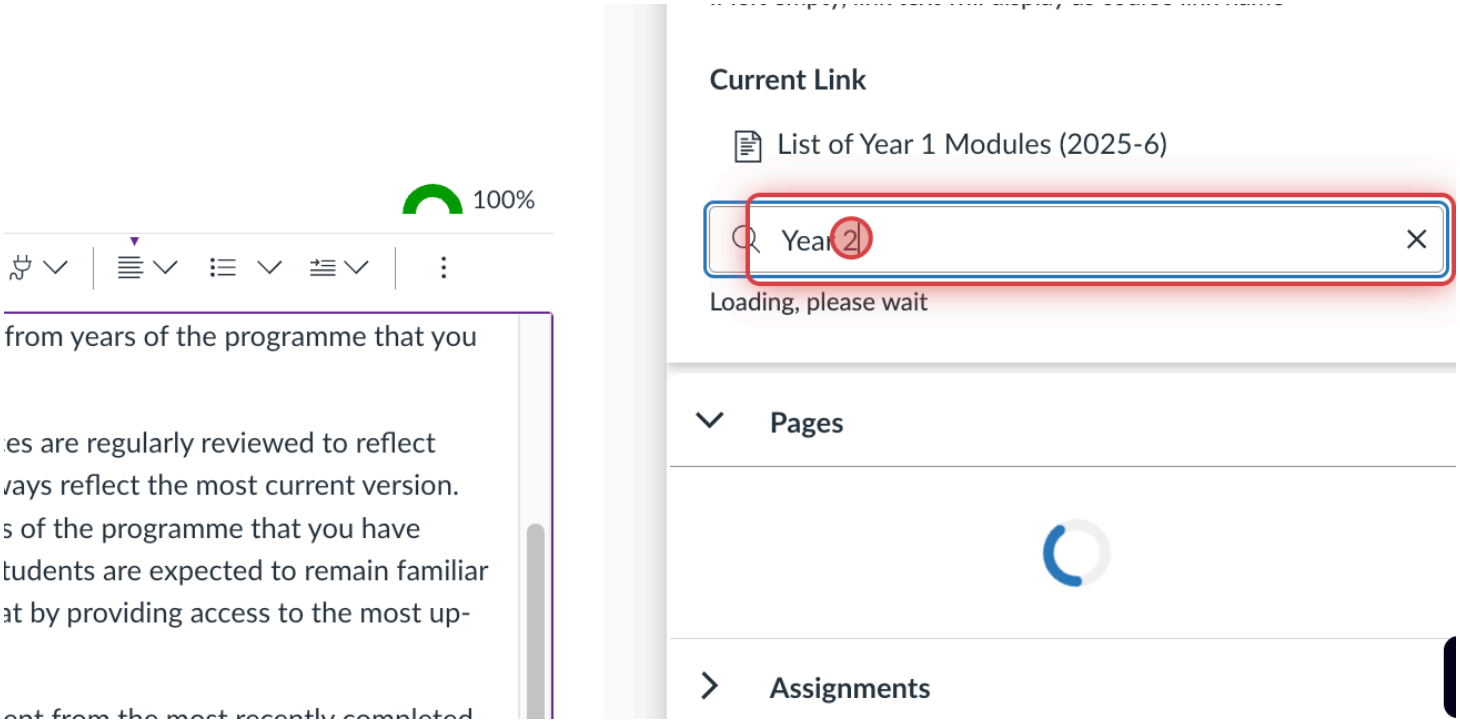

style="margin: 4px;" title="List of Year 1 Modules (2025-6)"
-modules-2025-6" data-course-type="wikiPages" data-published="false" data-api-
t-of-year-1-modules-2025-6" data-api-returntype="Page">Year 1 Modules (2025-6)</a></p><p style="t
4px;" title="List of Year 1 Modules (2025-6)"
-modules-2025-6" data-course-type="wikiPages" data-published="false" data-api-
t-of-year-1-modules-2025-6" data-api-returntype="Page">Year 1 Modules (2025-6)</a></p>
```



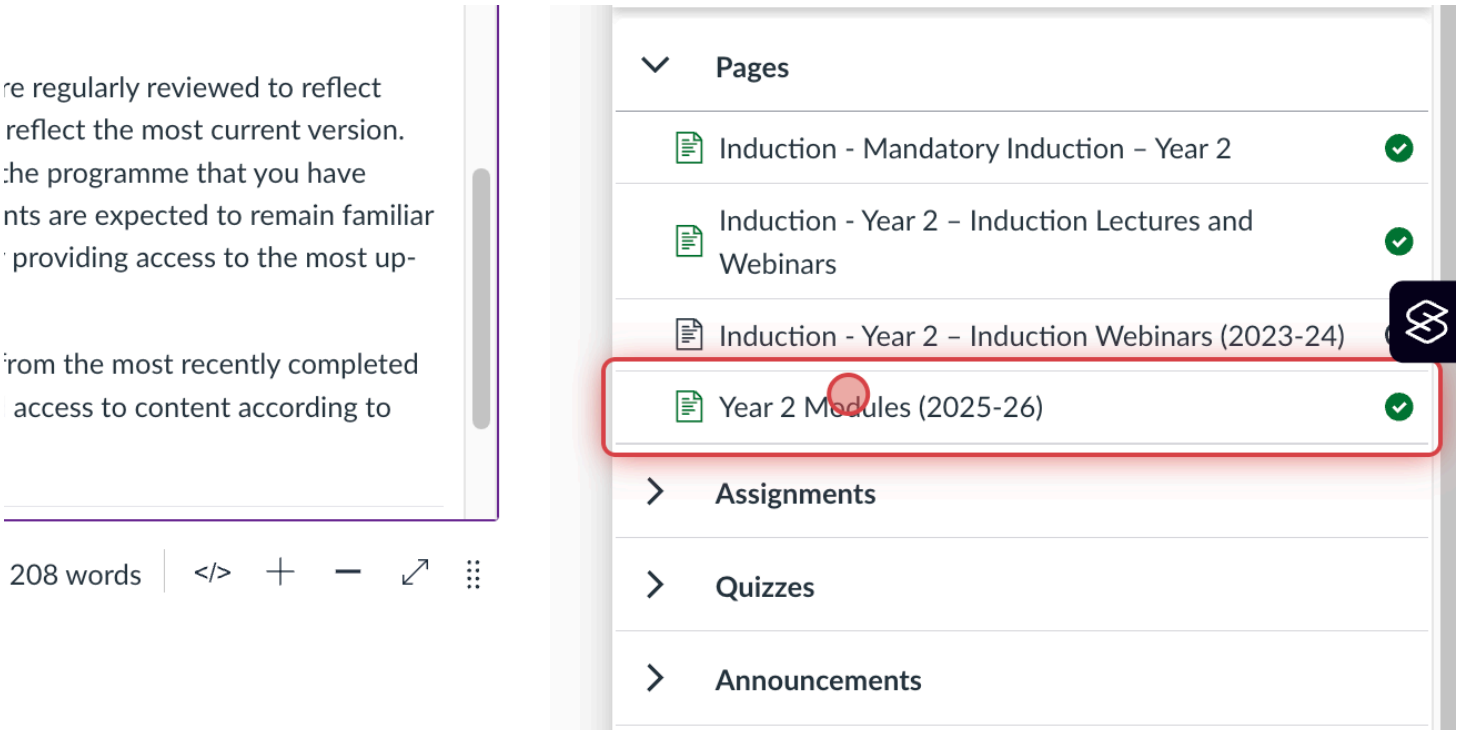
33 Navigate to the Link representing the button and Select Link Options



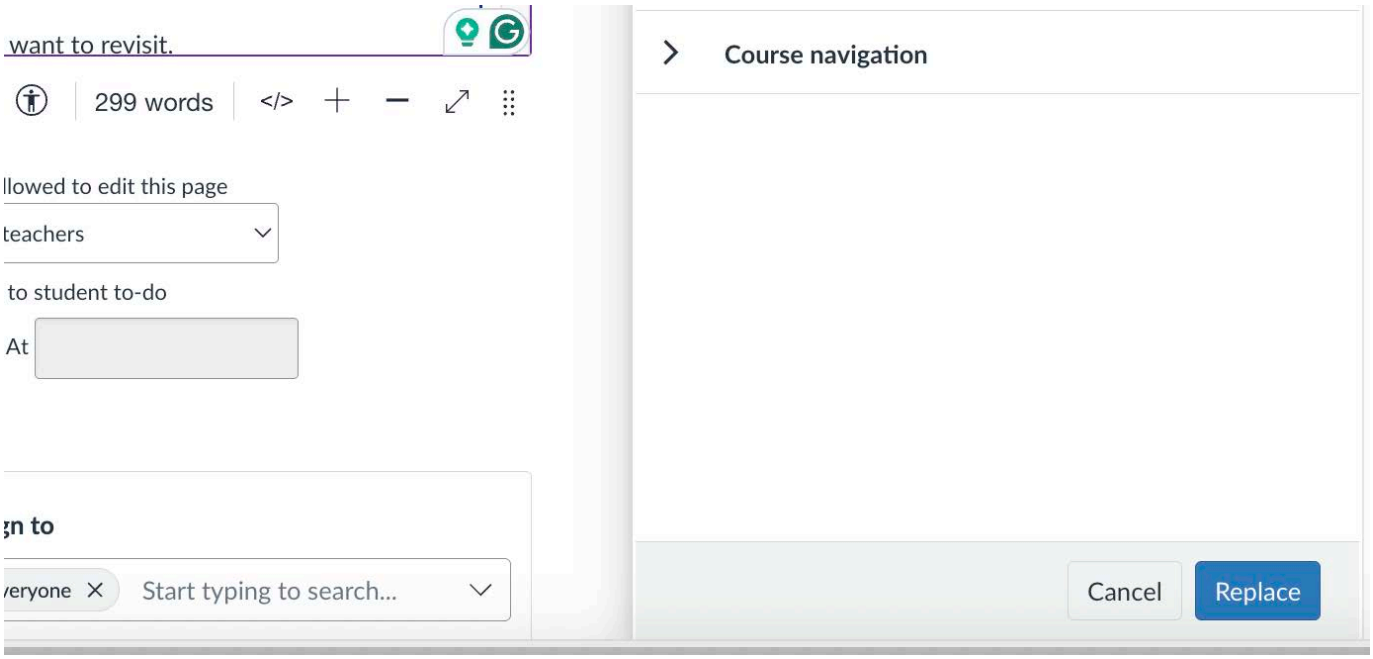
34 Type in the name of your new page e.g. 'Year 2 Modules (2025-6)' and it should appear in the list



35 Select your new page from the list e.g. 'Year 2 Modules (2025-6)'



36 Select Replace



37 Select Save



38 Select the new button to check it works

