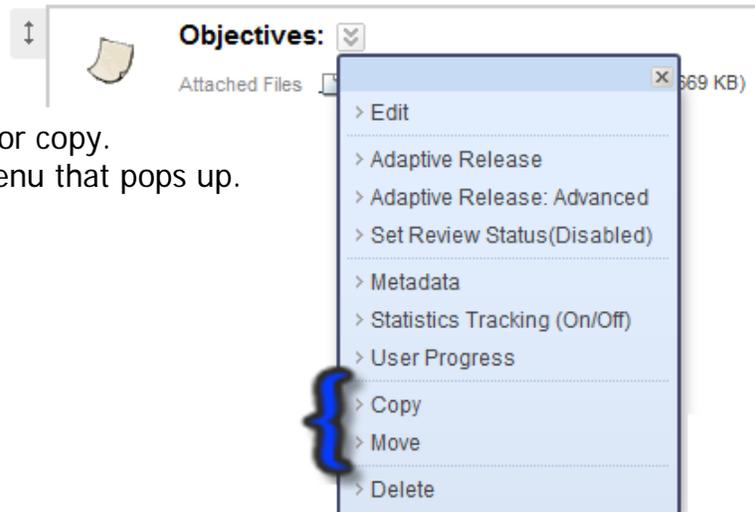


Moving or Copying Items in a Course:

1. Click on the dropdown menu button to the right of the item you want to move or copy.
2. Next, choose Move or Copy from the menu that pops up.



3. This is the next screen you will see:

Copy or Move

Any Content Item, including Links, External Links, Folders, Learning Modules, Off line Content and Tools can be copied from one folder or Course to another folder or Course. Copying content does not delete the content from the original location unless **Delete Item After Copy** is selected. Content that is deleted after a copy is moved to the new location and does not exist in the original location any longer. [More Help](#)

1. **Content Information**

Name Task 3

2. **Destination**

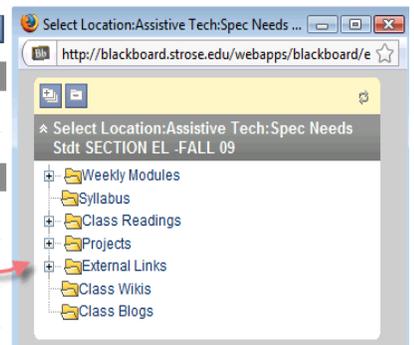
DestinationCourse Assistive Tech:Spec Needs Std SECTION EL -FALL 09

Destination Folder

Delete Item After Copy Yes No

If you want to "move" the item, choose Yes to delete it after it gets moved to it's new location. This means that it will only be in the new location. To be safe, you may want to say No and then just delete it on your own once you verify that it is in it's new location.

Click on the Browse Button. This will open the following window:



4. Navigate to the Content Area or folder you want to place the item in. By clicking the + to the left of the folders you are able to open that folder up to see the other folders in that area.
5. Click Submit.

