Moving Content

The following instructions refer to moving items from the contextual menu. When you move content, the source content will be deleted from its original course.

To move a content item in the same course

1. Make sure you have the Edit mode ON.

2. Click to open the Contextual Menu for the item you wish to copy, and then click Move.

3. On the Move page, in the Destination Course list, make sure that you are looking at the source course of the item (we are copying to the same course).

4. Click Browse to find a Destination Folder. Note that these folders correspond to the content areas in your Course Menu.

5. When you are finished, click Submit.
To move a content item to a different course

1. Make sure you have the Edit mode ON.

2. Click to open the Contextual Menu for the item you wish to copy, and then click Move.

3. On the Move page, in the Destination Course list, select the course you want to copy the item to.

4. Click Browse to find a Destination Folder. Note that these folders correspond to the content areas in your Course Menu.

5. When you are finished, click Submit.

✅ NOTE

If you want copies of an item in both courses, you will want to use the Copy feature, not the Move feature.