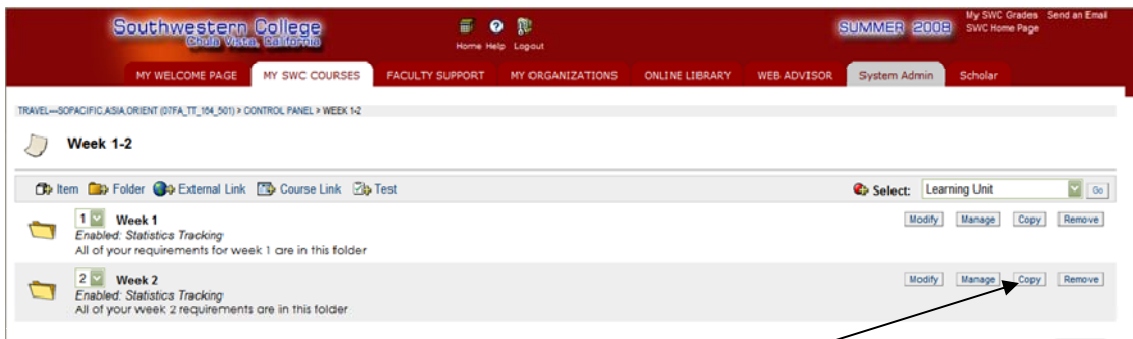



## Copying/Moving a Single Folders, Files or Text

Instructors are able to **copy or move items such as folders, documents, and learning units** and place it in another area **within the same course** or **in another course**. Instructors must have an Instructor role in the destination course when content is moved or copied to another course. Instructors can choose whether to delete an item after it is copied and/or to keep it in its original place.

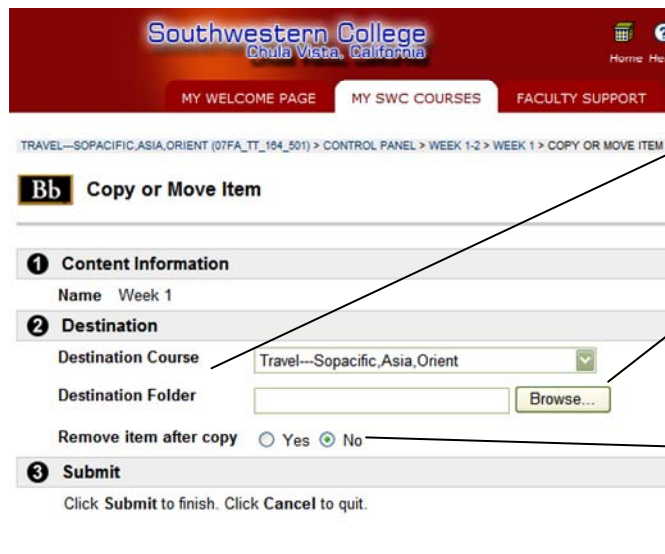
**Step 1:** Click on the “**Control Panel**” button (at bottom left of screen).

**Step 2:** **Navigate to the content you want to copy/move.** The items you can copy individually are folders, links, documents, or learning units.



**Step 3:** Click on the **copy button** 

**Step 4:** Choose the **destination course** from the drop down menu.

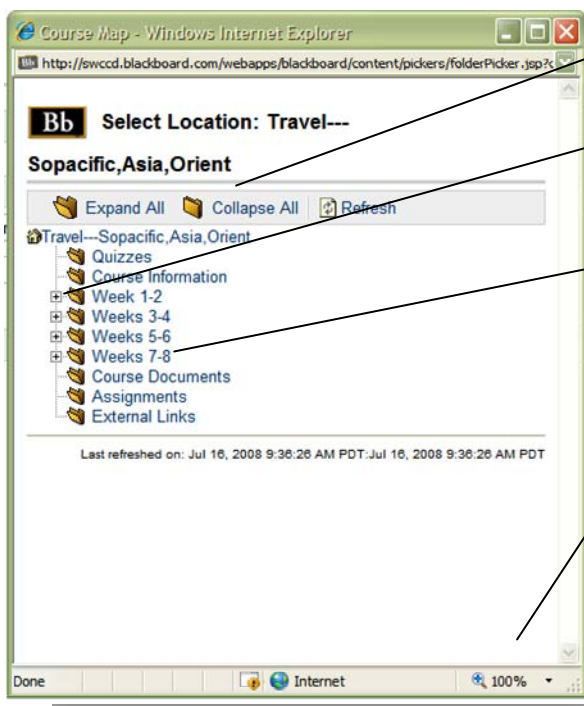
A screenshot of the 'Copy or Move Item' form in the LMS. The form has a title 'Copy or Move Item' and a 'Bb' icon. It is divided into three sections: 1. Content Information: Name: Week 1. 2. Destination: Destination Course: Travel--Sopacific,Asia,Orient (dropdown menu), Destination Folder: (text input field) with a 'Browse...' button. 3. Submit: Remove item after copy: Yes (radio button), No (radio button, selected). Below the form, it says 'Click Submit to finish. Click Cancel to quit.'

You can choose to copy the item to another area of the course or to copy the item into another course.

When you click on the browse button, a screen will open at the top right showing you the areas and the folders in your destination course.

If want to permanently move the item choose **YES** here


**Step 6: Choose the course area and folder you want to copy the item and click submit.**



You can **open** (expand) or **close** (collapse) all the **folders** in the course.

Click on the **plus (+)** to **open** the folder.

**Click on the folder to select** it as your destination area/folder.

Click on submit  when you are finished selecting the destination area/folder.