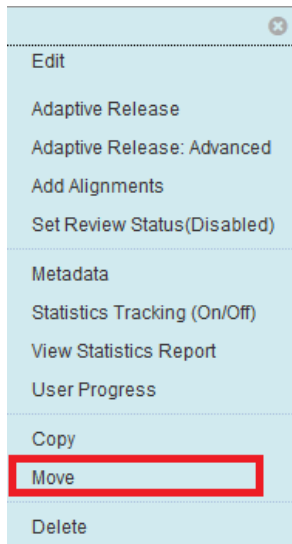
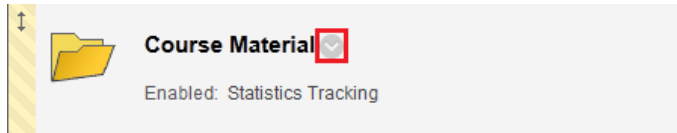


How to Move Items in Course Content

1. To **Move** items in **Course Content**, click on the **Arrow** next to the name of the item to open the dropdown menu, and then select **Move**.



2. Select the **Destination** of the folder by clicking **Browse**.

1. Content Information

Name	Course Material
------	-----------------

2. Destination

Destination Course	Playground - Arvin
Destination Folder	<input type="text"/> Browse...

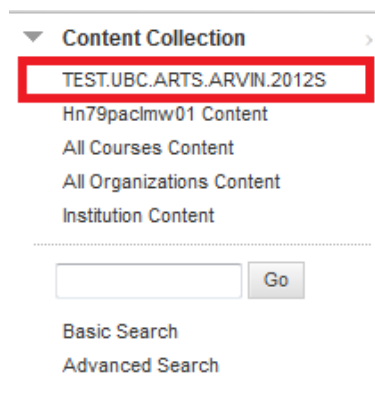
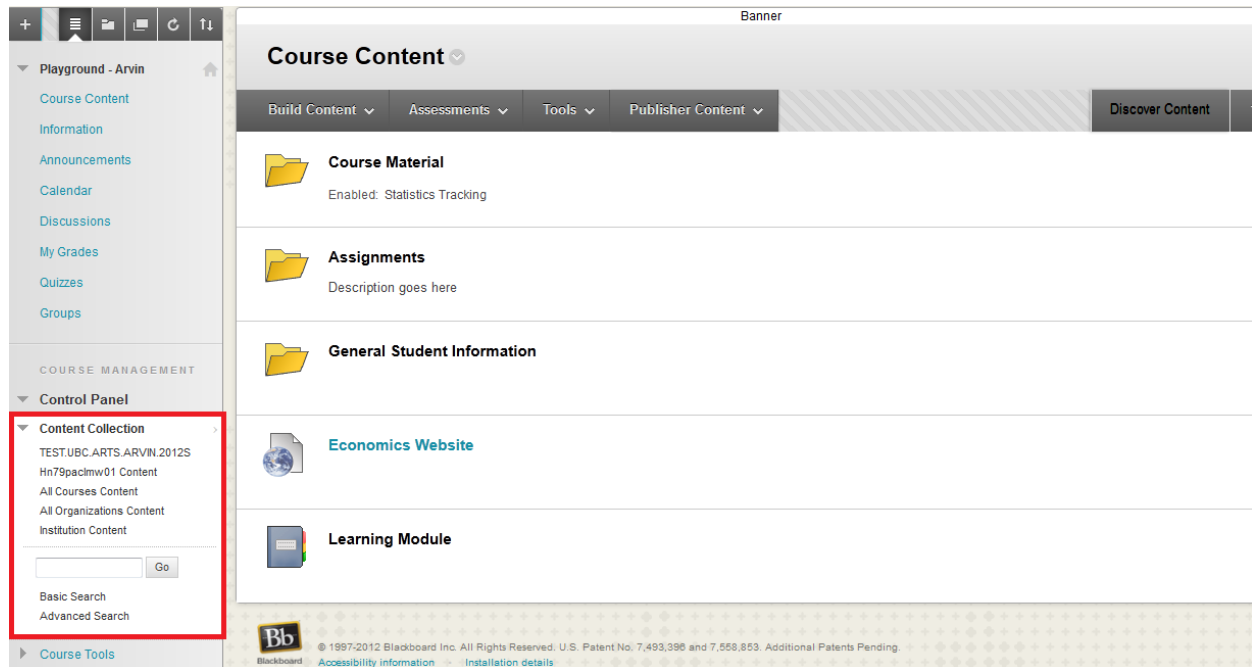
3. Submit

Click Submit to proceed. Click Cancel to quit.

3. Click **Submit!**

How to Move Items in Content Collection

1. To **Move** files through your content collection, navigate to **Content Collection** and select your **Course**.



2. **Select** the files you want to move by **Checking** off the squares and click **Move**.

Upload
Create HTML Object
Create Folder
Set Up Web Folder

Download Package
Copy
Move
Delete
Refresh

	File Type	Name	Edited	Size	Permissions
<input checked="" type="checkbox"/>		Videos to do.docx	Jun 5, 2012 11:58:57 AM	16.4 KB	
<input checked="" type="checkbox"/>		Pros and Cons.docx	May 8, 2012 11:37:42 AM	19.1 KB	
<input checked="" type="checkbox"/>		Pros and Cons(1).docx	Jun 5, 2012 11:53:57 AM	19.1 KB	
<input checked="" type="checkbox"/>		Presentation1.pptx	May 4, 2012 3:14:53 PM	1.5 KB	
<input checked="" type="checkbox"/>		Chapter 1.docx	May 8, 2012 11:14:08 AM	12.2 KB	
<input checked="" type="checkbox"/>		Chapter 3	May 8, 2012 12:30:22 PM	0	
<input checked="" type="checkbox"/>		Chapter 2	May 8, 2012 12:30:10 PM	0	
<input checked="" type="checkbox"/>		Chapter 1	Jun 5, 2012 11:53:29 AM	167.9 KB	
<input checked="" type="checkbox"/>		Assignments	May 16, 2012 12:36:29 PM	36.6 KB	
<input checked="" type="checkbox"/>		Arts Template	Apr 10, 2012 3:43:42 PM	2.35 MB	

Download Package
Copy
Move
Delete
Refresh

Displaying 1 to 10 of 10 items
Show All
Edit Paging...

Upload
Create HTML Object
Create Folder

Download Package
Copy
Move
Delete

☐
File Type
Name

3. Set the **Destination** of the files by clicking **Browse**

1. Content Information

Move the following content:

"Name"	"Size"	"Edited"
Videos to do.docx	16.4 KB	Jun 5, 2012 11:58:57 AM by Arts LC

2. Destination

Browse to select a destination folder for this content.

✖ Destination

☐ If selected, the system automatically overwrites the existing file with the same name.

3. Submit

Click Submit to proceed. Click Cancel to quit.

Cancel

Submit

4. Click **Submit!**