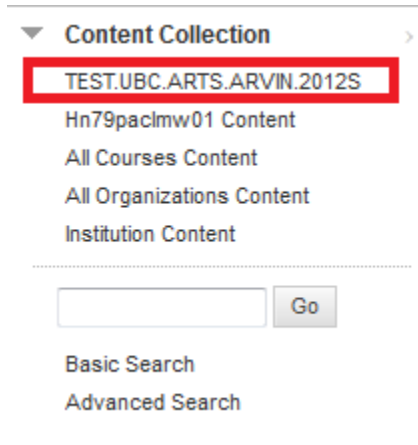
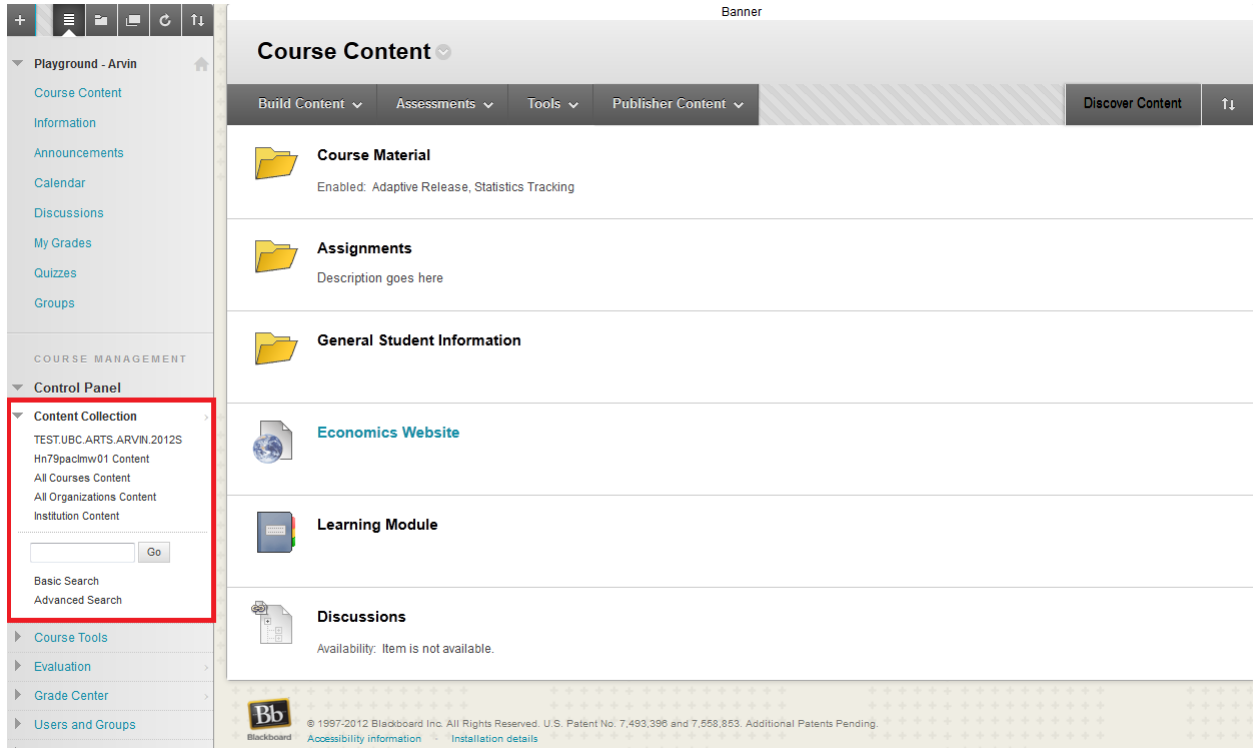


Delete and Copy Items in Content Collection

1. To **Edit** content, navigate to the **Content Collection**. Click the top level course, which is the course ID.



Learning Connect

2. To **Delete** items, **Select** the items by checking off the square boxes.

The screenshot shows the Learning Connect interface with a file list. The top navigation bar includes 'Upload', 'Create HTML Object', and 'Create Folder'. Below the navigation bar, there are buttons for 'Download Package', 'Copy', 'Move', and 'Delete'. The file list has columns for 'File Type', 'Name', 'Edited', 'Size', and 'Permissions'. The following table represents the data in the file list:

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

At the bottom of the interface, it says 'Displaying 1 to 10 of 10 items' with 'Show All' and 'Edit Paging...' options.

3. Select **Delete**.

The screenshot shows the Learning Connect interface for 'Course Content: TEST.UBC.ARTS.ARVIN.2012S'. The top navigation bar includes 'Upload', 'Create HTML Object', and 'Create Folder'. Below the navigation bar, there are buttons for 'Download Package', 'Copy', 'Move', and 'Delete'. The file list has columns for 'File Type', 'Name', 'Edited', 'Size', and 'Permissions'. The following table represents the data in the file list:

| File Type | Name | Edited | Size | Permissions |
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| Document | Videos to do.docx | Jun 5, 2012 11:58:57 AM | 16.4 KB | |
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| Folder | Chapter 3 | May 8, 2012 12:30:22 PM | 0 | |
| Folder | Chapter 2 | May 8, 2012 12:30:10 PM | 0 | |
| Folder | Chapter 1 | Jun 5, 2012 11:53:29 AM | 167.9 KB | |
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| Folder | Arts Template | Apr 10, 2012 3:43:42 PM | 2.35 MB | |

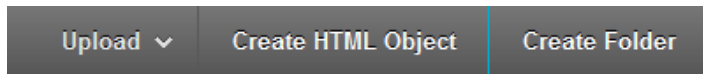
The 'Delete' button is highlighted with a red box.

Upload ▾ Create HTML Object Create Folder

Download Package Copy Move Delete

Learning Connect

4. To **Copy** items, **Select** the items by checking off the square boxes and select **Copy**.



5. Select a **Destination** for the item

1. Content Information

Copy the following content:

| <u>Name</u> | <u>Size</u> | <u>Edited</u> |
|--|-------------|------------------------------------|
|  banner.jpg | 129.1 KB | Aug 13, 2012 4:51:11 PM 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.

6. Click **Submit!**