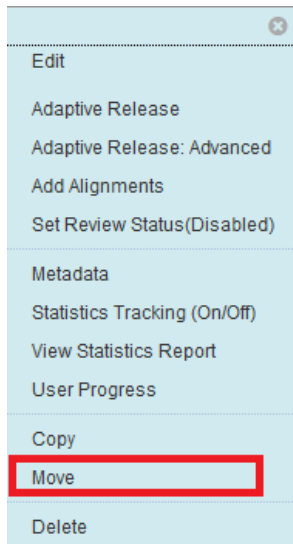
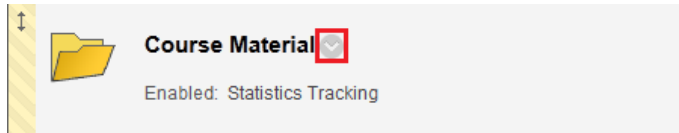


## How to Move items In Course Content

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 |
|------|-----------------|

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**2. Destination**

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

---

**3. Submit**

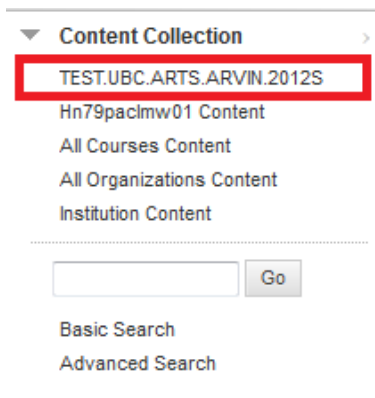
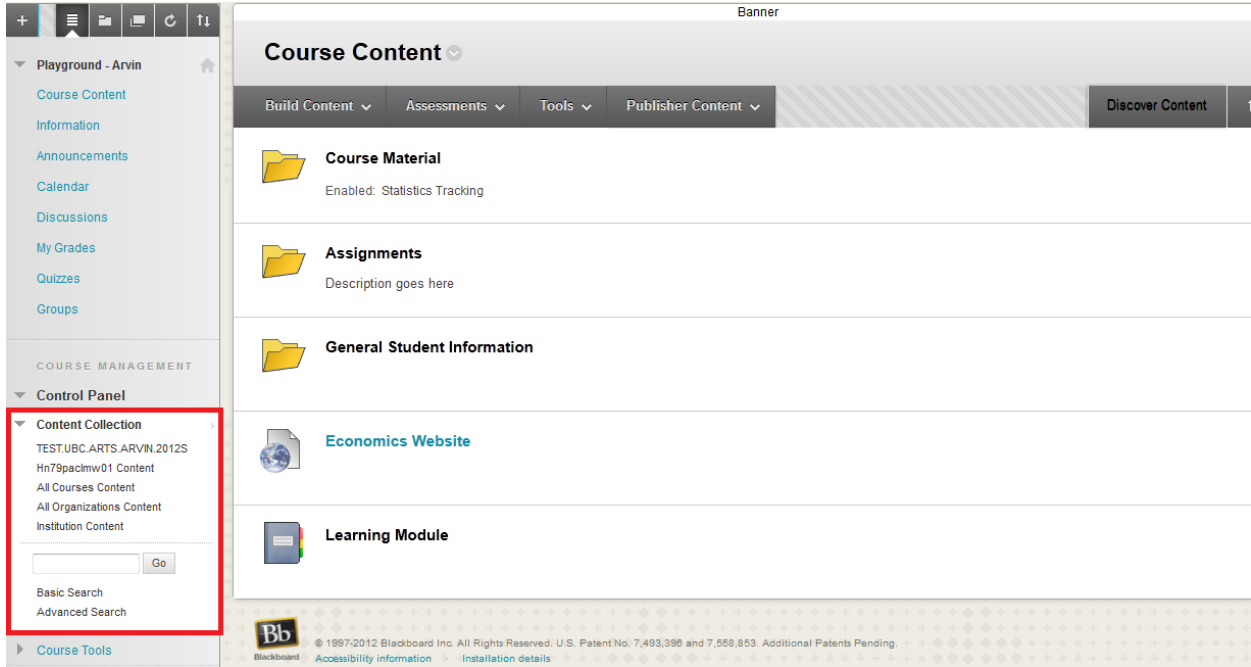
*Click Submit to proceed. Click Cancel to quit.*

---

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**.



## Learning Connect

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

The screenshot shows the Learning Connect interface with a file list. The 'Move' button is highlighted with a red box. The file list contains the following items:

| 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  |             |

The screenshot shows the Learning Connect interface with the 'Move' button highlighted with a red box.

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.

4. Click **Submit!**