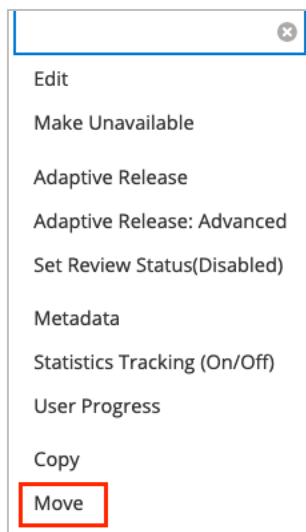


MOVE AN ITEM

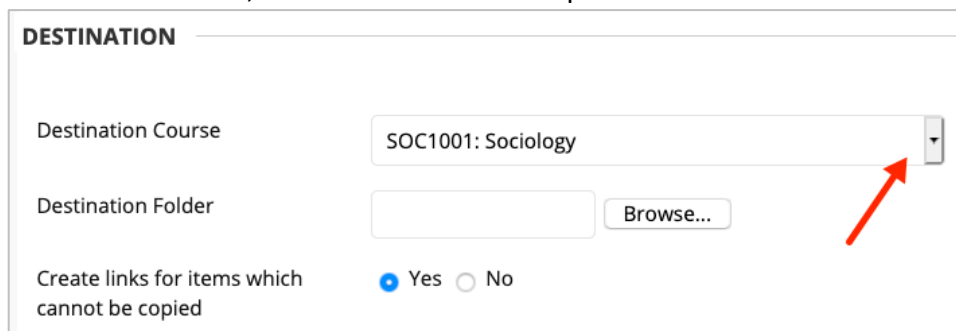
Items in ulearn can be moved from one area of a course to another or from one course to another. You can also [copy content items](#) from one course to another.

Instructions

1. To move an item, **hover** over the item title to display the down arrow to the right of the item. Click the **down arrow** and select **Move** from the menu.



2. On the Move page, under Destination, the current course will automatically be selected. If you wish to move the item to another ulearn course, open the drop down menu and **Select** a new course. If staying in the course, do not select a destination course, move onto the next step.



3. **Browse** to the Destination Folder of the Destination Course.

MOVE AN ITEM

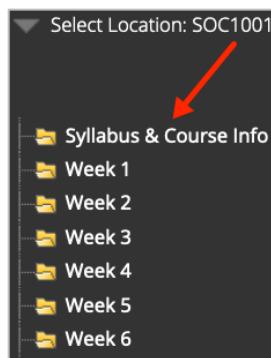
DESTINATION

Destination Course

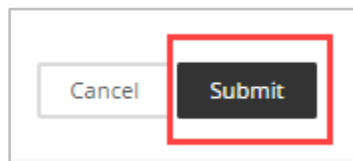
Destination Folder

Create links for items which cannot be copied Yes No

When a window appears, click the area to move item(s) into.



4. Click **Submit**.



5. The item will now be located in the course and folder destination you selected.