

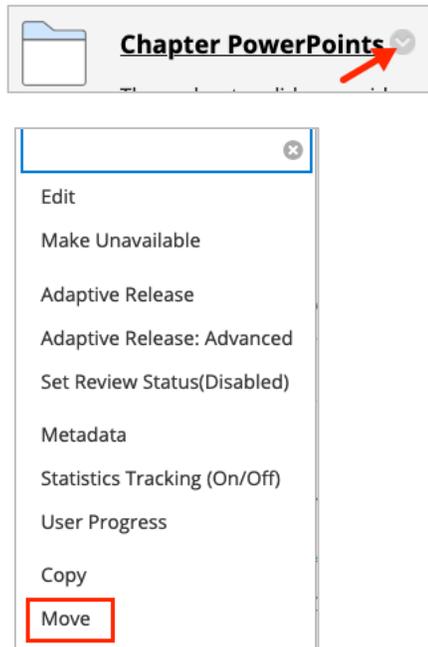
# MOVE AN ITEM

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.

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## 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.

A screenshot of the "DESTINATION" section in a Move dialog box. It contains three fields: "Destination Course" with a dropdown menu showing "SOC1001: Sociology" and a downward arrow; "Destination Folder" with an empty text box and a "Browse..." button; and "Create links for items which cannot be copied" with radio buttons for "Yes" (selected) and "No". A red arrow points to the downward arrow of the "Destination Course" dropdown menu.

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

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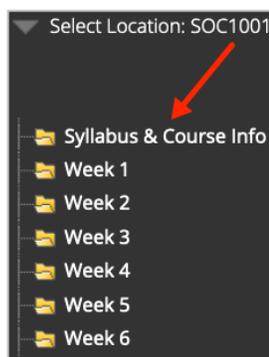
**DESTINATION**

Destination Course

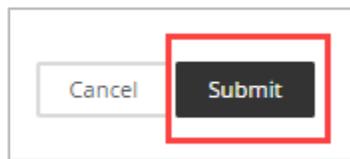
Destination Folder

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.