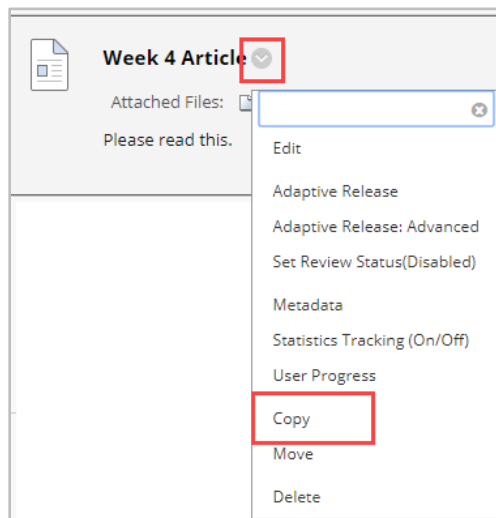


COPY AN ITEM

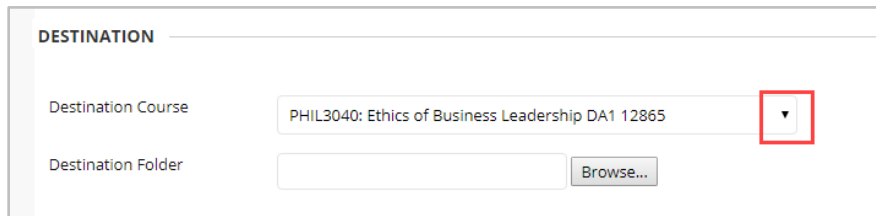
Items in ulearn can be copied from one course to another, or from one area of a course to another.

Instructions

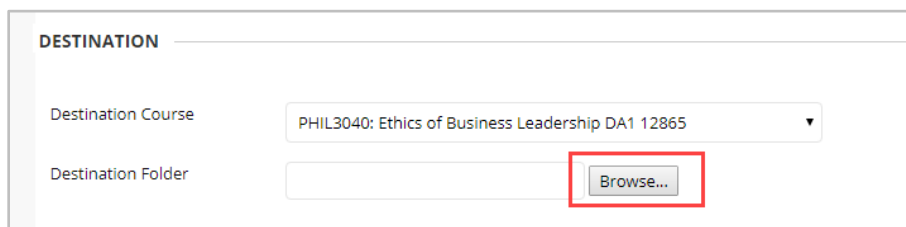
1. To move an item, **hover** over the item title to display the down arrow to the right of the item. Click the **down arrow** and select **Copy** from the menu.



2. On the Copy page, under Destination, the current course will automatically be selected. If you wish to copy the item to another ulearn course, open the drop down menu and **Select** a new course.

A screenshot of the 'DESTINATION' form. It has a title 'DESTINATION' and a horizontal line below it. There are two main sections. The first is 'Destination Course', which contains a text input field with the value 'PHIL3040: Ethics of Business Leadership DA1 12865' and a dropdown arrow to its right. The second is 'Destination Folder', which contains a text input field and a 'Browse...' button. A red rectangular box highlights the dropdown arrow in the 'Destination Course' field.

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

A screenshot of the 'DESTINATION' form, similar to the previous one. The 'Destination Course' dropdown menu is now open, showing the same course name. The 'Destination Folder' text input field is empty. A red rectangular box highlights the 'Browse...' button.

COPY AN ITEM

4. Select whether you wish for links and attached files to be copied, or to be copied and embedded.

ATTACHMENTS AND EMBEDDED LINKS

Attachments and embedded links can be included in the copy as links, or copies of the files can be created in the new course folder. For files outside of the home course folder, only links are included.

File Links

- Copy links to attached and embedded files
- Include links and make copies of attached and embedded files

5. Click **Submit**.

Cancel **Submit**

6. The item will now be located in both the original location, AND the course and folder destination you copied to.