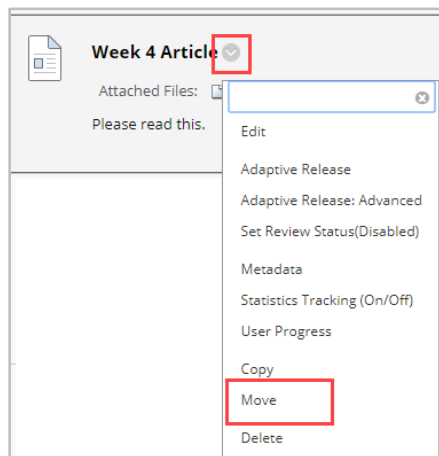


MOVE AN ITEM

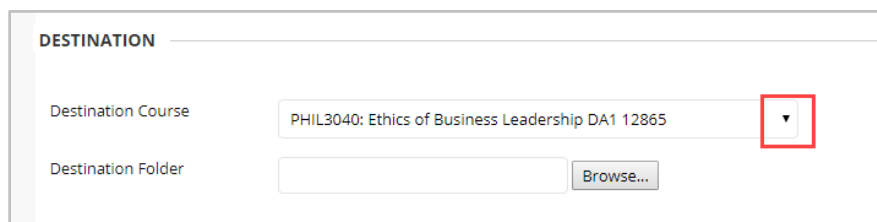
Items in ulearn can be moved between courses, or from one area of a course to another.

Instructions

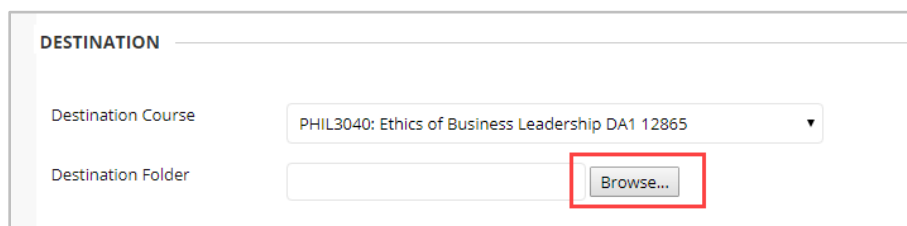
1. To move an item, **hover** over the item title to display the down arrow to the right of the item. Click the **down arrow** and select **Move** from the menu.



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.

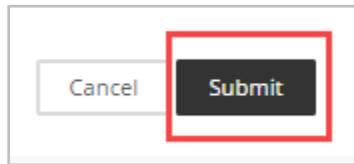
A screenshot of the 'DESTINATION' form. It has two main sections: 'Destination Course' and 'Destination Folder'. The 'Destination Course' section contains a dropdown menu with the text 'PHIL3040: Ethics of Business Leadership DA1 12865' and a small downward arrow. A red rectangular box highlights this dropdown menu. The 'Destination Folder' section contains an empty text input field and a 'Browse...' button.

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 selected and shows the same text. A red rectangular box highlights the 'Browse...' button in the 'Destination Folder' section.

MOVE AN ITEM

4. Click **Submit**.



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