## COPY A CONTENT ITEM



Items in ulearn can be copied typically from one course to another, or from one area of a course to another. Copying makes a duplicate of an item but it you need to move items, view this guide on how to move content items.

## 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.

Test Yourself: Commas	0
	Edit
Internetion to College	Make Unavailable
Introduction to College	Adaptive Release
	Adaptive Release: Advanced
	Set Review Status(Disabled)
<u>Commas - Kahoot Quiz</u>	Metadata
Availability: Item is hidden fro	Statistics Tracking (On/Off)
	User Progress
"This I Believe" Contest	Сору
	Move
	Delete
FY Reads - This I Believe	° K

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.

DESTINATION	
Destination Course	ENG1020: Rhetoric & Composition I HG 12016
Destination Folder	Browse

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

DESTINATION		
Destination Course		
Destination Course	ENG1020: Rhetoric & Composition I HG 12016	•
Destination Folder	Browse	

## **Instructional Design & Technology**

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

ATTACHMENTS AND EMBE		
Attachments and embedded home course folder, only link	links can be included in the copy as links, or copies of the files can be cress are included. $ecksim_{k}$	ated in the new course folder. For files outside of the
File Links	<ul> <li>Copy links to attached and embedded files</li> <li>Include links and make copies of attached and embedded files</li> </ul>	

5. Click Submit.

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