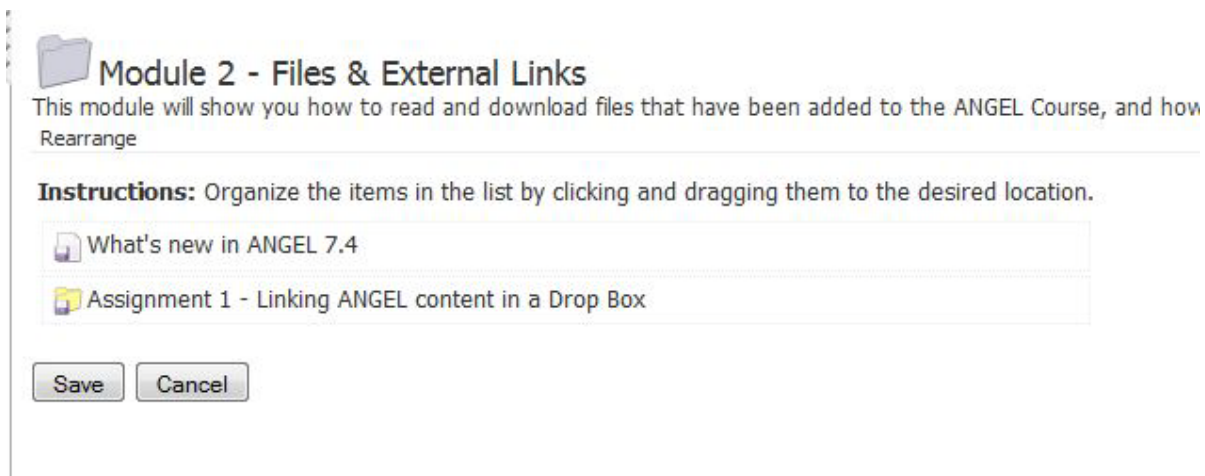


Moving Content:

Sometimes, we need to move content from one area (folder) to another within the course. This can be done using the “Utilities” menu for the content item. Hover your mouse over the content, and click on the “Utilities” menu. Click on “Move Item”, and then click on the desired new location. This will move the content to that location.

Rearranging Content:

Sometimes we need to change the order of our items in the Lessons area, or in folders below lessons. Choose your location, and then click on the “Rearrange” item on the tool bar. This will give you a window that allows you to “drag and drop” items from one place to another. Click on “Save” when you have the items in the desired location. Note: You can rearrange files, folders, links and any other content item.



Copying Content:

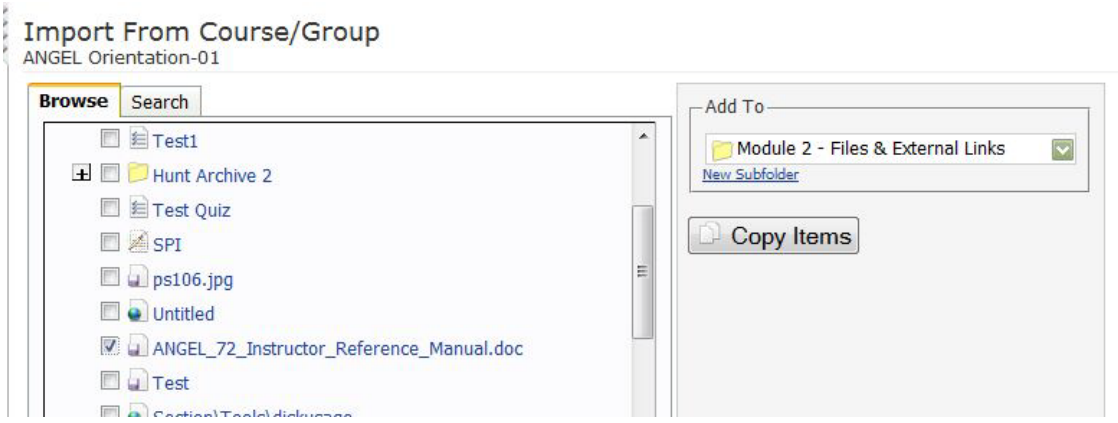
We can create content, and then reuse the same content in other areas of our course. For example, if I have an SDS student in my course that requires more time to take exams and quizzes, I can simply copy the assessment and rename it “Quiz 2 – SDS”. Then, I assign “Teams”, and use different timing options for the quiz. However, I don’t have to re-enter all the questions and answers, saving me time.

I can also copy content from one course to another – especially useful when I teach two sections of the same course.

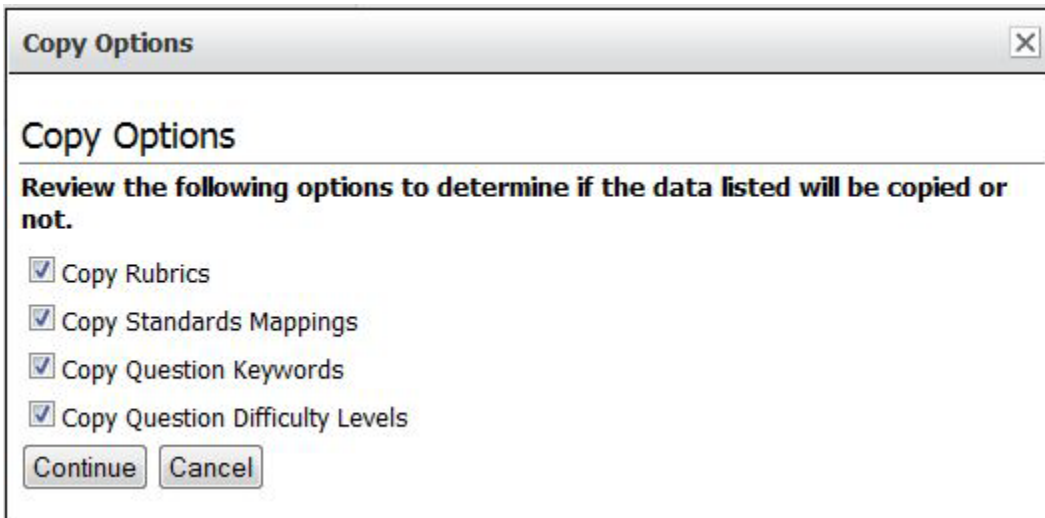
Go to “Add Content”, and choose “Import from course or group”.



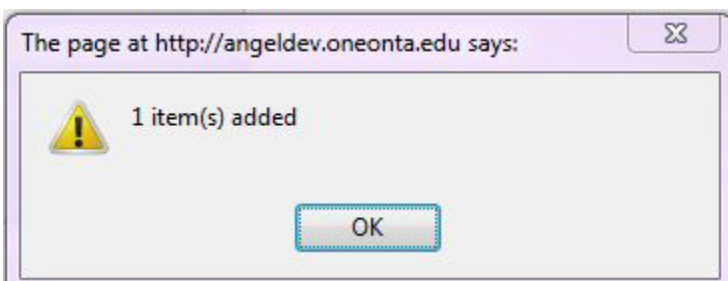
Select the course you want to copy the content from, and expand the menu by clicking on the “+” in front of the course.



Make sure that the “Add To” location is the desired one, and then click on the “Copy Items” button.



Click on “Continue” – we’ll talk about the above options at a later date.



Click on “Done”, and you’ll see that the item has been copied into the new area.