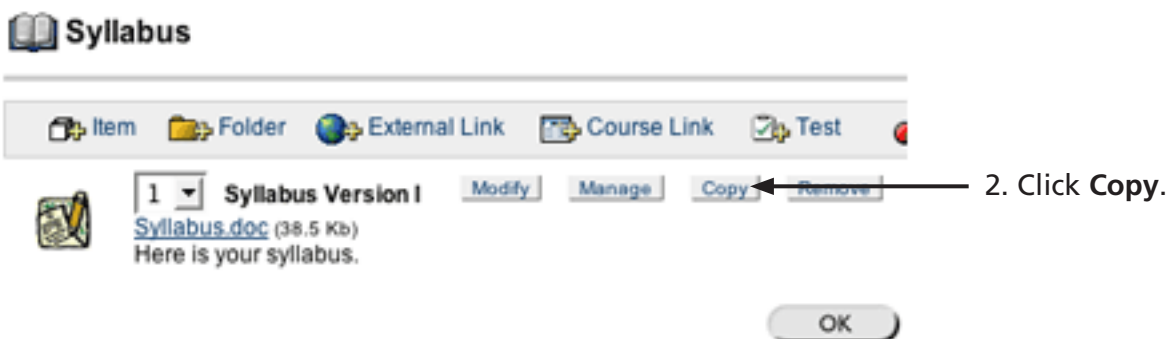


Copying Individual Items In a Course

The copy tool within a course allows you to move items and folders to different areas within that same course. This is useful after you have exported a course then imported it into a new course shell. You may want to move items around in the course to a different area, and you can use the copy tool to do this.

1. Go to the item/folder you wish to copy or move. You can go in through the Control Panel, or click on the area in the left-side navigation that the item is in (make sure you are in the Edit View mode).



The following window will appear:

