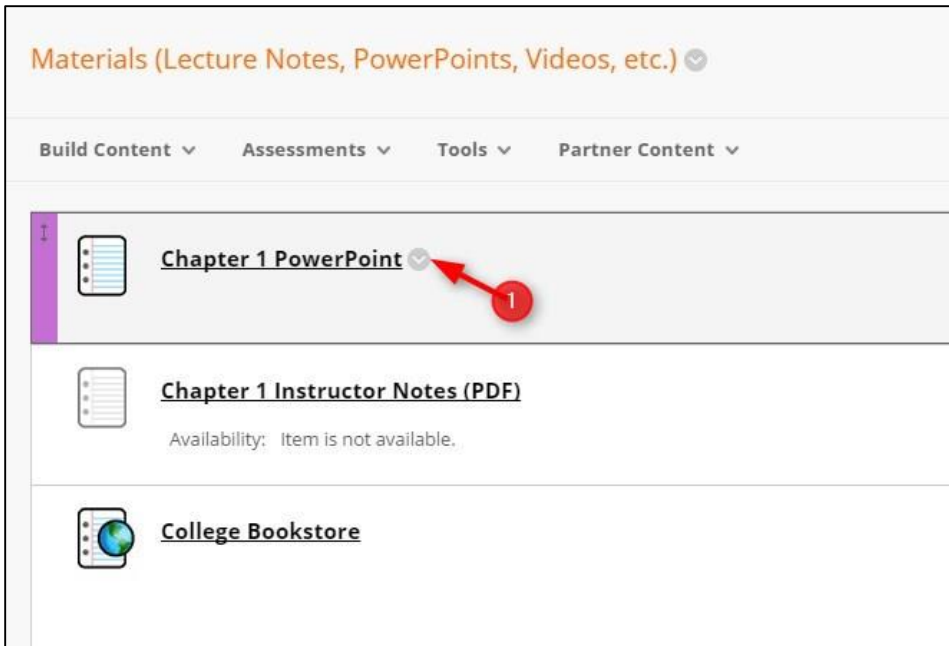


Copying Content Within a Course

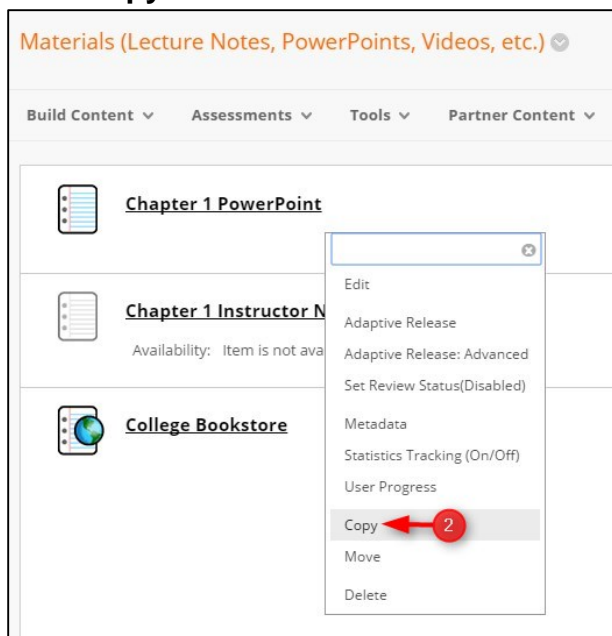
Many Content Items, including Links, Web Links, Content Folders, Learning Modules, Offline Content and Tools can be copied between Courses and Folders. Copying content does not delete the content from the original location.

Directions:

1. On the content that you want to copy, click the **chevron (down arrow)**



2. Click **Copy**



3. Click **Browse** to select the destination folder.

Copy
Many Content Items, including Links, Web Links, Content Folders, Learning Modules, Offline Content and Tools can be copied between Courses and Folders. Copying content does not delete the content from the original location. [More Help](#)

CONTENT INFORMATION

Name Chapter 1 PowerPoint

DESTINATION

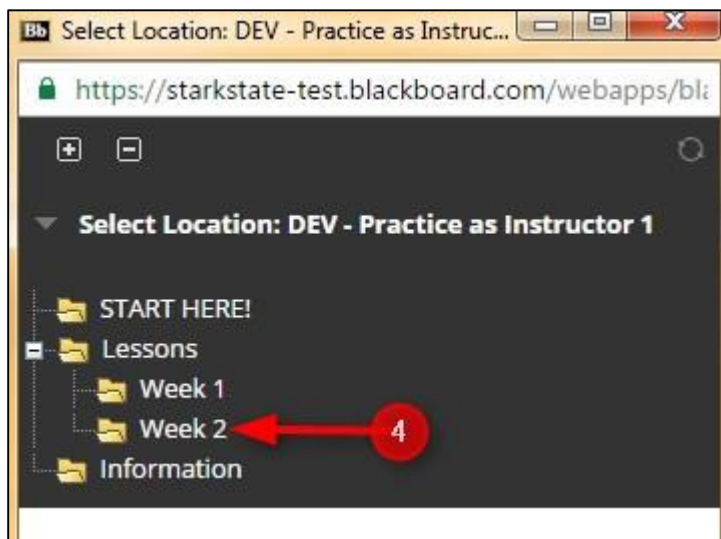
Destination Course DEV - Practice as Instructor 1

Destination Folder

To copy Content within the same course, do not change the destination course. To copy content to a different course, select it here

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4. Click on the **Destination Folder**



5. Click **Include Links** and make copies of attached and embedded files

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

5 Include links and make copies of attached and embedded files

Copy links to attached and embedded files

6. Click **Submit**

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