

Content System: Copy Item

I-LEARN TRAINING
aligning technology with the learning model

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Objective

To copy an item in the content system to another location.

Instructions

1. Click "Content".
2. Locate the desired item.
3. Click the check box next to the item or folder.
4. Click "Copy".
5. Click "Browse".
6. Select location for copy of item to go.
7. Click "Submit".
8. Click "Submit" to finalize copy.