

Content System: Move Item

I-LEARN TRAINING
aligning technology with the learning model

BYU
IDAHO

Objective

To move an item from one location in the content area to another.

Instructions

1. Click "Content".
2. Locate the correct item.
3. Check the box to the left of the item.
4. Click "Move".
5. Select "Browse".
6. Locate the new location.
7. Check the radio button next to the location.
8. Click "Submit".
9. Click "Submit" to finalize move.