

Computer Tutorial:

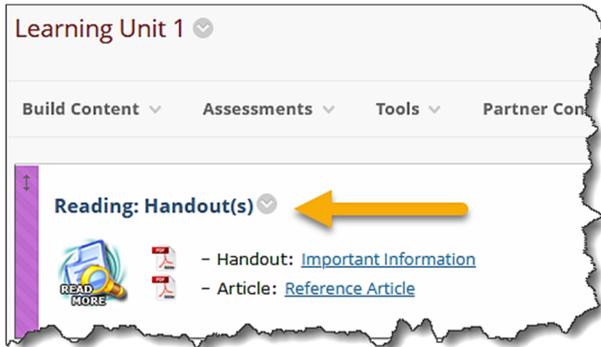
## Copy or Move an Item to Another Course or Within a Course

**Purpose:** To show faculty members how to “Copy” an individual item from a Content Area in a MyHills course to a Content Area in another MyHills course. You can also use this method to copy or move items within an existing MyHills course.

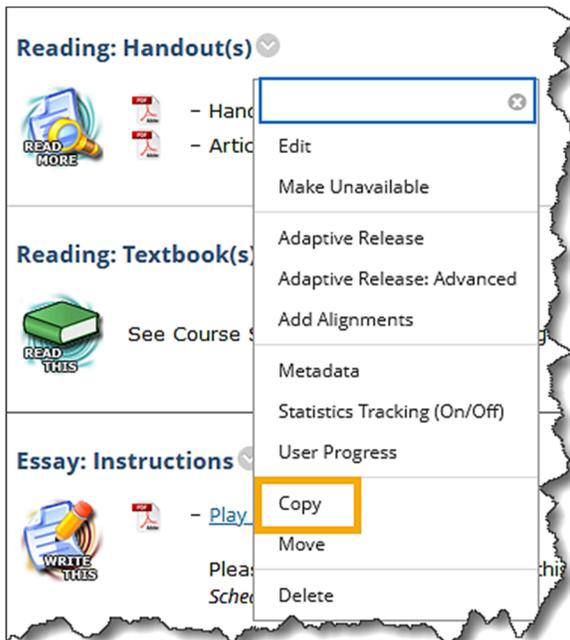
**Note:** *Copying* an item will create a copy of things in another location – the item will remain in the original area and a copy will display in the new area. *Moving* an item will remove it from the original area and place it in the new area.

From within a course Content Area, such as “Learning Units” or “Assignments,” hover your cursor over the item you would like to copy. Then, click the arrow that appears.

**Note:** The arrow will only appear when you hover your cursor over the item.



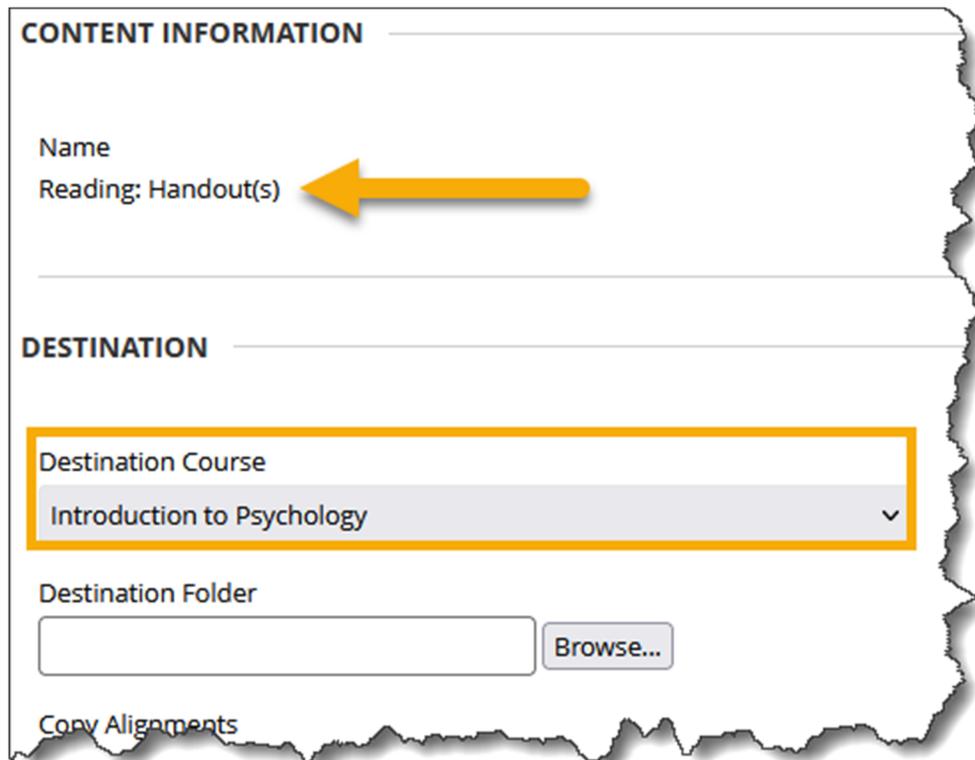
In the menu that opens, click “Copy.” If you are moving the item within your course, you can click “Copy” (it will remain in the original location and the new location) or “Move.”



The “Copy” page will open. The name of the item you are copying will be listed under “Content Information.”

Under “Destination” you will choose where to copy the item. Select the drop-down arrow, located to the right of “Destination Course.” In the menu that opens, select the course into which you would like to copy the item. If you are copying or moving within your course, the course you are in should be listed next to “Destination Course” by default. Do **not** change this.

**Note: Only courses in which you are enrolled will appear in the “Destination Course” drop-down menu.**



**CONTENT INFORMATION**

Name  
Reading: Handout(s) ←

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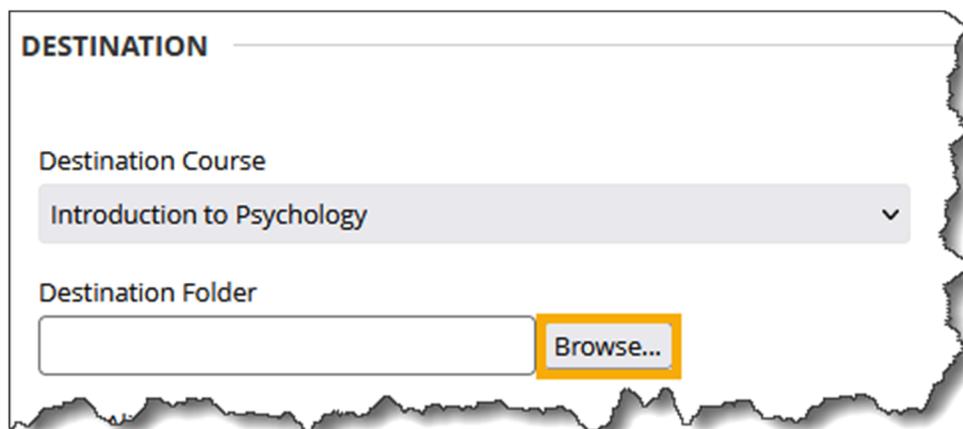
**DESTINATION**

Destination Course  
Introduction to Psychology ▾

Destination Folder

Copy Alignments

Then, click “**Browse**” to select a specific folder in the course you chose, above.

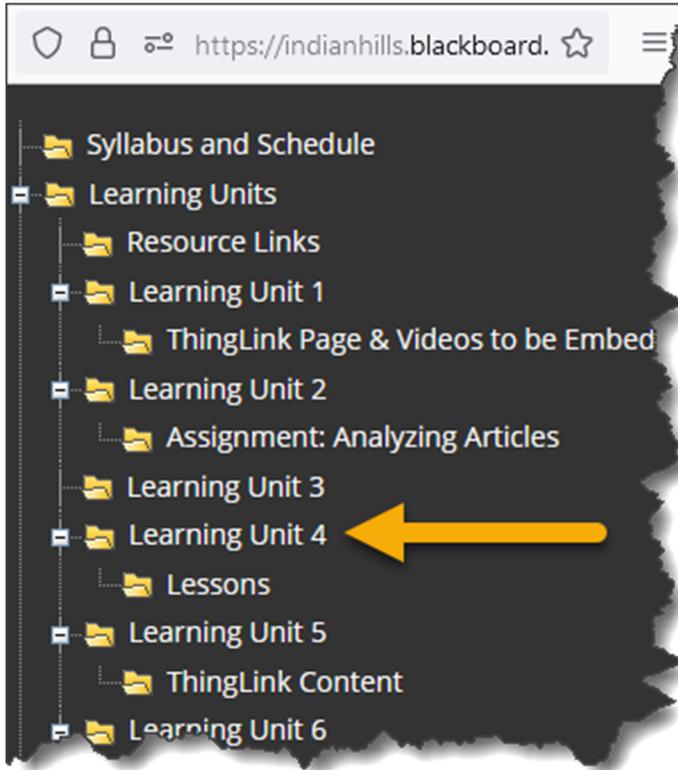


**DESTINATION**

Destination Course  
Introduction to Psychology ▾

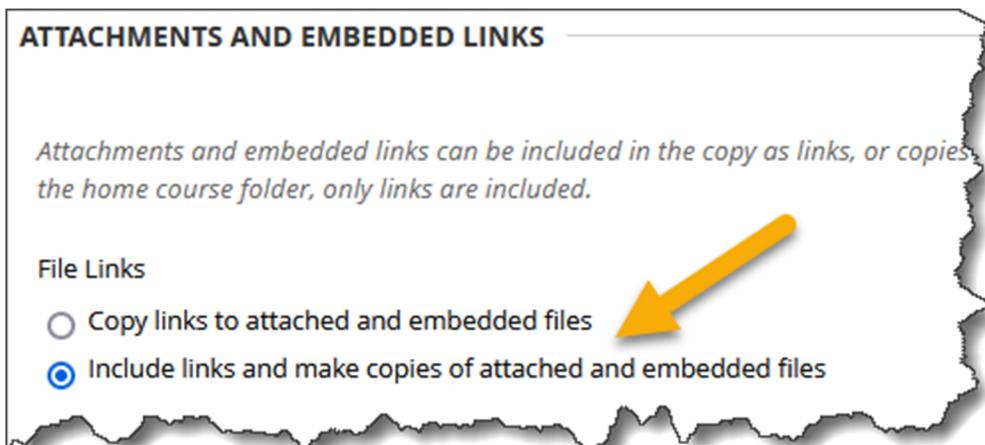
Destination Folder

A pop-up window will open that lists all available content folders in the “Destination Course.” Click the folder into which you would like to add the copied item.



Under “Attachments and Embedded Links” keep the option “Include links and make copies of attached and embedded files” selected. Do **not** choose “Copy links to attached and embedded files” because this option will only link to items, which will cause issues in the “Destination Course” if items are deleted.

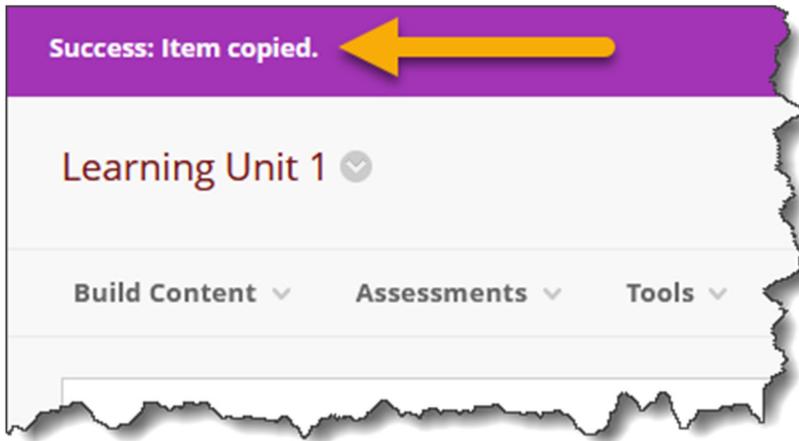
**Note:** Items that are tied to the Grade Center such as Assignments and Tests cannot be copied from a content area. These items must be copied using the Course Copy feature. For information on how to use the Course Copy feature, please see the tutorial “Course Copy.”



Once you have made your selections, click “Submit.”



A “Success...” message will appear at the top of the page.



The copied item should appear in the Content Area of the MyHills course you selected.

**Note: You may “Edit” the copied item if you would like to change the name and/or options.**

Congratulations! You now know how to copy an individual item from a Content Area in a MyHills course to a Content Area in another MyHills course.

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Office of Online Learning

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For further assistance on this topic or other technical issues, please contact the **IT Help Desk**  
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