Copy Specific Folders

Steps to follow to Copy:

- Copying Files/Folders
  1. Navigate to the folder or group of files needing to be copied
  2. Click the dropdown arrow
  3. Select copy (Figure 1)
  4. Click Browse to select destination course and folder (Figure 2 then 3) once destination folder is selected leave all selections as default and click Submit
  5. Once complete look for folder in new selected area/destination

Notes: Tests and Assignments cannot be copied to another course. Tests will have to be exported then re imported into the new course.