How to

Move Specific Folders

Steps to follow to Move:

Moving Files/Folders

1. Navigate to the folder or group of files needing to be moved
2. Click the dropdown arrow
3. Select Move (Figure 1)
4. Click Browse to select destination folder (Figure 2)
5. Once destination folder is selected leave all selections as default and click submit. (Figure 3)
6. Once complete look for folder in new selected area/destination.

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

Figure 1

Figure 2

Figure 3