

Computer Tutorial:

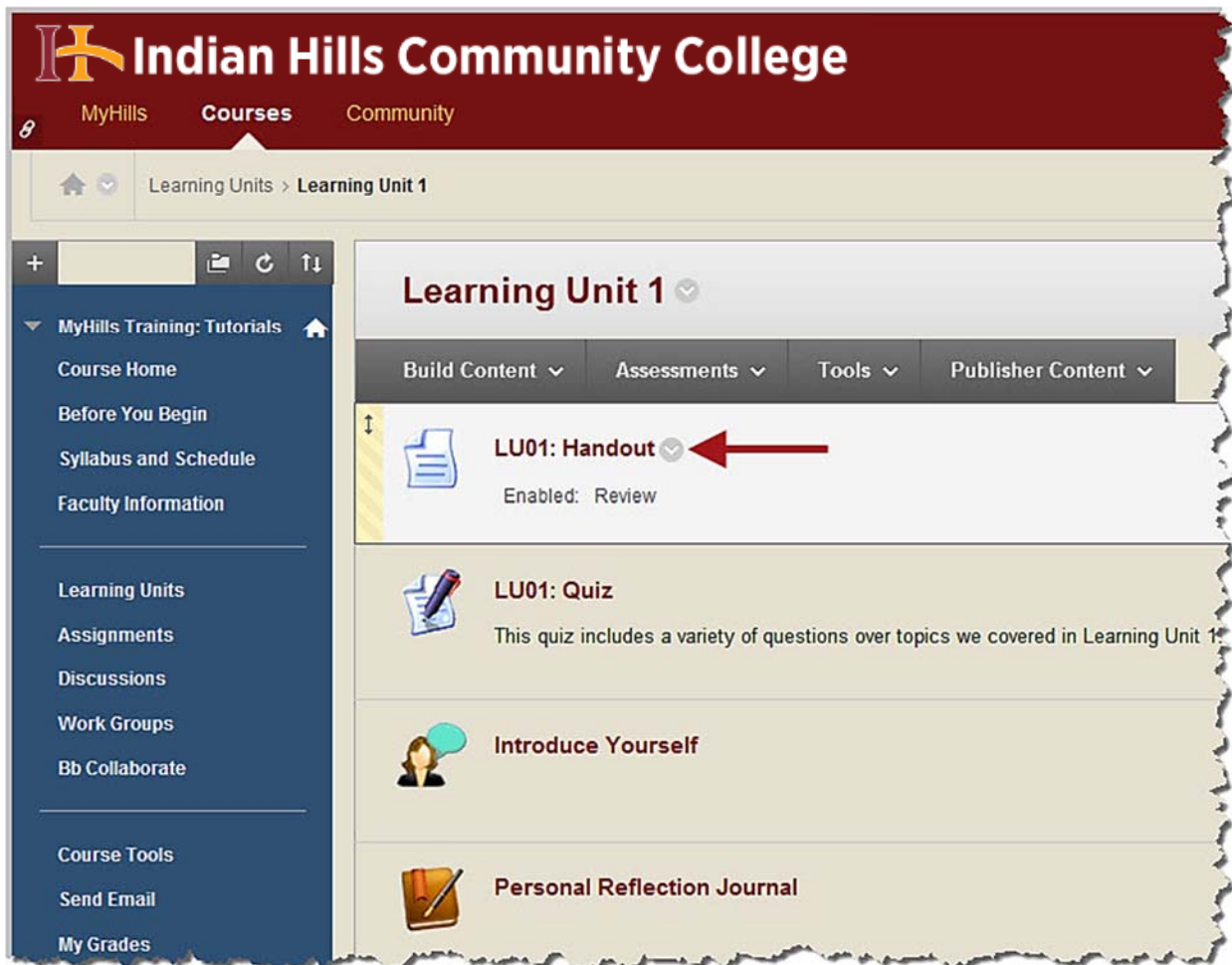
Copy an Item Within a Course

Purpose: To show faculty members how to “Copy” an individual item from one Content Area in a MyHills course to another Content Area in the same course.

Note: Ensure “Edit Mode” is “On.”

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 to the right of the item.

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



The screenshot displays the MyHills interface for Indian Hills Community College. At the top, the college logo and name are visible. Below the navigation bar, the breadcrumb trail shows "Learning Units > Learning Unit 1". The main content area is titled "Learning Unit 1" and contains a list of items. The first item, "LU01: Handout", is highlighted with a red arrow pointing to a small dropdown arrow next to its name. Below it are "LU01: Quiz", "Introduce Yourself", and "Personal Reflection Journal". The left sidebar provides navigation options such as "MyHills Training: Tutorials", "Course Home", "Before You Begin", "Syllabus and Schedule", "Faculty Information", "Learning Units", "Assignments", "Discussions", "Work Groups", "Bb Collaborate", "Course Tools", "Send Email", and "My Grades".

In the menu that opens, click “Copy.”



The “Copy” page will open.



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

Copy
Many Content Items, including Links, Web Links, Content Folders, Learning Modules, Offline Content, and Content Folders. Copying content does not delete the content from the original location.

1. Content Information

Name  LU01: Handout

2. Destination

Under “Destination” you will choose where to copy the item. The course you are in should be listed next to “Destination Course” by default. Do **not** change this.

2. Destination

Destination Course 

Destination Folder

3. Attachments and Embedded Links

Next to “Destination Folder,” click “**Browse**” to select the specific Content Area in the course to which you would like to copy the selected item.

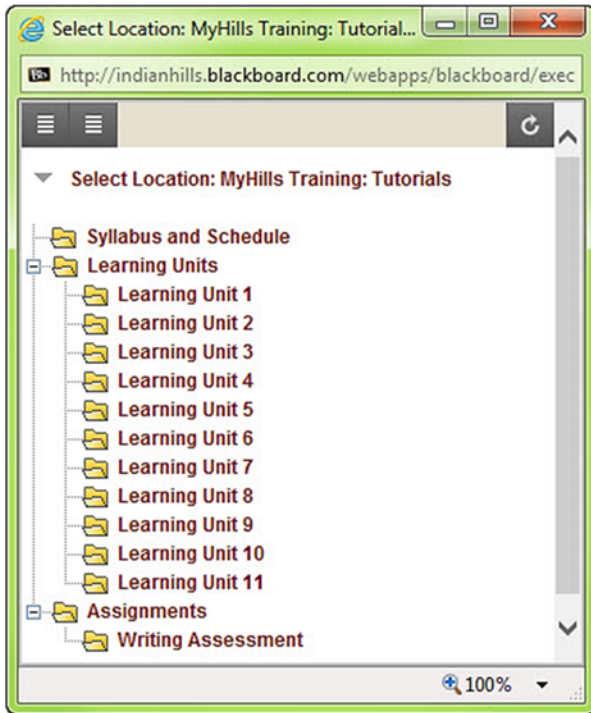
2. Destination

Destination Course

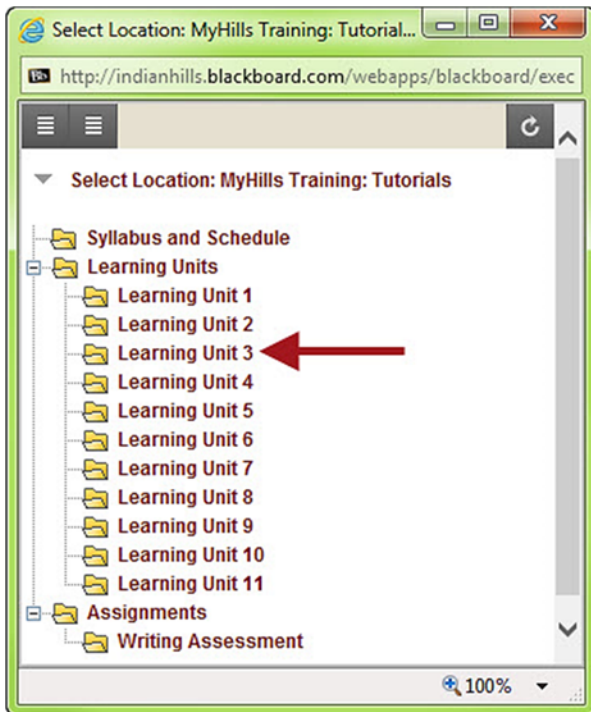
Destination Folder 

3. Attachments and Embedded Links

A pop-up window will open that lists all available content folders in the course.

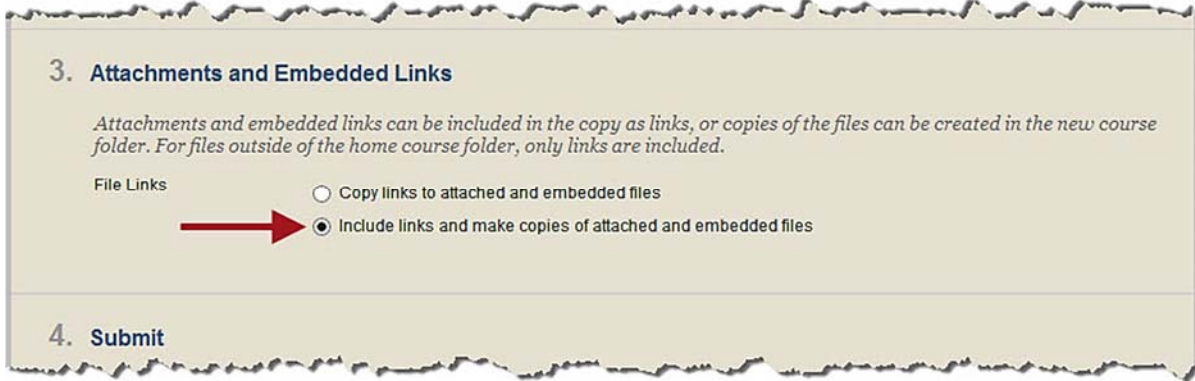


Click the folder into which you would like to add the copied item.



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 could cause issues in your 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.**”

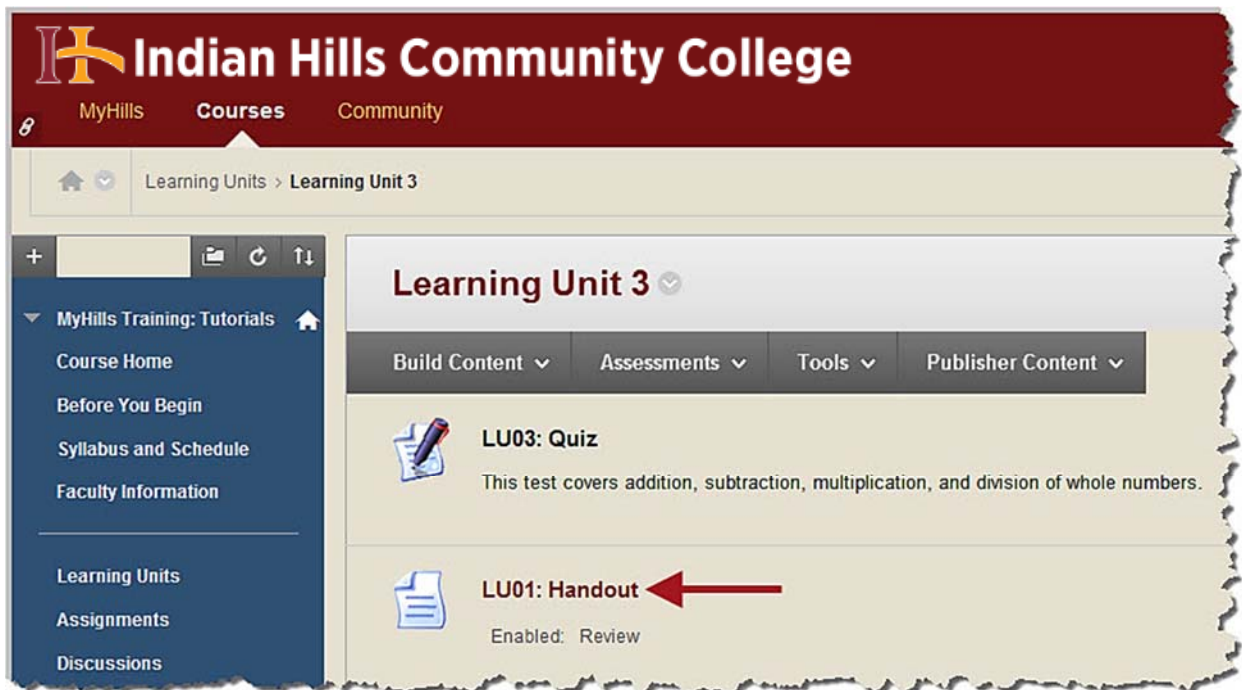


A **green** “Success...” message will appear at the top of the page.



The copied item should appear in the Content Area 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 one Content Area in a MyHills course to another Content Area in the same course.

Office of Online Learning

Looking for more computer tutorials? Please visit: www.indianhills.edu/tutorials.

For further assistance on this topic or other technical issues, please contact the **IT Help Desk**
Phone: (641) 683-5333 | **Email:** helpdesk@indianhills.edu | **Web:** www.indianhills.edu/helpdesk