Copying a Learning Module from one Next Gen site to another

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1. Go to the course/organizational site in which you want to upload the copy of your Module.

2. Create a blank Content Area (or choose an existing one) where your Module will be located.

3. Go to the site where the Module currently resides, and go to the Module.

4. Hover your mouse over the grey pull-down circle to the right of the Module’s name. Select Copy.

5. In the Destination area, use the pull-down menu to choose the Destination Organization or the Destination Course where you want the Module to be copied. Use Browse to choose a Destination folder (the one you chose in step 2. above).

6. Click submit. Above the name of the Module you should see the message “Success: Item copied.”

7. Navigate to the new location and verify that the Module has indeed copied over in its entirety.