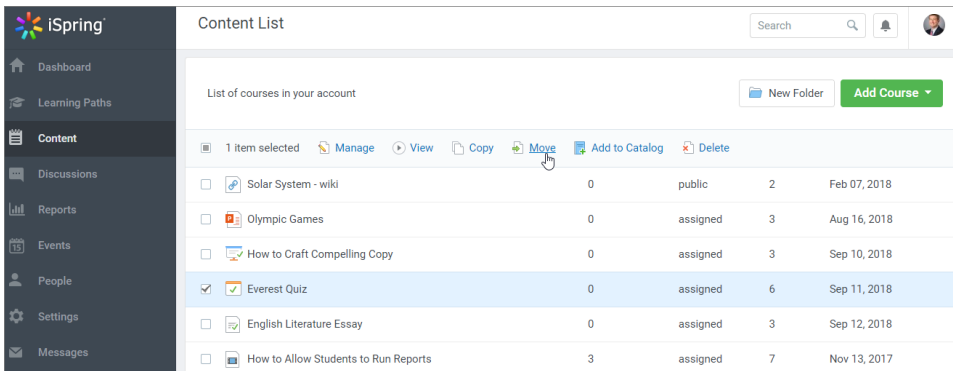


Moving Content to a Folder

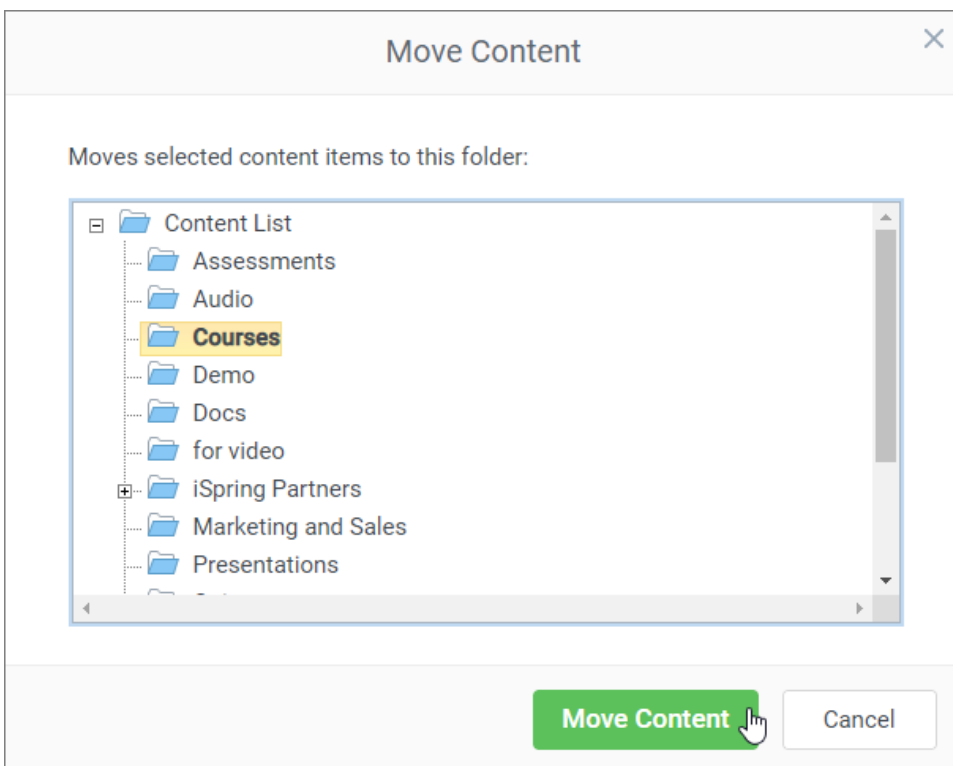
1. To move a content item to another folder, select it in the **Content List** and click the **Move** button in the upper menu.



The screenshot shows the iSpring 'Content List' interface. On the left is a sidebar with navigation options: Dashboard, Learning Paths, Content (selected), Discussions, Reports, Events, People, Settings, and Messages. The main area is titled 'Content List' and shows a table of courses. The 'Everest Quiz' is selected, and the 'Move' button in the top action bar is highlighted by a mouse cursor.

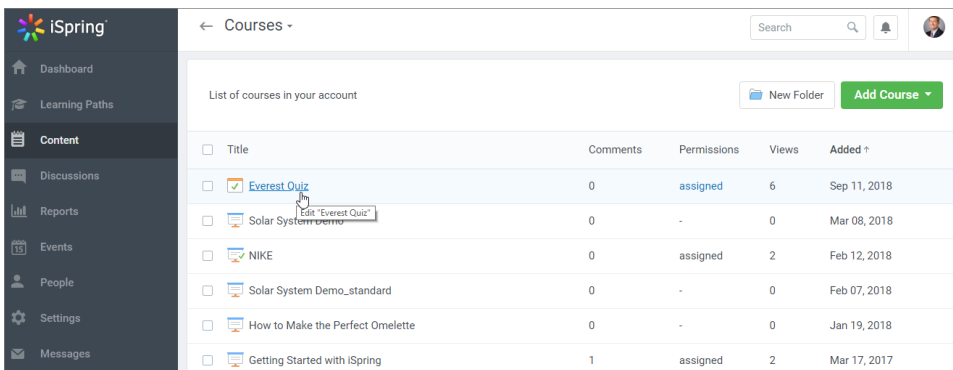
	Title	Comments	Permissions	Views	Added
☐	Solar System - wiki	0	public	2	Feb 07, 2018
☐	Olympic Games	0	assigned	3	Aug 16, 2018
☐	How to Craft Compelling Copy	0	assigned	3	Sep 10, 2018
☒	Everest Quiz	0	assigned	6	Sep 11, 2018
☐	English Literature Essay	0	assigned	3	Sep 12, 2018
☐	How to Allow Students to Run Reports	3	assigned	7	Nov 13, 2017

2. Select the folder where the content item will be moved to and click **Move Content**.



The screenshot shows a 'Move Content' dialog box. It displays a tree view of folders: Content List, Assessments, Audio, Courses (highlighted), Demo, Docs, for video, iSpring Partners, Marketing and Sales, and Presentations. At the bottom, there are two buttons: 'Move Content' (highlighted by a mouse cursor) and 'Cancel'.

3. The content item will be moved to the destination folder.



The screenshot shows the iSpring 'Courses' folder view. The 'Everest Quiz' is now listed under the 'Courses' folder. The 'Edit "Everest Quiz"' tooltip is visible over the quiz title.

	Title	Comments	Permissions	Views	Added
☒	Everest Quiz	0	assigned	6	Sep 11, 2018
☐	Solar System Demo	0	-	0	Mar 08, 2018
☐	NIKE	0	assigned	2	Feb 12, 2018
☐	Solar System Demo_standard	0	-	0	Feb 07, 2018
☐	How to Make the Perfect Omelette	0	-	0	Jan 19, 2018
☐	Getting Started with iSpring	1	assigned	2	Mar 17, 2017