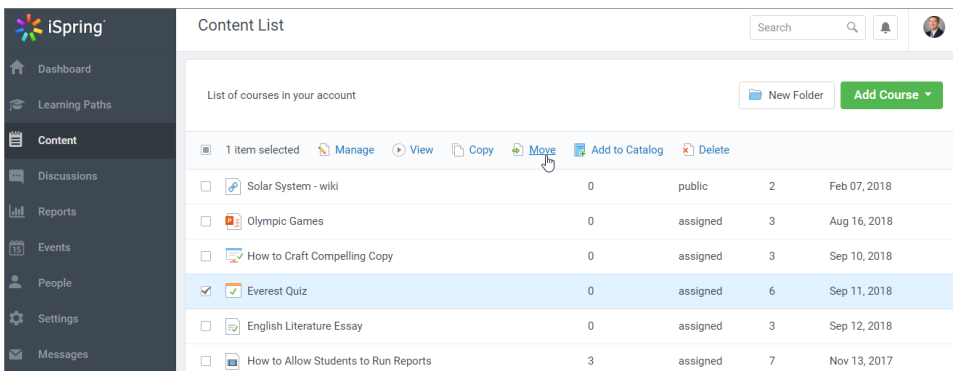


# Moving Content to a Folder

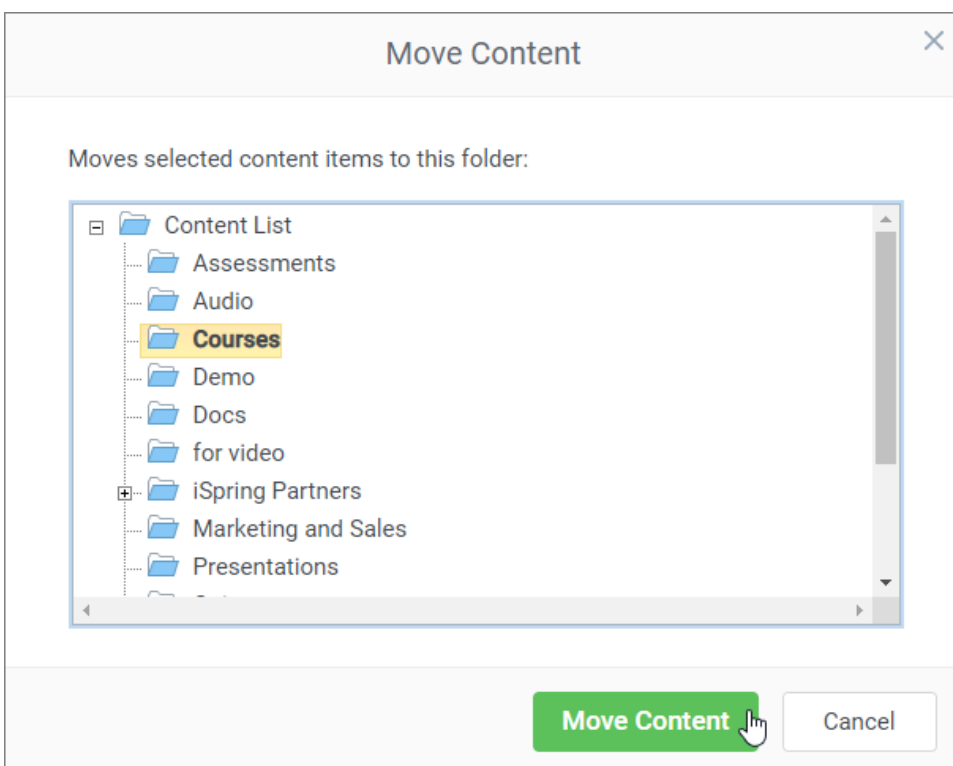
1. To move a content item to another folder, select it in the **Content List** and click the **Move** button in the upper menu.



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 'Move' button in the top menu bar is highlighted with a mouse cursor. Below the menu bar, there are buttons for 'New Folder' and 'Add Course'. The table lists several courses, with 'Everest Quiz' selected.

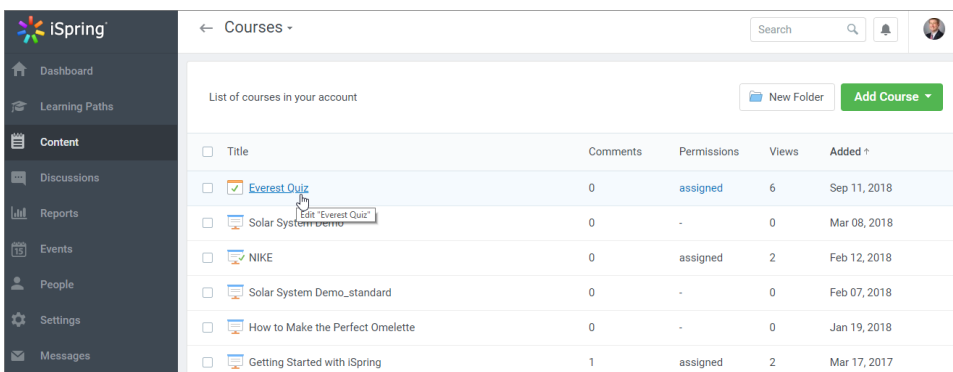
	Comments	Permissions	Views	Added
<input type="checkbox"/> Solar System - wiki	0	public	2	Feb 07, 2018
<input type="checkbox"/> Olympic Games	0	assigned	3	Aug 16, 2018
<input type="checkbox"/> How to Craft Compelling Copy	0	assigned	3	Sep 10, 2018
<input checked="" type="checkbox"/> Everest Quiz	0	assigned	6	Sep 11, 2018
<input type="checkbox"/> English Literature Essay	0	assigned	3	Sep 12, 2018
<input type="checkbox"/> 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 the 'Move Content' dialog box. It has a title bar with a close button. Below the title bar, it says 'Moves selected content items to this folder:'. There is a folder tree on the left with the following folders: Content List, Assessments, Audio, Courses (highlighted), Demo, Docs, for video, iSpring Partners, Marketing and Sales, and Presentations. At the bottom right, there are two buttons: 'Move Content' (highlighted with a mouse cursor) and 'Cancel'.

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



The screenshot shows the iSpring 'Content List' interface after moving the 'Everest Quiz' to the 'Courses' folder. The sidebar is the same. The main area is titled 'Courses' and shows a table of courses. The 'Everest Quiz' is now listed under the 'Courses' folder. A tooltip 'Edit "Everest Quiz"' is visible over the 'Everest Quiz' link.

Title	Comments	Permissions	Views	Added
<input checked="" type="checkbox"/> Everest Quiz	0	assigned	6	Sep 11, 2018
<input type="checkbox"/> Solar System Demo	0	-	0	Mar 08, 2018
<input type="checkbox"/> NIKE	0	assigned	2	Feb 12, 2018
<input type="checkbox"/> Solar System Demo_standard	0	-	0	Feb 07, 2018
<input type="checkbox"/> How to Make the Perfect Omelette	0	-	0	Jan 19, 2018
<input type="checkbox"/> Getting Started with iSpring	1	assigned	2	Mar 17, 2017