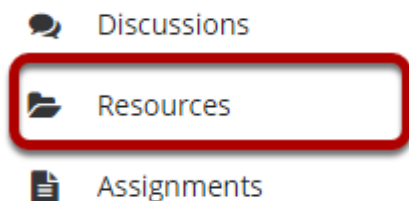


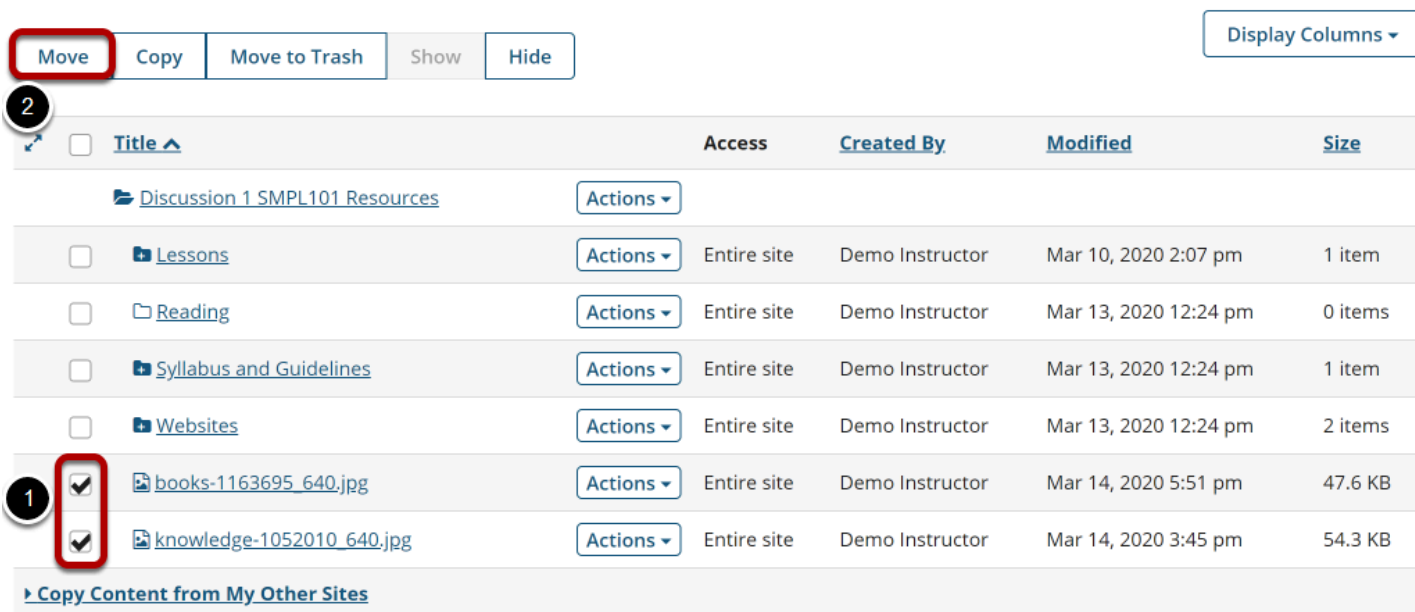
How do I move a file or folder within Resources in the same site?

Go to Resources.



Select the **Resources** tool from the Tool Menu of your site.














Select one or more items, and then click Move.

A screenshot of the Resources tool interface. At the top, there are buttons for 'Move', 'Copy', 'Move to Trash', 'Show', and 'Hide'. The 'Move' button is highlighted with a red box. To the right is a 'Display Columns' dropdown menu. Below the buttons is a table with columns: Title, Access, Created By, Modified, and Size. The table contains several rows, including folders like 'Discussion 1 SMPL101 Resources', 'Lessons', 'Reading', 'Syllabus and Guidelines', and 'Websites', and files like 'books-1163695_640.jpg' and 'knowledge-1052010_640.jpg'. The checkboxes for the two files are checked and highlighted with a red box. A circled '2' is next to the 'Move' button, and a circled '1' is next to the checked checkboxes.

Check the boxes to the left of the files or folders you want to move, then click **Move**.









*Note: Alternately, if you are only moving one item, you may select **Move** from the item **Actions** menu instead.*

Click the clipboard icon (paste moved items here).

 <input type="checkbox"/> Title ^	Access	Created By	Modified	Size		
 Discussion 1 SMPL101 Resources	Paste 	Actions ▾				
<input type="checkbox"/>  Lessons	Paste 	Actions ▾	Entire site	Demo Instructor	Mar 10, 2020 2:07 pm	1 item
<input type="checkbox"/>  Reading	Paste 	Actions ▾	Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	0 items
<input type="checkbox"/>  Syllabus and Guidelines	Paste 	Actions ▾	Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	1 item
<input type="checkbox"/>  Websites	Paste 	Actions ▾	Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	2 items
<input type="checkbox"/>  books-1163695_640.jpg		Actions ▾	Entire site	Demo Instructor	Mar 14, 2020 5:51 pm	47.6 KB
<input type="checkbox"/>  knowledge-1052010_640.jpg		Actions ▾	Entire site	Demo Instructor	Mar 14, 2020 3:45 pm	54.3 KB
▶ Copy Content from My Other Sites						

To the right of the destination folder where you want to place the files or folders to, click the Paste from clipboard icon.

View moved files in new location.

 <input type="checkbox"/> Title ^	Access	Created By	Modified	Size		
 Discussion 1 SMPL101 Resources		Actions ▾				
<input type="checkbox"/>  Lessons		Actions ▾	Entire site	Demo Instructor	Mar 10, 2020 2:07 pm	1 item
<input type="checkbox"/>  Reading		Actions ▾	Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	2 items
<input type="checkbox"/>  books-1163695_640.jpg		Actions ▾	Entire site	Demo Instructor	Mar 14, 2020 5:51 pm	47.6 KB
<input type="checkbox"/>  knowledge-1052010_640.jpg		Actions ▾	Entire site	Demo Instructor	Mar 14, 2020 3:45 pm	54.3 KB
<input type="checkbox"/>  Syllabus and Guidelines		Actions ▾	Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	1 item
<input type="checkbox"/>  Websites		Actions ▾	Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	2 items
▶ Copy Content from My Other Sites						

This returns the display to the Resources page with the files or folders now moved to the destination folder.