

Quick Steps to Copying Content into Your Learning Module:

1. Go to your Learning Module
2. Select Add Content, and Choose to add a “Folder” if you wish to add the new content to a folder you have created. If you do this, then open the folder before going to the next step.
3. Select **Add Content**
4. Select **From a Course or Group**
5. In Section, select the course or group the info is coming from (Such as FIT_Instructor_Group)
6. Select **Browse**
7. Using check boxes, select documents, or main folders, or click on the FOLDER icon, and select content from within the folder
8. Choose to “Include Question Keywords” in order to facilitate search capabilities for the content you are copying into your course [THIS STEP IS NOT REQUIRED]
9. Select **Copy Items**
10. When items have been loaded, the word “Added” will replace the check box
11. Select your Learning Module from your Course home page to view the new contents. (A browser refresh might be required to see the content)
12. Note: the **Import Menu** button is to refresh the view of the source menu by reselecting it. [NOT REQUIRED]