



Moving Folder and Files in Manage Files – D2L Tutorial

This tutorial is designed for faculty who have previous experience using D2L. For further information or assistance, go to our [Team Dynamix Support portal](#) and click the appropriate Category to submit a ticket.

Scenario

This tutorial will cover the steps involved in moving folders and files in the Manage Files area of your D2L course site. Note that there is no drag and drop option in Manage Files, nor is there a “Move” option, so you will need to “Cut” and “Paste” folders and/or files in order to move them.

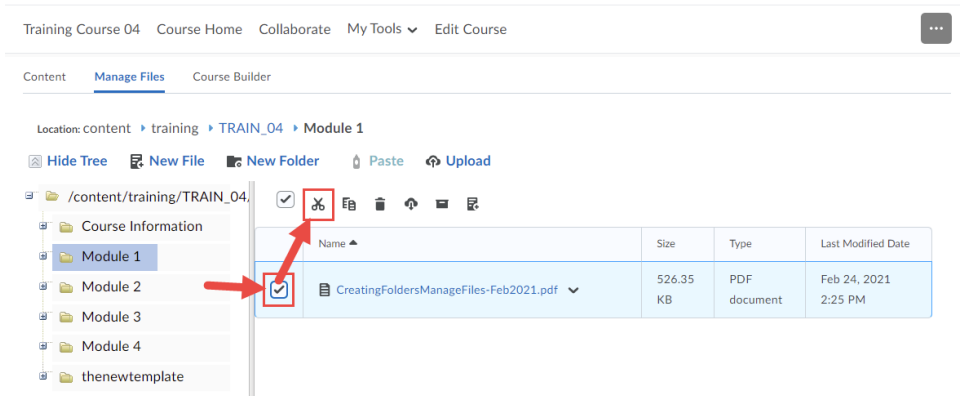
Steps

1. Go to the **Manage Files** area in your course.
2. Click on the title of the folder containing the folders or files you wish to move. It will open on the right-hand side.

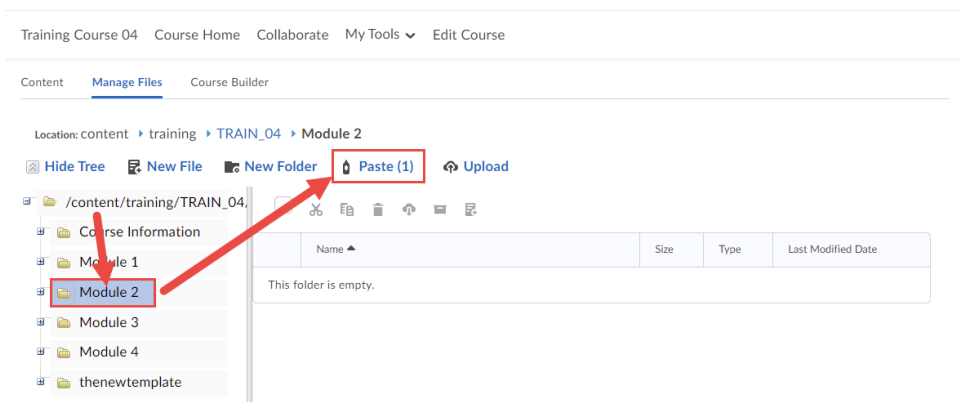
Name	Size	Type	Last Modified Date
CreatingFoldersManageFiles-Feb2021.pdf	526.35 KB	PDF document	Feb 24, 2021 2:25 PM



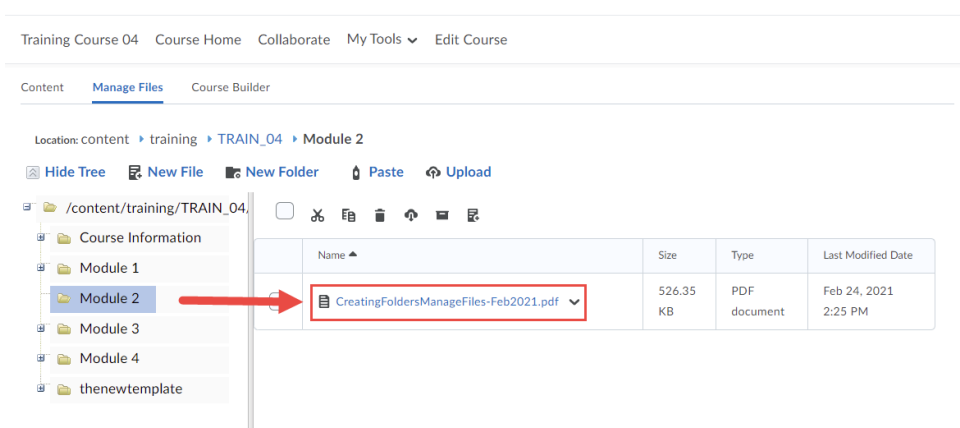
3. Select the folder(s)/file(s) you wish to move and click the scissors (**Cut**) icon.



4. Click the title of the folder to which you want to move your folder(s)/file(s) and click **Paste**.



5. The folder(s)/file(s) you selected will now appear in the folder you selected.



Things to Remember

You can select multiple folders and files at once to move (**Cut** and **Paste**) from one folder to another.



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