To Copy Resources

1. Click Resources in your left tool menu.
2. Click on the Actions drop-down list adjacent to the resource. Select Copy from this list.

3. Click on the Actions drop-down list next to the folder into which you want to copy the resource. Select Paste copied items from this list.

4. A copy of the resource will be created under this folder. The original version will still be present at its source.
Editing Resources in Sakai

To Move Resources

1. Click **Resources** in your left tool menu.
2. Click on the **Actions** drop-down list adjacent to the resource. Select **Move** from this list.

3. Click on the **Actions** drop-down list next to the folder into which you want to copy the resource. Select **Paste moved items** from this list.

4. Performing these actions will move the resource to the new location. The original version will no longer be present at its former place.

To Copy Resources from another Site

1. Scroll down the page and click on **Copy Content from My Other Sites**.
2. The rest of your courses are listed here.
3. Open the site folder and find the resource and click the box next to that resource.
4. Select **Copy**
To Remove Resources

1. Click Resources in your left tool menu.
2. Click on the Actions drop-down list adjacent to the resource. Select Remove from this list.

3. You will receive the following alert- “Are you sure you want to remove the following item(s)?” Click on the Remove button to delete the resource. Click Cancel to cancel your actions and return to previous screen.

4. Performing these actions will permanently delete the resource from your course folder. It will no longer be available in Sakai.

Please note: If you wish to cancel your actions at any point in time, click the Reset icon present adjacent to the name of your course. This will reset the folder structure to previous state.