



Blackboard Quick Reference Guide

Copy or Move Content within a Course or to a Different Course

Instructors are able to **copy or move items** such as folders, items, and documents and place them in another area **within the same course or into a different course**. Instructors can choose whether to delete an item after it is copied and/or keep it in its original location.



Be sure you open the Bb course in Internet Explorer. It is always preferred and, in addition, this feature does not work well in Netscape Navigator.

Step 1: From the Control Panel, navigate to the content you want to copy/move. The items you can copy individually are items, folders, and links.

Step 2: Click next to the desired item.



If you want to copy the item to a different course, then choose the *Destination Course* from the drop-down menu.

1 Content Information
Name Email Account

2 Destination

Destination Course

Destination Folder

Step 3: Click .

A separate window pops up, allowing you to view all of the course areas and folders:

Course Map - Microsoft Internet Explorer

Select Location: HIS12

Expand All Collapse All Refresh

HIS12

- Syllabus
- Course Documents
- Assignments
- Books
- External Links

You can **open** (expand) or **close** (collapse) all the **folders** in the course

Click on the **plus (+)** to **open** the folder

Step 4: In the Course Map window, click the content area in which you want to place the item.

Step 5: Choose whether you want to delete the item after you copy it.



The image shows a rectangular dialog box with a thin border. On the left side, the text "Remove item after copy" is displayed in a bold, black font. To the right of this text are two radio button options: "Yes" and "No". The "Yes" option has an empty radio button, while the "No" option has a radio button with a small green dot inside, indicating it is selected.

Step 6: Click  .

Step 7: Click  to confirm.

Step 8: Navigate to the new destination to verify that the item was copied.

Choosing **Yes** will move the item to the new destination. Choosing **No** will copy the item, leaving the item in its original location as well.