

How to Copy and Move Content Items Within a Blackboard Course

You can copy and move content to organize and rearrange your Blackboard course material. For example, if your course area contains a large number of items, you can organize them with folders to help users navigate your content. If you create folders after you create content items, you can move items to the new folders.

Some content items have copy and move restrictions. For example, you can only copy and move a course link to another area within the same course. In addition, you cannot copy assignments, tests, and surveys. Things to keep in mind when copying or moving content items:

- Copying content does not delete it from the original location in your course.
- Moving content removes it from its original location in your course.

Copying and Moving Content Items

1. Change *Edit Mode* to *ON* and access an item's contextual menu.
2. Click *Copy* or *Move*. If *Copy* or *Move* is not available for the item, it does not appear in the contextual menu.
3. On the *Copy* page or *Move* page, select the *Destination Course* from the drop-down list. The default setting is the current course. Only courses where you have a role permitting content copying appear in the list. For items that you cannot move out of the current course, *Destination Course* is already listed as the current course and the drop-down list does not appear.
4. Click *Browse* to select the *Destination Folder*.
5. Click *Submit*.

The screenshot shows the 'Copy' dialog box in Blackboard. It has a title bar 'Copy' and 'Cancel' and 'Submit' buttons. The '1. Content Information' section shows 'Name' as 'Important Deadlines'. The '2. Destination' section shows 'Destination Course' as 'Earth System Science - Sec 2' and 'Destination Folder' as '/Week 3/Acid Precipitation'. A 'Browse...' button is next to the folder field. A file explorer window is open, showing a tree view of the course content under 'Select Location: Earth System Science', with 'Acid Precipitation' selected.

The screenshot shows the 'Move' dialog box in Blackboard. It has a title bar 'Move' and 'Cancel' and 'Submit' buttons. The '1. Content Information' section shows 'Name' as 'Important Deadlines'. The '2. Destination' section shows 'Destination Course' as 'Earth System Science - Sec 2' and 'Destination Folder' as '/Week 3/Acid Precipitation'. A 'Browse...' button is next to the folder field. A file explorer window is open, showing a tree view of the course content under 'Select Location: Earth System Science', with 'Acid Precipitation' selected.