

## INTRODUCTION

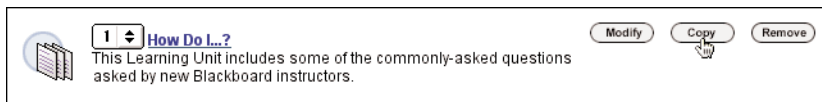
Instructors are able to copy or move course items, folders, and learning units to other sections of the same Blackboard course, or to another Blackboard course all together.

## COPY/MOVE COURSE CONTENT

1. In the **Control Panel**, choose the **Content Area** that contains the course item, folder, or learning unit you wish to copy or move.



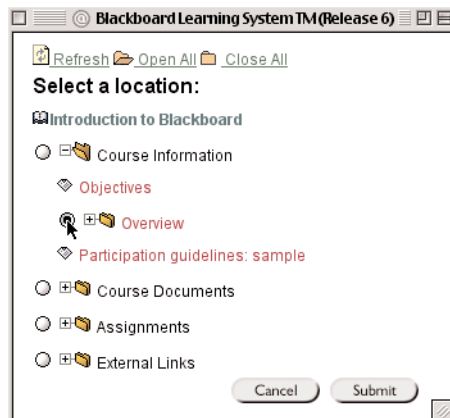
2. Click the **Copy** button to the right of the item you wish to copy or move.



3. Blackboard will display the content information for the course item, folder or learning unit you have chosen to copy or move.
4. The dropdown menu provides a list of all Blackboard courses you are teaching. The course you are currently editing will show up as the default. If you wish to copy or move content to a different Blackboard course, choose that course from the list.

A screenshot of a form for selecting a destination. It has three sections: 'Destination Course:' with a dropdown menu showing 'Introduction to Blackboard'; 'Destination Folder:' with an empty text box and a 'Browse' button; and 'Delete item after copy?' with radio buttons for 'Yes' and 'No', where 'No' is selected.

5. Click the **Browse** button to select the area you wish to copy the content to. You can copy or move content into a specific folder within one of the main content areas by clicking on the plus (+) icon to view the area's contents. Click the **Submit** button once you've chosen a destination.



6. Once back at the main window, choose whether you would like to delete the original course item once the copy is complete.

7. Click the **Submit** button. 