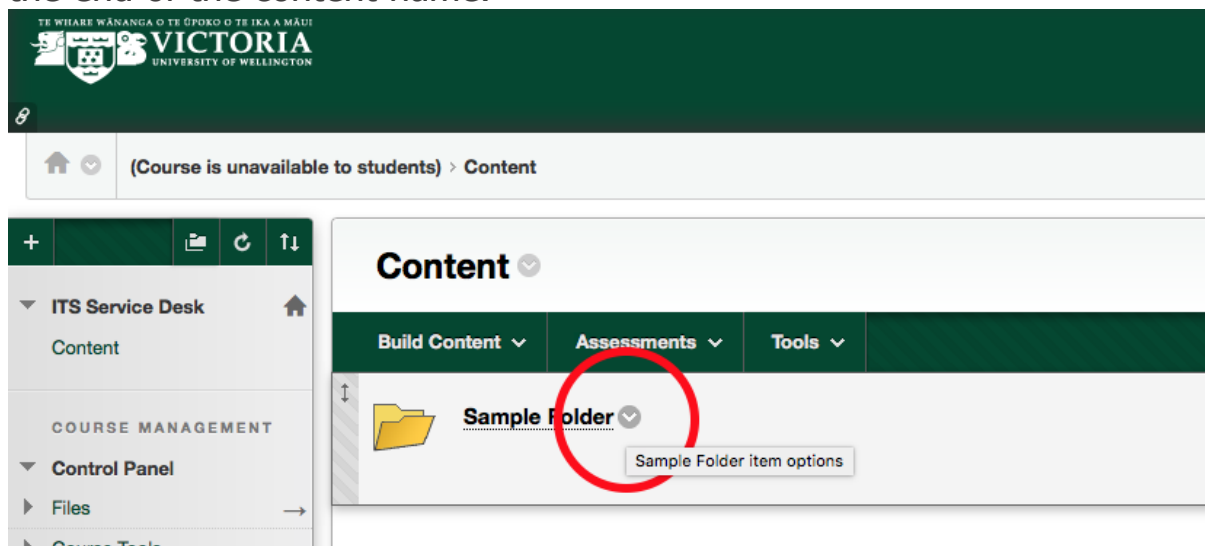


Blackboard Courses

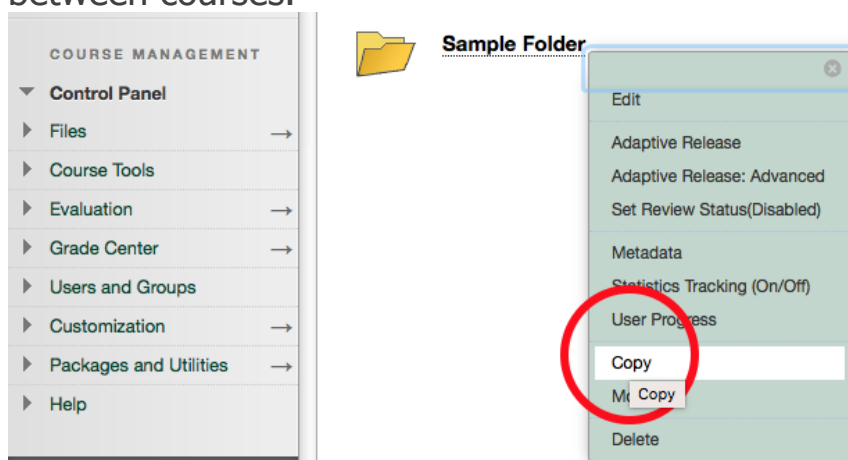
How to Copy Content Between Blackboard Courses

This method works for all kinds of content, but assessments need to be copied by a different method.

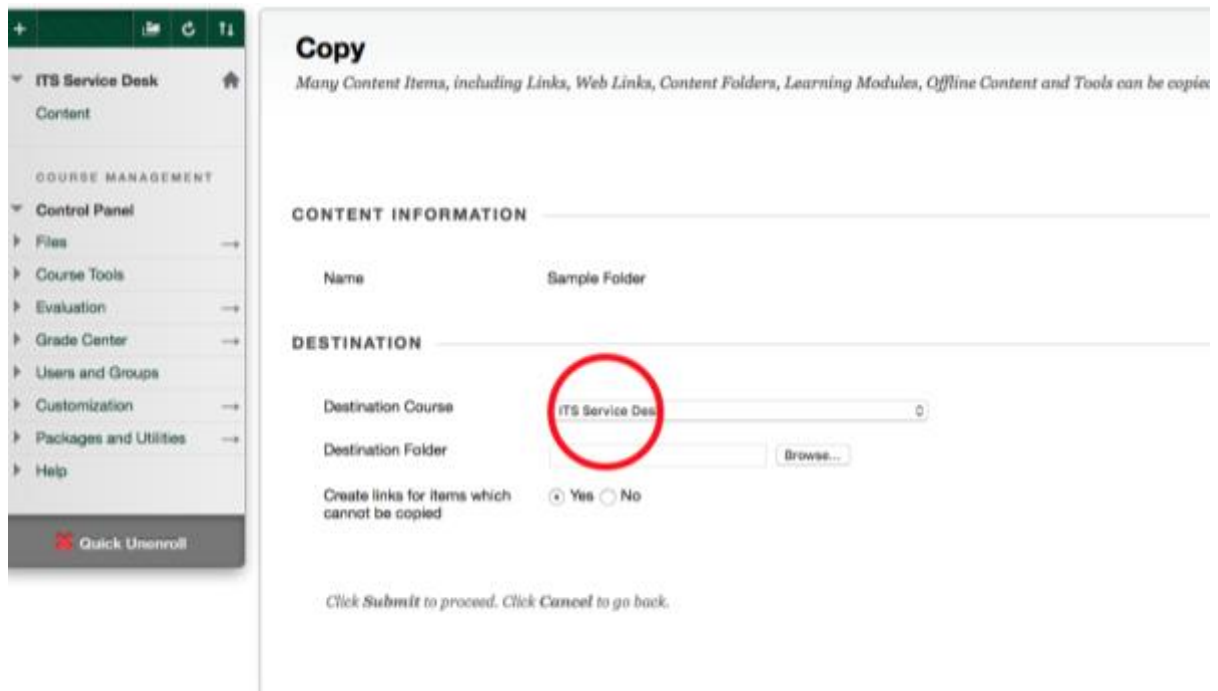
Find the piece of content that you want to copy. Click on the arrow at the end of the content name.



Choose **Copy**. Note: The **Move** option only works *within* a course, not between courses.



Select the course that you want to copy the content into in the **Destination Course** drop-down.

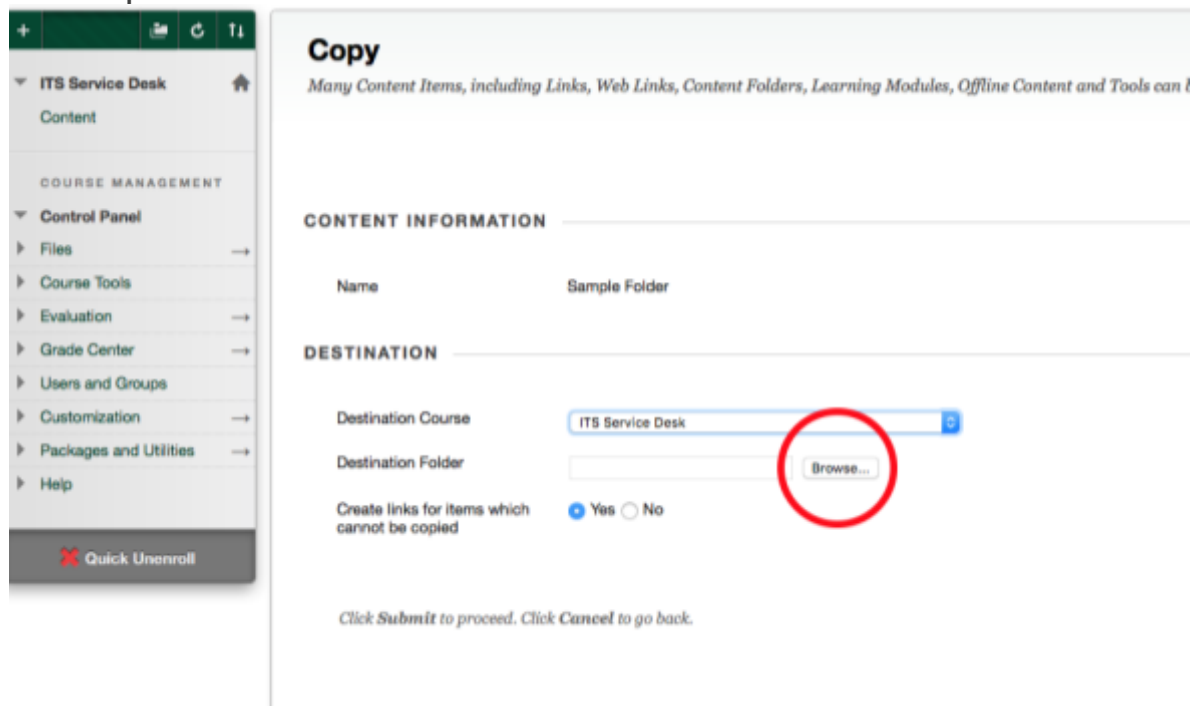


The screenshot shows a sidebar on the left with a menu under 'COURSE MANAGEMENT' including 'Control Panel', 'Files', 'Course Tools', 'Evaluation', 'Grade Center', 'Users and Groups', 'Customization', 'Packages and Utilities', and 'Help'. The main area is titled 'Copy' and contains the following fields:

- CONTENT INFORMATION**: Name: Sample Folder
- DESTINATION**: Destination Course: ITS Service Desk (highlighted with a red circle), Destination Folder: [empty] [Browse...], Create links for items which cannot be copied: Yes No

Click **Submit** to proceed. Click **Cancel** to go back.

Use the **Browse** option to find the location of where you want the content to end up.



The screenshot shows the same sidebar as above. The main area is titled 'Copy' and contains the following fields:

- CONTENT INFORMATION**: Name: Sample Folder
- DESTINATION**: Destination Course: ITS Service Desk, Destination Folder: [empty] [Browse...], Create links for items which cannot be copied: Yes No

Click **Submit** to proceed. Click **Cancel** to go back.

Then choose submit. The content will now be in the new course.