Moving and Copying Content Items

Use the Move command on a content item’s contextual menu to move the item to a different Content Area, Folder, or Learning Module in the current course or an entirely different course. Use the Copy command on the contextual menu to copy a content item within a course or into a different course.

Copying items can save instructors the time and effort involved in re-creating those items for one or more courses. An instructor may then edit the duplicate item as needed.

What Can and Cannot Be Copied

Items that do not have corresponding columns in Grade Center can be copied: These include Items, Files, Web Links, Images, as well as Audio and Video clips.

Generally, instructors cannot copy assessments such as Assignments, Tests, and Surveys added in a Content Area. These items do not have a Copy command on their contextual menus.
If you try to copy a Folder or Learning Module containing a graded assessment, Blackboard will copy only those items that it can copy and produce an error detailing what it cannot copy.

Discussion Forums, Blogs, and other communication tools can be copied only within the Discussion Board for the current course. Course Links to communication tools can be copied only within the current course, because the tools themselves are specific to the course in which they are created.

**Moving Content Items**

1. Click the contextual arrow next to the name of any content item that you need to modify. Then select **Move**.
2. On the Move page, select the **Destination Course** from the drop-down list. This list contains the names of all courses and organizations in which you are enrolled, sorted by enrollment date in chronological order.

3. Click the **Browse** button to select the **Destination Folder**, which can also be a Content Area or Learning Module.

4. In the popup window that appears, click the appropriate destination. The window will then disappear, and the folder path appears in the **Destination Folder** text box.
5. Click Submit, and the item will move to the container selected. You can navigate to that container, whether in the current course or a different course, and make any needed modifications to the copy.

**Copying Content Items**

1. Click the contextual arrow next to the name of any content item that you need to modify. Then select Copy.

2. Follow steps 2 through 4 from the previous section, **Moving Content Items**.

3. In addition, if the item copied contains attached or embedded files, choose whether to copy the files themselves (the default choice) or merely create links to them. The links will open the files from the course’s Content Collection.

4. Click Submit to begin copying the item.

As indicated previously, if you are copying a Folder or other container that includes graded assessments, those assessments will not be copied, and an error banner will appear. If you are copying a Folder with links to course tools such as Discussion Forums, those links can be copied only within the current course.