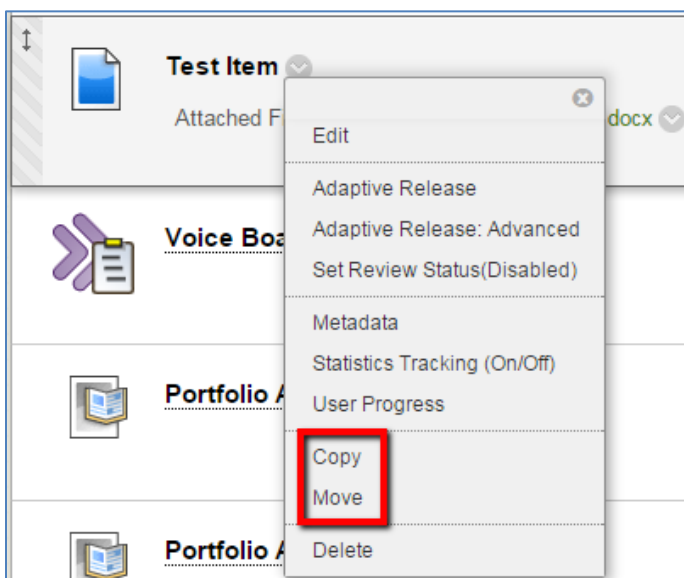


## Moving and Copying Content Items

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.

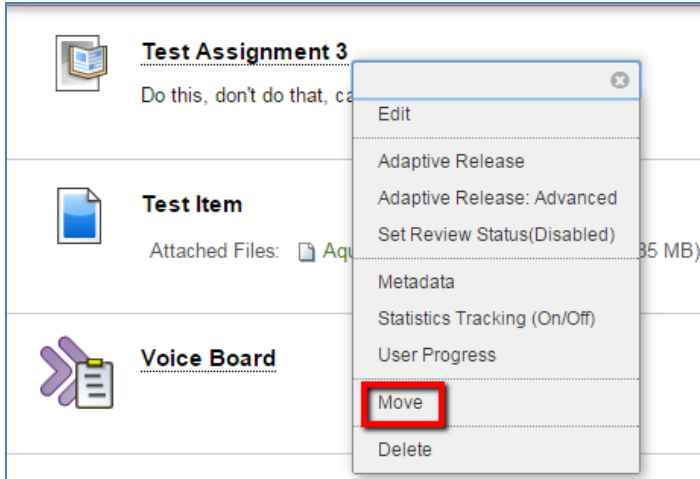


Copying items can save instructors the time and effort involved in re-creating those items for one or more courses. An instructor may then edit the duplicate item as needed.

### 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.



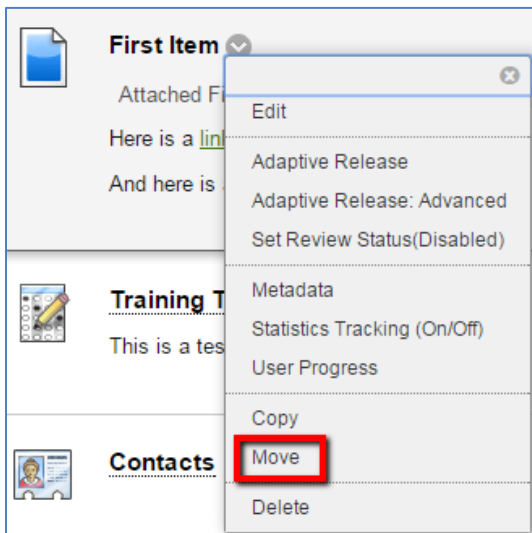
If you try to copy a Folder or Learning Module containing a graded assessment, Blackboard will copy only those items that it can copy and produce an error detailing what it cannot copy.

Warning: The copy operation has completed but the following items could not be successfully copied.  
Test Chapter 1

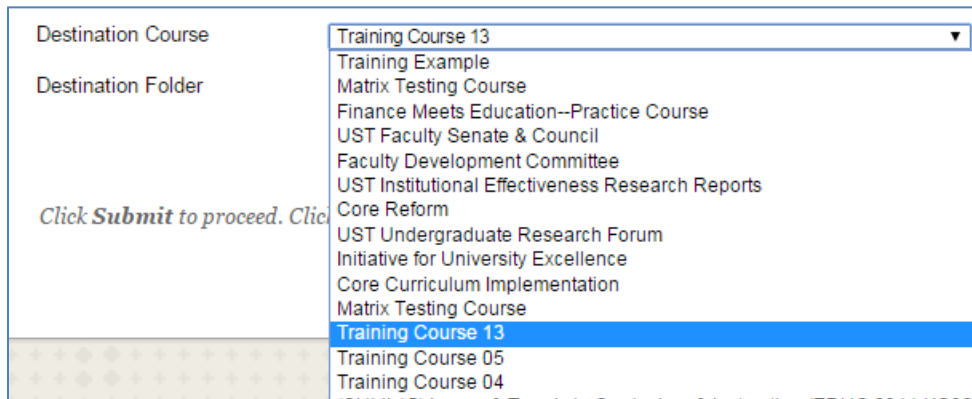
Discussion Forums, Blogs, and other communication tools can be copied only within the Discussion Board for the current course. Course Links to communication tools can be copied only within the current course, because the tools themselves are specific to the course in which they are created.

## Moving Content Items

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

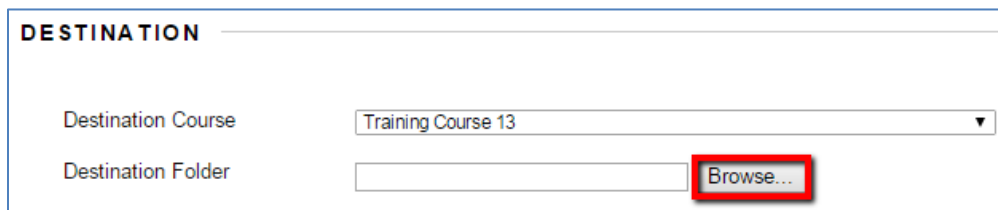


2. On the Move page, select the **Destination Course** from the drop-down list. This list contains the names of all courses and organizations in which you are enrolled, sorted by enrollment date in chronological order.



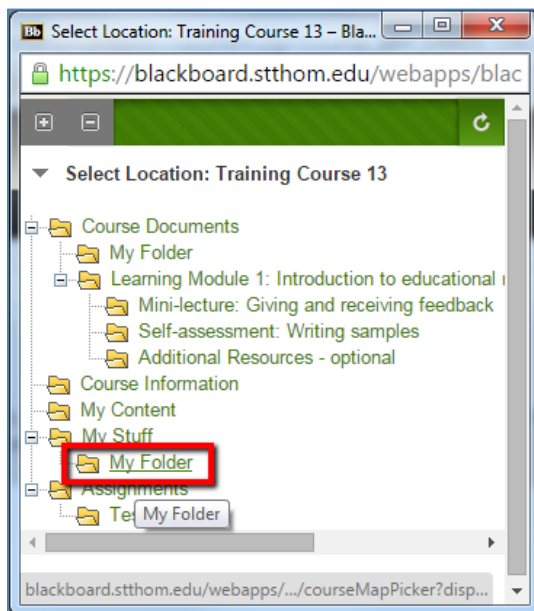
A screenshot of a web form for selecting a destination course. On the left, there are labels for "Destination Course" and "Destination Folder". Below these is the instruction "Click Submit to proceed. Click". To the right is a large drop-down menu. The menu is open, showing a list of course and organization names. "Training Course 13" is highlighted in blue. Other visible items include "Training Example", "Matrix Testing Course", "Finance Meets Education--Practice Course", "UST Faculty Senate & Council", "Faculty Development Committee", "UST Institutional Effectiveness Research Reports", "Core Reform", "UST Undergraduate Research Forum", "Initiative for University Excellence", "Core Curriculum Implementation", "Matrix Testing Course", "Training Course 05", and "Training Course 04".

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

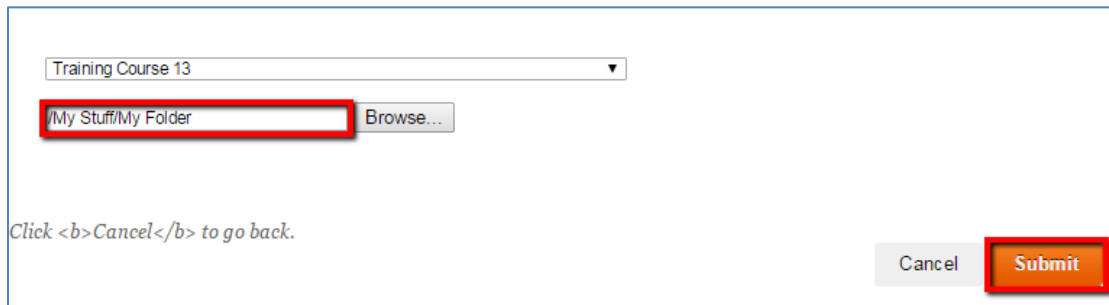


A screenshot of a web form titled "DESTINATION". It contains two input fields. The first is labeled "Destination Course" and has a dropdown menu with "Training Course 13" selected. The second is labeled "Destination Folder" and is currently empty. To the right of the "Destination Folder" field is a red-bordered button labeled "Browse...".

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.



Training Course 13

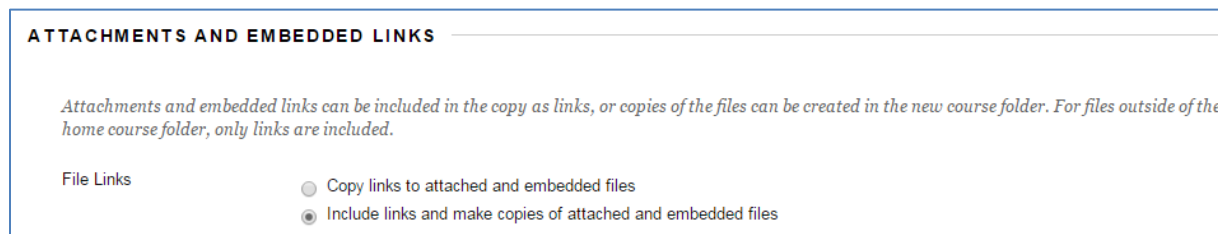
/My Stuff/My Folder Browse...

Click **Cancel** to go back.

Cancel **Submit**

## 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.



**ATTACHMENTS AND EMBEDDED LINKS**

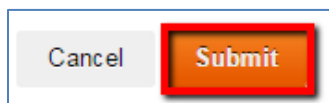
*Attachments and embedded links can be included in the copy as links, or copies of the files can be created in the new course folder. For files outside of the home course folder, only links are included.*

File Links

Copy links to attached and embedded files

Include links and make copies of attached and embedded files

4. Click **Submit** to begin copying the item.



Cancel **Submit**

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.