

Blackboard®

Copying a Single Content Item from One Course to Another

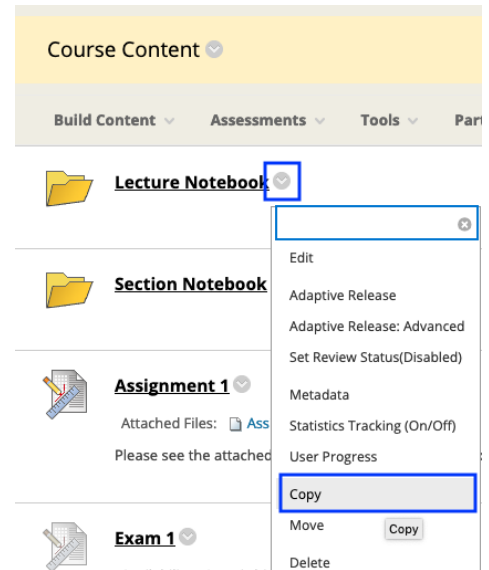
It is possible to copy individual content items, such as files, folders, links, etc., from one course to another.

Copying a Single Content Item (file, folder, link, etc.):

1. Once inside your course, make sure Edit Mode (upper right corner) has been turned 'On.'

Edit Mode is: **ON**

2. Navigate to the content item to be copied, hover over it, and click the dropdown arrow that appears. (In this example, we'll copy a folder.) Select 'Copy.' Note that there is a selection called 'Move' which relocates a file from one course to another. You will likely need the 'Copy' option.



3. Select which course you want to copy the item to as well as the destination folder within that course. Some items, such as tests or assignments, cannot be copied. Select whether or not you would like to create a link in the destination location for these items.

CONTENT INFORMATION

Name Lecture Notebook

DESTINATION

Destination Course AS.360.105.09.FA18 Intro to Hopkins: Arrive & Thrive

Destination Folder /Course Content

Browse...

Create links for items which cannot be copied Yes No

Blackboard®

4. It is recommended that you select the option to include links and make copies of attached and embedded files.

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

Click **Submit** to proceed.

Cancel

Submit

5. Click Submit. After a few moments, you should receive a message that the content item has been copied.

Success: Item copied.