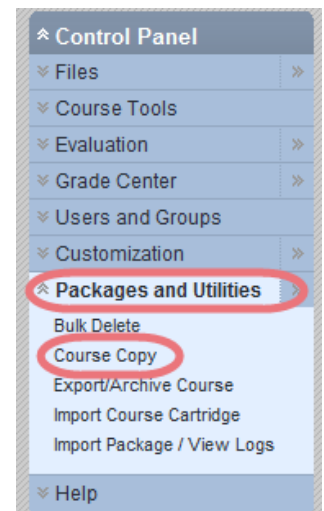


## Moving or Copying Items into Another Course:

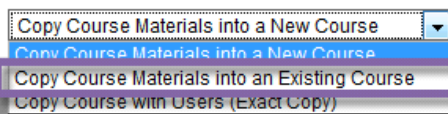
*Please note: you can only copy items from your course into a course you are instructing.*

1. In your Control Panel, click on Packages and Utilities. Then choose Course Copy from the menu that opens up.
2. Click on the dropdown menu button to the right of the item you want to move or copy.
3. Next, choose Copy from the menu that pops up.
4. The next window that pops up should look like this:

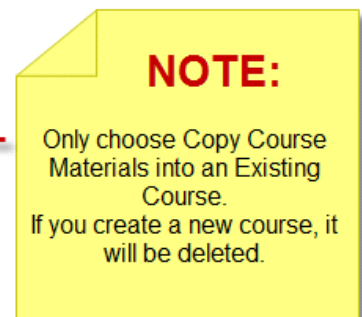


### 1. Select Copy Type

Select Copy Type



### 2. Select Copy Options

A screenshot of the 'Select Copy Options' form. The 'Select Copy Type' dropdown is set to 'Copy Course Materials into an Existing Course' and is circled in red. Below it, the 'Destination Course ID' field has a 'Browse...' button circled in red. The 'Select Course Materials' section has a list of checkboxes for various content types, including Content Areas, Announcements, Blogs, Calendar, etc.

5. Make sure that "Copy Course Materials into an Existing Course" is the option displaying in the Select Copy Type section.

6. Click on the Browse button. This will open up a window with all the courses you are currently the Instructor in.

7. Find the destination course and choose the radio button on the left of the name of the course.

8. Then click submit on the bottom of the window. Bb will automatically fill in the course info it needs in the Destination Course ID section.

9. Next, choose all the materials from the list that you want copied by clicking the box to the left of each item you want copied.

\***Do not** check the option: Include Enrollments in the Copy!

10. Click Submit.

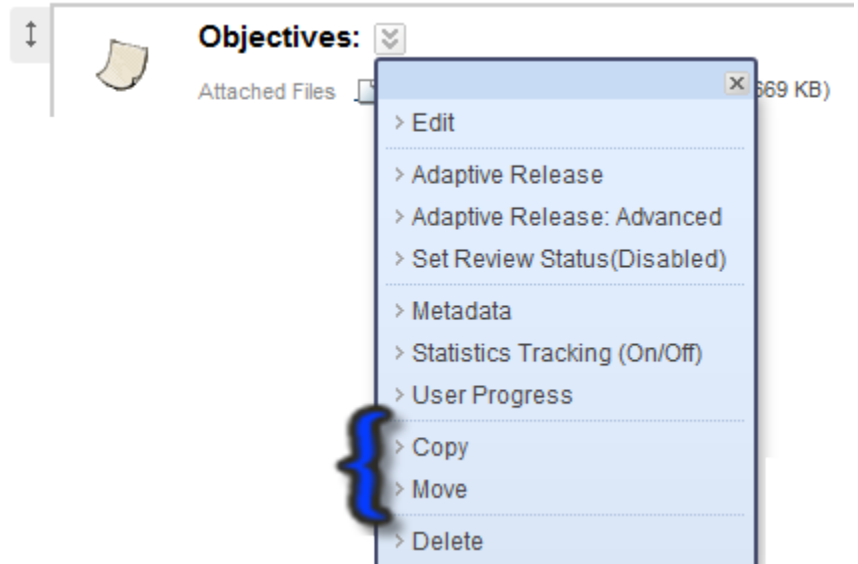
11. You will get a Success message that will

look like this:

**Success: Course copy action queued. An email will be sent when the process is complete.**

## Moving or Copying One Item at a Time into Another Course:

1. Click on the dropdown menu button to the right of the item you want to move or copy.
2. Next, choose Copy from the menu that pops up.
3. Click the dropdown menu button to the right of the Destination Course section. You will see a list of courses you are instructing. Choose the one that you want to copy/move the item into.
4. Click on Browse to navigate to the Content Area or folder you want to place the item in. By clicking the + to the left of the folders you are able to open that folder up to see the other folders in that area.
5. Click Submit. You should see: **Success: Item copied.** at the top of the window.



### Copy or Move

Any Content Item, including Links, External Links, Folders, Learning Modules, Off line Content and Tools can be copied from one folder or Course to another folder or Course. Copying content does not delete the content from the original location unless **Delete Item After Copy** is selected. Content that is deleted after a copy is moved to the new location and does not exist in the original location any longer. [More Help](#)

Cancel
Submit

**1. Content Information**

Name: Task 3

**2. Destination**

DestinationCourse: Assisive Tech:Spec Needs Std SECTION EL -FALL 09

Destination Folder:  Browse...

Delete Item After Copy  Yes  No

If you want to "move" the item, choose Yes to delete it after it gets moved to it's new location. This means that it will only be in the new location. To be safe, you may want to say No and then just delete it on your own once you verify that it is in it's new location.

Cancel
Submit

Click on the Browse Button.  
This will open the following window:

Select Location:Assisive Tech:Spec Needs ...

http://blackboard.strose.edu/webapps/blackboard/e

Select Location:Assisive Tech:Spec Needs Std SECTION EL -FALL 09

- Weekly Modules
- Syllabus
- Class Readings
- Projects
- External Links
- Class Wikis
- Class Blogs