

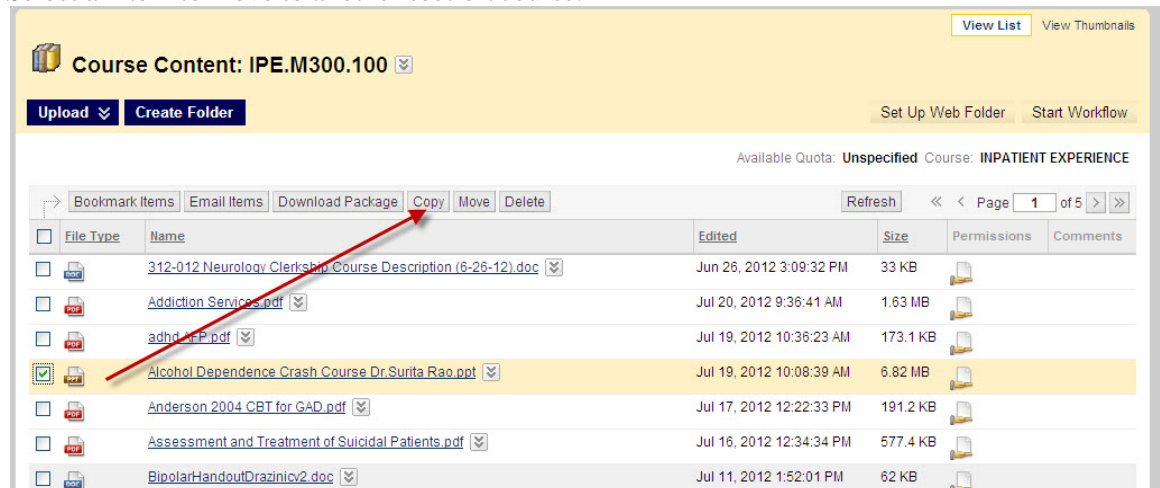
## Copying a Content Item or Folder to Another Area

Copying an item or a folder creates an exact replica of that item or folder in a different location or in the same location. Items can be created within any folder provided that the user creating the folder has Manage privileges in the folder that will hold the new item. This means the ability to add a file is role dependent.

**NOTE:** It is possible to select multiple items and folders for copying, making it easy to share content between folders. This is especially useful when teaching different sections of the same course. Each section can have their own folder for different sets of users but start the course with the same content.

Access the Content System main page from within Blackboard. If you are not in the main directory of your content system, choose your user name under the My Content icon. This will load your current content from the Content System.

- ∞ Select an item to move to another section/course.



The screenshot shows the Blackboard Course Content interface for 'Course Content: IPE.M300.100'. At the top, there are buttons for 'Upload' and 'Create Folder', and links for 'Set Up Web Folder' and 'Start Workflow'. Below this is a navigation bar with buttons for 'Bookmark Items', 'Email Items', 'Download Package', 'Copy', 'Move', and 'Delete'. A red arrow points to the 'Copy' button. The main area contains a table of files:

File Type	Name	Edited	Size	Permissions	Comments
	<a href="#">312-012 Neurology Clerkship Course Description (6-26-12).doc</a>	Jun 26, 2012 3:09:32 PM	33 KB		
	<a href="#">Addiction Services.pdf</a>	Jul 20, 2012 9:36:41 AM	1.63 MB		
	<a href="#">adhd_CSP.pdf</a>	Jul 19, 2012 10:36:23 AM	173.1 KB		
	<a href="#">Alcohol Dependence Crash Course Dr.Surita Rao.ppt</a>	Jul 19, 2012 10:08:39 AM	6.82 MB		
	<a href="#">Anderson 2004 CBT for GAD.pdf</a>	Jul 17, 2012 12:22:33 PM	191.2 KB		
	<a href="#">Assessment and Treatment of Suicidal Patients.pdf</a>	Jul 16, 2012 12:34:34 PM	577.4 KB		
	<a href="#">BipolarHandoutDrazinic2.doc</a>	Jul 11, 2012 1:52:01 PM	62 KB		

- ∞ Choose the Copy Button.

# Blackboard Support Center

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The screenshot shows the Blackboard Content System interface for copying a file. The breadcrumb path is 'Content System > courses > PE.M300.100'. The page title is 'Copy /courses/PE.M300.100/Alcohol Dependence Crash Course Dr.Surita Rao.ppt'. There are 'Cancel' and 'Submit' buttons at the top right. A legend indicates that a star symbol (\*) denotes a required field. The interface is divided into three sections: 1. Content Information, 2. Destination, and 3. Submit. Section 1 shows a table with one row of content information. Section 2 has a 'Destination' field with the value 'users/jwright' and a 'Browse' button. A checkbox is present below the destination field.

Name	Size	Edited
Alcohol Dependence Crash Course Dr.Surita Rao.ppt	6.82 MB	Jul 19, 2012 10:08:39 AM by Tracy Drzyzga

modified, and by whom.

- ∞ Click Browse to find the destination location of the copied file and click on the submit button to proceed with the copy.

If you would like to see if the copy worked, choose the destination folder from the Content links found in the left panel, or you can use the Go to Location under Tools.

You should see your copied file in the correct destination folder.