

## FORT HAYS STATE UNIVERSITY LEARNING TECHNOLOGIES

Forward thinking. World ready.

Copying/Moving Single Files or Folders in Blackboard

Instructors are able to copy or move items such as folders, documents, and learning modules and place them in another area within the same course or in another course. Instructors must have an Instructor role in the destination course when content is moved or copied to another course. Instructors can choose whether to delete an item after it is copied and/or to keep it in its original place.

Step 1. Navigate to the content you want to copy/move. The items you can copy individually are folders, links, documents, or learning modules.

Week(1 0 Edit Adaptive Release Week 2 Adaptive Release: Advanced Add Alignments Set Review Status(Disabled) Metadata Week 3 Statistics Tracking (On/Off) User Progress Сору Week 4 Move

Step 2. Click on the drop down arrow next to the desired item and select **Copy**.

Step 3. Choose the destination course from the drop down menu.

Step 4. When you click on the **Browse button**, screen will open at the top right showing you areas and the folders in your destination cour Choose the course area and folder you want t copy the item into.

Step 5. Make sure to choose to Include links a make copies of attached and embedded files Submit when finished.

Click Submit to proceed. Click Cancel to go back.

	2.	Destination		
<b>e</b> the <b>destination course</b> from the enu.		Destination Course	Practice Test Org	
		Destination Folder	/Organization Information	Browse
you click on the <b>Browse button</b> , a ben at the top right showing you the		Create links for items which cannot be copied	🔵 Yes 🍥 No	
folders in your destination course.	2	Destination		
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sure to choose to Include links and		Destination Folder	Practice Test Org Respondus BB	Browse
of attached and embedded files Click finished.		Create links for items which cannot be copied	Getting Started with Prezi Child Test Course 1 Parent Test Course Child Test Course 2 Blackboard Tutorial Testing Course Quota Copy	
TACHMENTS 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	e new cou	rse folder. For files outside of the home course folder, only	links are included.	
File Links				

Cancel Submi

Questions? Contact TigerTech at 785-628-3478. FACULTY ONLY email bbsupport@fhsu.edu.