

## **Copy Files/Folders**

Blackboard allows you to copy files and folders within a course or between courses.

- 1. Make sure edit mode is on (Figure 1).
- 2. Navigate to the folder or group of files needing to be copied.
- 3. Click the dropdown arrow.
- 4. Select copy (Figure 2).
- 5. **Select destination** course from the dropdown box (Figure 3).
- 6. **Click Browse** (Figure 3). From the pop-up window (Figure 4), select the destination folder you would like the file or folder to be copied into.

Note: Tests and Assignments cannot be copied to another course. Tests will have to be exported then re imported into the new course. Check <u>this document</u> for more information.

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	Fall Semester 2020	Metadata Statistics Tracking (On/Off) User Progress
	Course content	Copy Move



