

# 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.

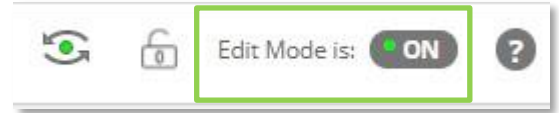


FIGURE 1

Note: Tests and Assignments cannot be copied to another course. Tests will have to be exported then re imported into the new course. Check [this document](#) for more information.

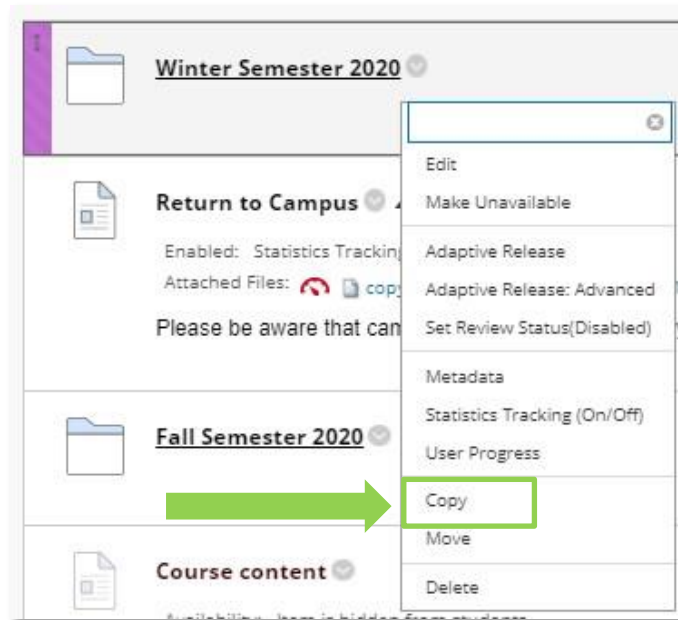


FIGURE 2



FIGURE 3

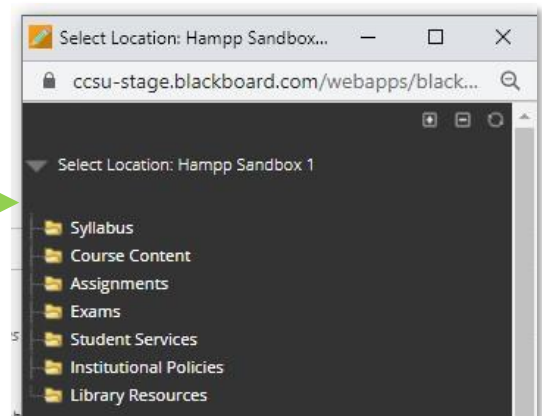


FIGURE 4