



Move Folders in Blackboard

1. Make sure **Edit Mode is on** (Figure 1).
2. **Navigate to the folder or group** of files needing to be moved.
3. Click the **dropdown arrow**.
4. Select **Move** (Figure 2).
5. Click **Browse...** to select destination folder (Figure 3).

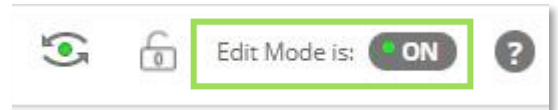


FIGURE 1

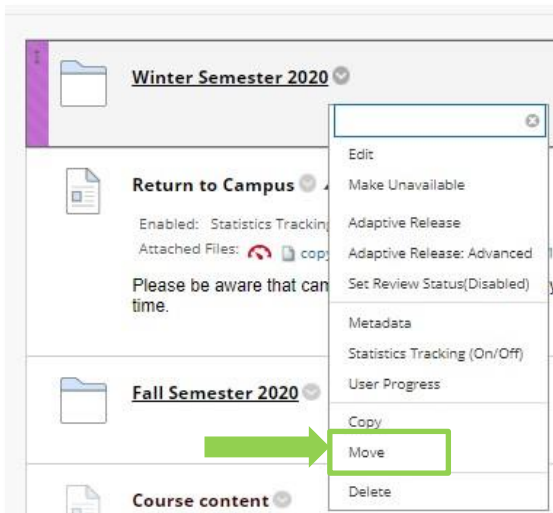


FIGURE 2

6. Once destination folder is selected (Figure 4) leave all selections as default and **click submit** (Figure 5).
7. Once complete look for folder in new selected area/destination.



FIGURE 3

Notes: Tests and Assignments cannot be moved to another course. Tests will have to be exported then re imported into the new course.

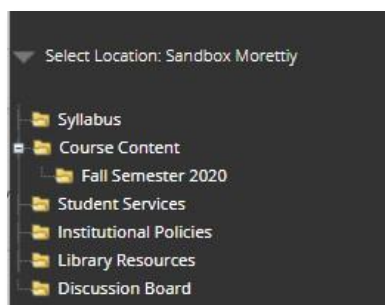


FIGURE 4



FIGURE 5