

Moving Items in Blackboard

Harper College's current edition of Blackboard lets instructors copy and move items within and between courses. The following steps will guide you through this process.

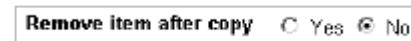
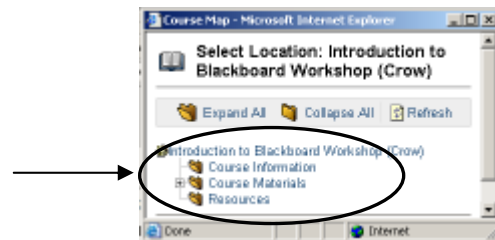
Step One: Copy the Item

1. Log on to Blackboard
2. Click on the Control Panel link
3. Choose the content area that contains the item that is going to be copied. The (Standard content areas are Assignments Course Information Course Material and Resources.)
4. Locate the item to be copied and click on the associated "Copy" button that is located on the right side of the screen. A New Screen will open.



Step Two: Paste the Item in a New Content Area

1. Use the **drop-down arrow** next to the **Destination Course** combo box to select the Blackboard course that will receive the item that was copied in step one. (Note: You can only access courses in which you are a designated instructor.)
 - a. Click on the Browse Button next to the **Destination Folder** combo box. A dialog box should open.
 - b. Click on the folder that will receive the copy of the item.
 - c. Determine if you would like to delete the item from the original folder by selecting the yes or no radio button located next to **Remove Item After Copy**



2. Click the **Submit** button.
3. Click the **OK** button.

