

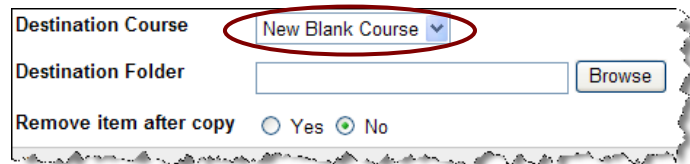
### How do I Copy Information in My Course between Locations?

Blackboard allows you to copy course items. This is particularly handy if you need to re-organize your course at some point, or archive old information into specific folders.

1. While in your Blackboard Course, navigate to the course item you want to copy by using the course navigation tools.
2. Click the Edit View link in the upper right portion of the screen.



3. Click the **Copy** button to the right of the item.
4. Select one of the courses from the drop down list. The only courses on this list will be ones in which you are an instructor.

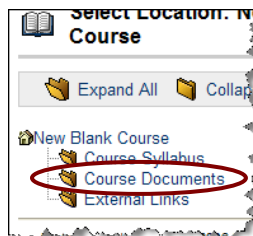


Destination Course: **New Blank Course** (selected)

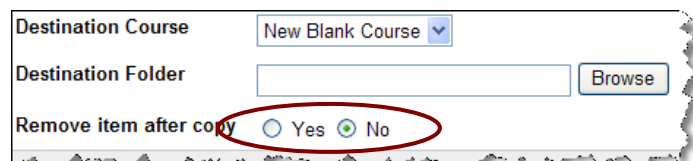
Destination Folder:  **Browse**

Remove item after copy:  Yes  No

5. Click the **Browse...** button.
6. Click on the folder where you would like to copy your content item.



7. Select whether you would like to remove the item in its current location after you copy it or if you would like to leave it.



Destination Course: **New Blank Course** (selected)

Destination Folder:  **Browse**

Remove item after copy:  Yes  No

8. Click **Submit**.
9. Click **OK**.