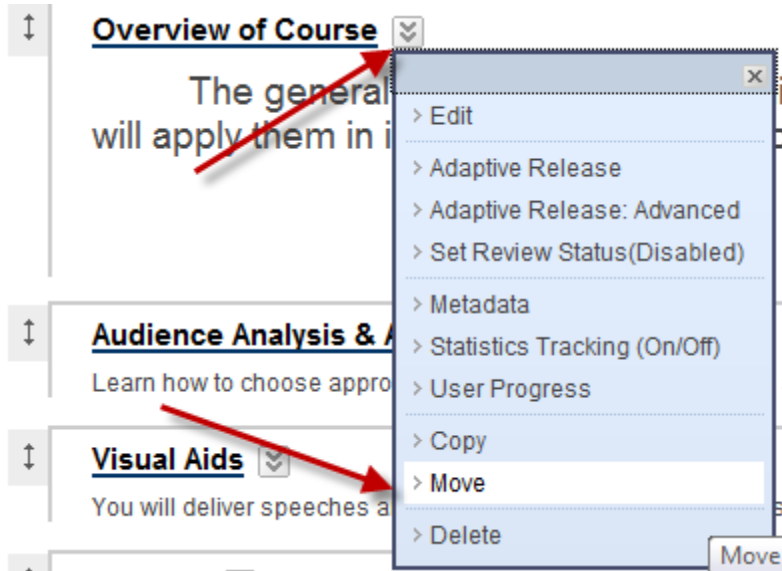


How to Move Content within Blackboard

1. Once logged into your Blackboard course, select the drop-down menu beside the content you want to move and select Move.



2. On the Move screen, you can select which course you would like to move the content to. If you want to keep it in the same course, you just make sure your current course is selected.

2. Destination

| | | | |
|--------------------|-----------------------|---|---|
| Destination Course | CIE Practice Template |  |  |
| Destination Folder | <input type="text"/> | <input type="button" value="Browse..."/> | |

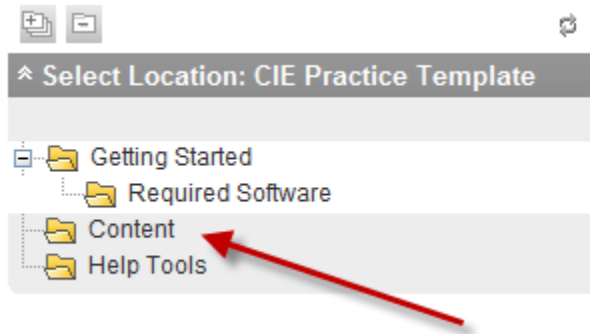
3. Once the correct course is selected, you then click the Browse for the Destination Folder

2. Destination

| | | | |
|--------------------|-----------------------|---|---|
| Destination Course | CIE Practice Template |  | |
| Destination Folder | <input type="text"/> | <input type="button" value="Browse..."/> |  |

How to Move Content within Blackboard

4. In the popup box, you select the folder you would like to place the content you are moving.



5. You will now see both the course and folder the content will be moved to.

A screenshot of a form titled "2. Destination". The form has two fields: "Destination Course" and "Destination Folder". The "Destination Course" field is a dropdown menu with "CIE Practice Template" selected. The "Destination Folder" field is a text input with "/Content" entered. A "Browse..." button is next to the "Destination Folder" field. A red box highlights the "Destination Course" and "Destination Folder" fields.

6. Now click Submit in the bottom right of the screen, and your content will be moved.

