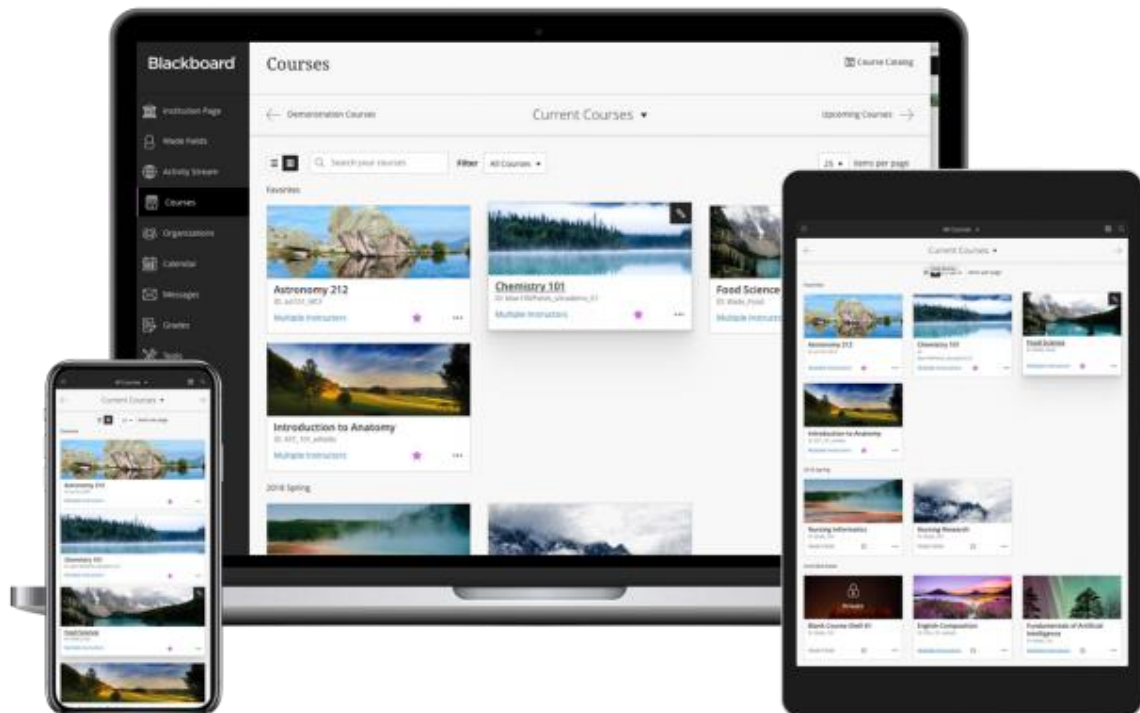
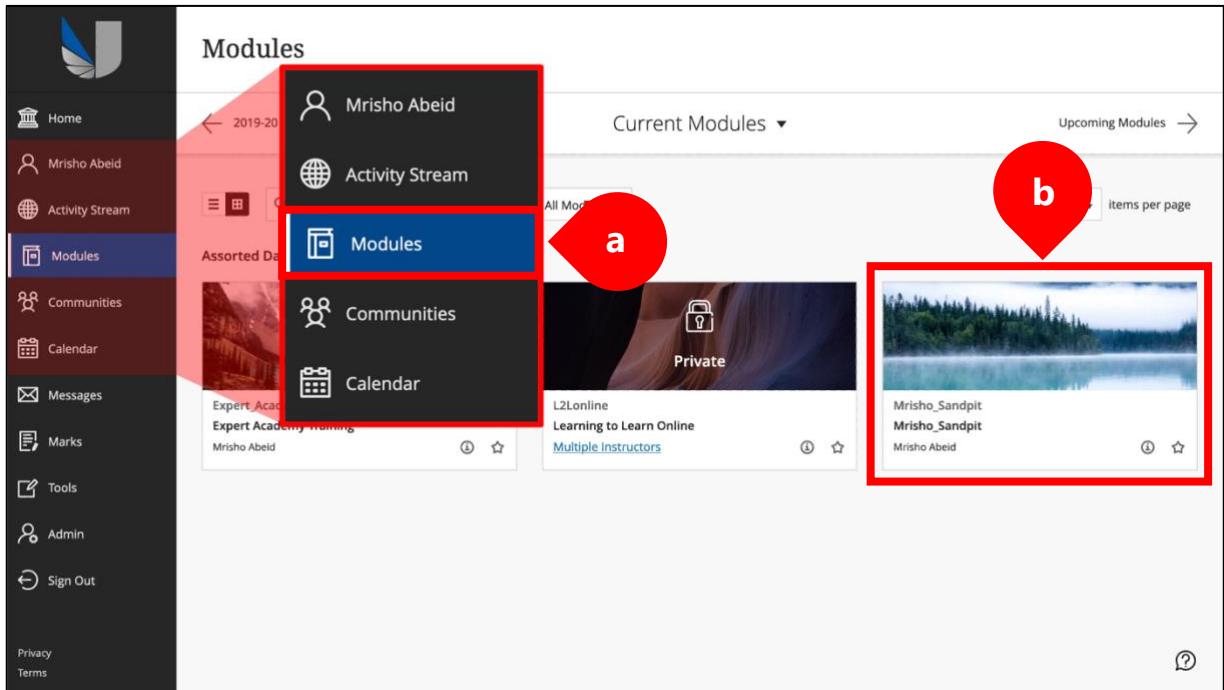


BLACKBOARD: COPY MULTIPLE FILES BETWEEN MODULES

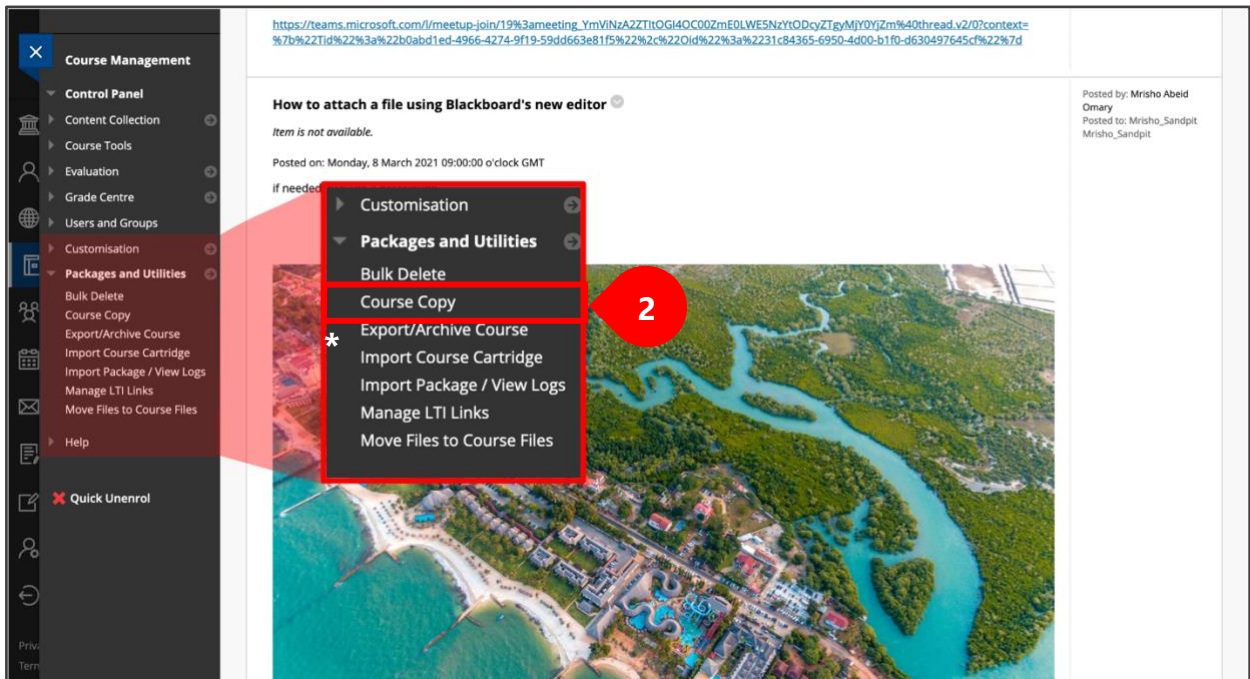
This document will show you how copy multiple files from one module to another. The step shown here are similar for courses and communities as well.



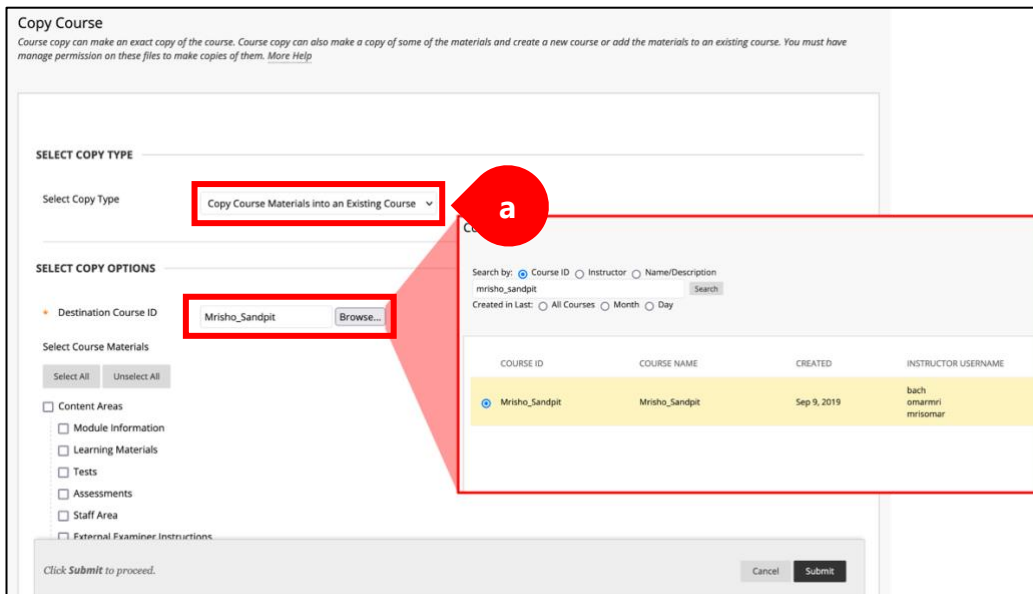
1. After logging into Blackboard and while on the base navigation,
 - a. open **modules** (for courses and modules)
 - b. select the module in which the files are stored



2. While in the module/course or community scroll down to **course/organisation management > packages & utilities > course/organisation copy**:



3. Once you are on the course copy page, a form will be visible to allow you to select the contents to copy and the module to copy them to.
 - a. **copy type** – this is the default option you will see – to copy content in an existing course (*one you are already enrolled on*)
 - b. **destination course** – provide a full module code (*with semester dates*) OR select browse and search for it from the list of courses/modules in which you are enrolled



Copy Course
 Course copy can make an exact copy of the course. Course copy can also make a copy of some of the materials and create a new course or add the materials to an existing course. You must have manage permission on these files to make copies of them. [More Help](#)

SELECT COPY TYPE

Select Copy Type: Copy Course Materials into an Existing Course a

SELECT COPY OPTIONS

Destination Course ID: Mrisho_Sandpit Browse...

Select Course Materials

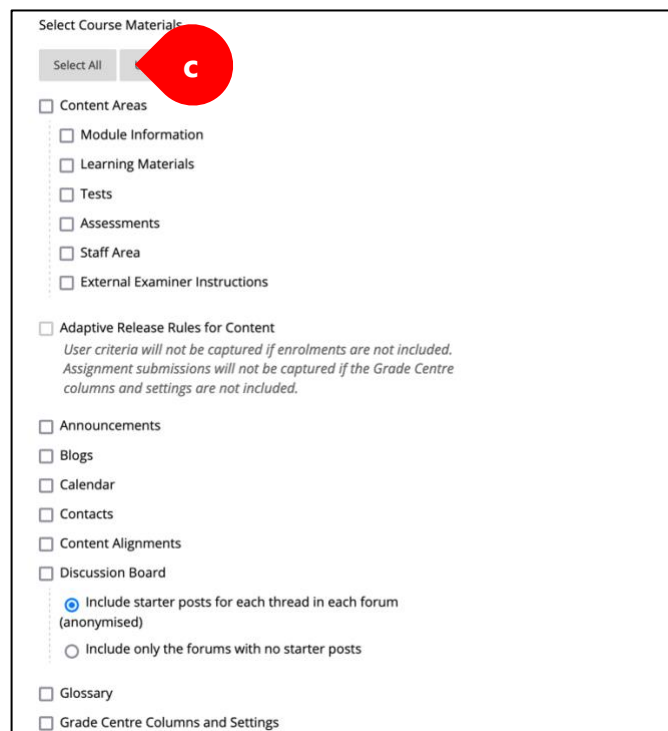
Content Areas

- Module Information
- Learning Materials
- Tests
- Assessments
- Staff Area
- External Examiner Instructions

Click **Submit** to proceed.

COURSE ID	COURSE NAME	CREATED	INSTRUCTOR USERNAME
Mrisho_Sandpit	Mrisho_Sandpit	Sep 9, 2019	bich onamei mrishomar

- c. Select all the content you would like to copy. If you want to copy everything, then use the **select all** button.



Select Course Materials

c

Content Areas

- Module Information
- Learning Materials
- Tests
- Assessments
- Staff Area
- External Examiner Instructions

Adaptive Release Rules for Content
User criteria will not be captured if enrolments are not included. Assignment submissions will not be captured if the Grade Centre columns and settings are not included.

- Announcements
- Blogs
- Calendar
- Contacts
- Content Alignments
- Discussion Board
 - Include starter posts for each thread in each forum (anonymised)
 - Include only the forums with no starter posts
- Glossary
- Grade Centre Columns and Settings

- d. For the additional options settings:
- i. **file attachments** – leave the default option to *copy links and copies of the content*
 - ii. **enrolments** – **do not** include the enrolments in the copy
 - iii. **submit** – to save changes made

FILE ATTACHMENTS

Select an option for copying your file attachments. If content will be reused in a different course, copying links and copies of the content is the recommended option. Click **More Help** for additional information.

Course Files

Copy links to Course Files
 Copy links and copies of the content i
 Copy links and copies of the content (include course home folder)

ENROLMENTS

Copy enrolments for all users in the course. This option does not copy user records in the course, such as marks. User records are only copied with Exact Copy.

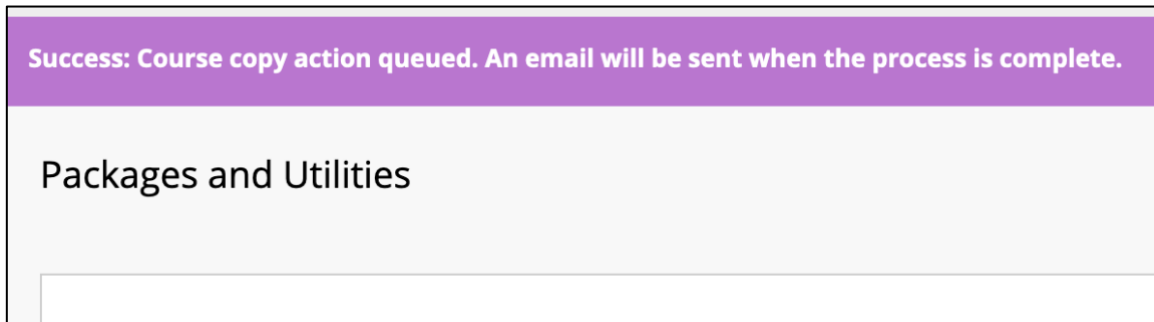
Enrolments

Include Enrolments in the Copy ii

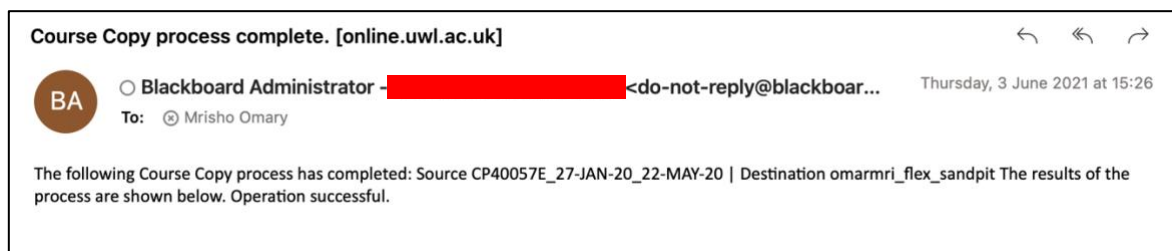
iii

Click **Submit** to proceed.

4. During the copying process, a confirmation message will be displayed containing the message seen in the image below. However, in case there is a problem, an error message will be displayed instead.



* A confirmation email, similar to the one seen below, will be sent your registered UWL email confirming the completion of the process of copying the selected content to the chosen destination module/course.



5. In most cases, the content you have copied will be stored in the correct section or page in the destination module. For instance, copied assessments and assignments will be stored in the **assessments area of the destination module**

* however, in some cases, **such as when copying learning materials**, a new section of the same name will be created and the stored content will be saved there – similar to the example blow.

Due to this duplication, you will have to **DELETE** or **HIDE** one of these sections after you have accessed the content you needed.

