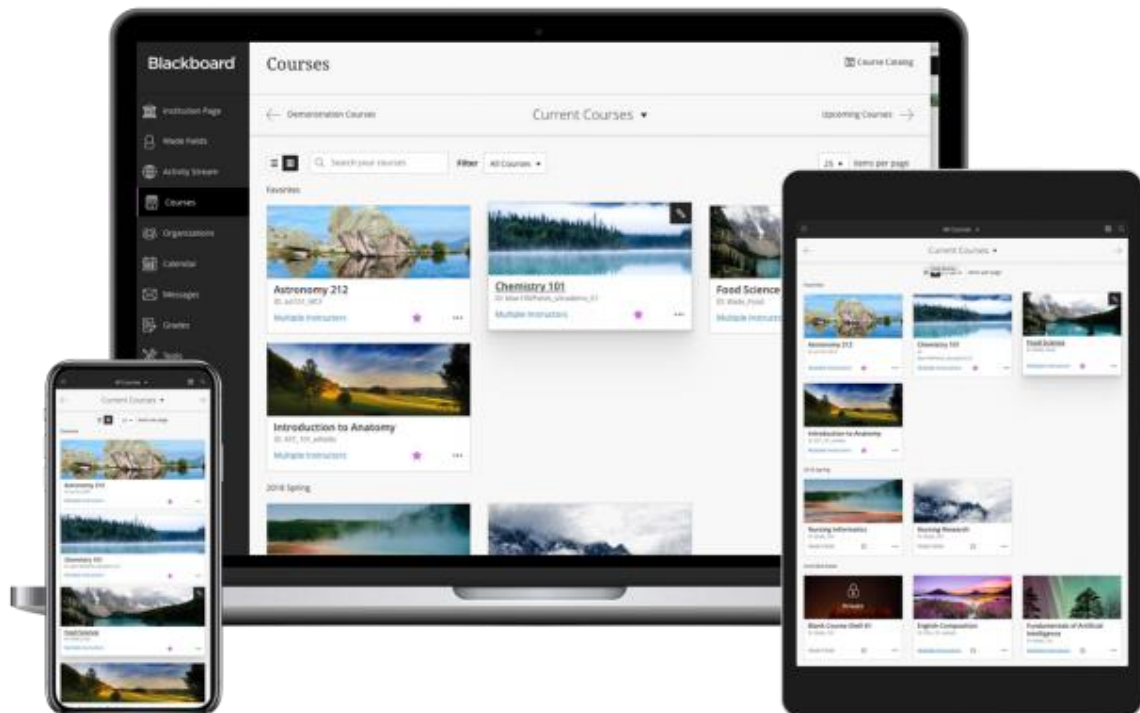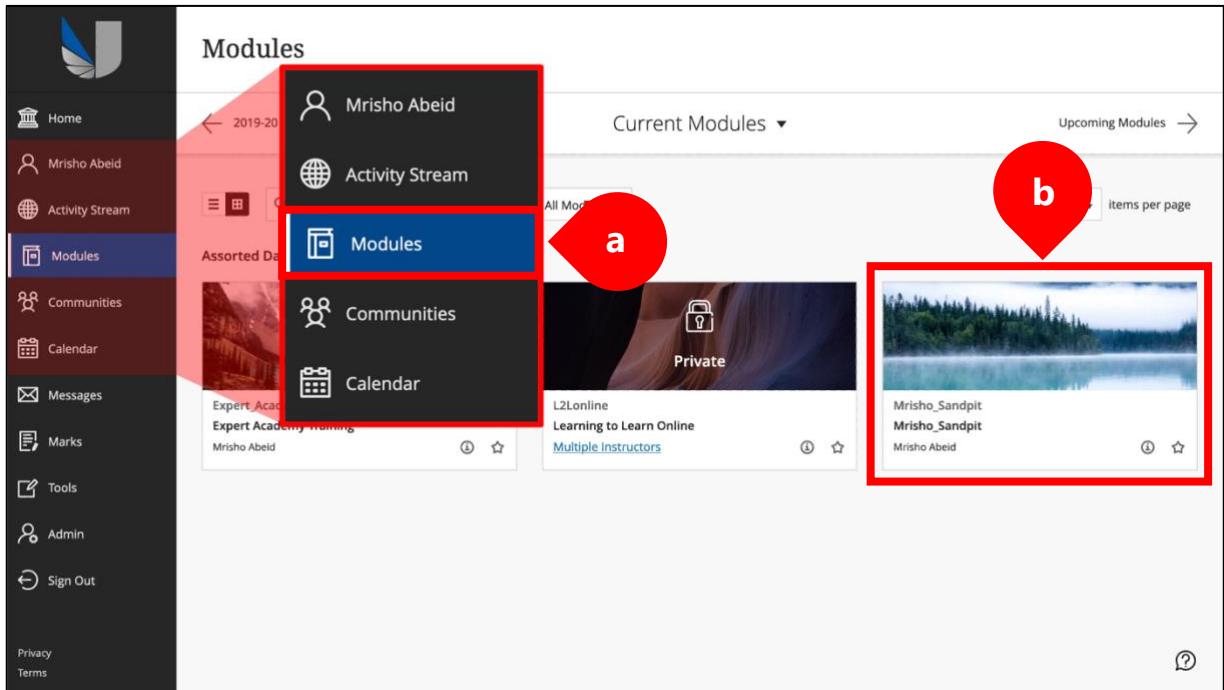# BLACKBOARD:

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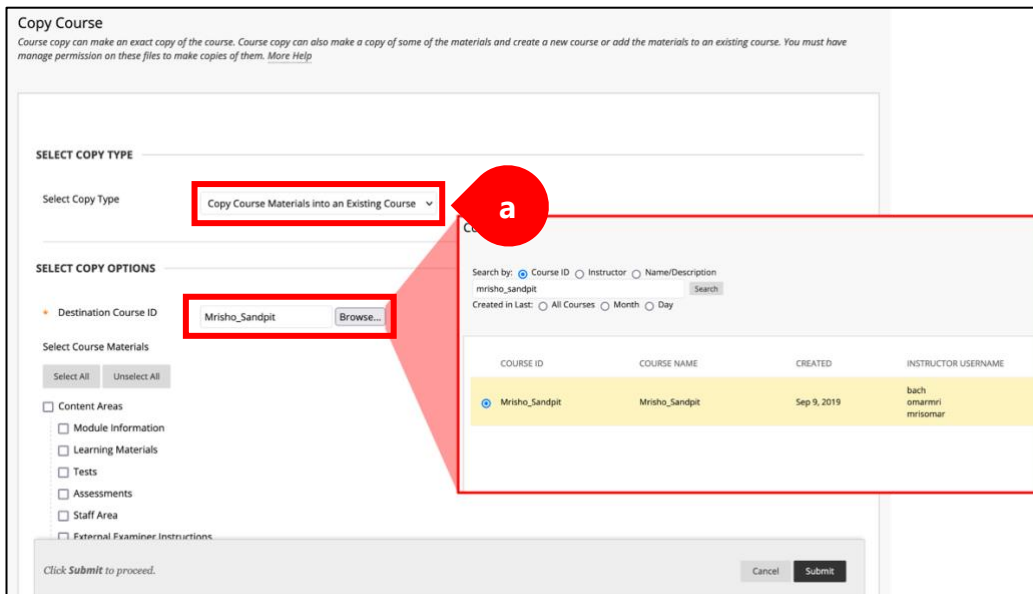
1. After logging into Blackboard and while on the base navigation,
   a. open **modules** (*for courses and modules*)
   b. select the module in which the files are stored



2. While in the module/course or community scroll down to
**course/organisation management > packages & utilities > course/organisation copy**:
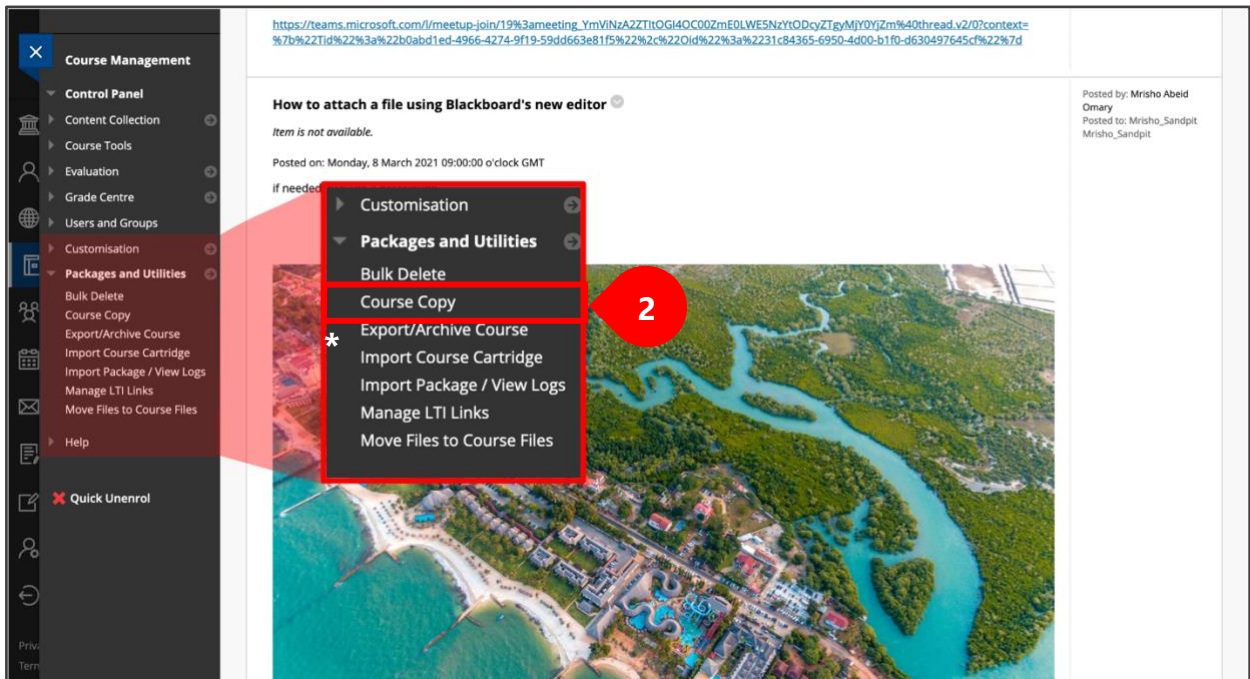
3. Once you are on the course copy page, a form will be visible to allow you to select the contents to copy and the module to copy them to.
   a. **copy type** – this is the default option you will see – to copy content in an existing course (*one you are already enrolled on*)
   b. **destination course** – 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



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

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



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.
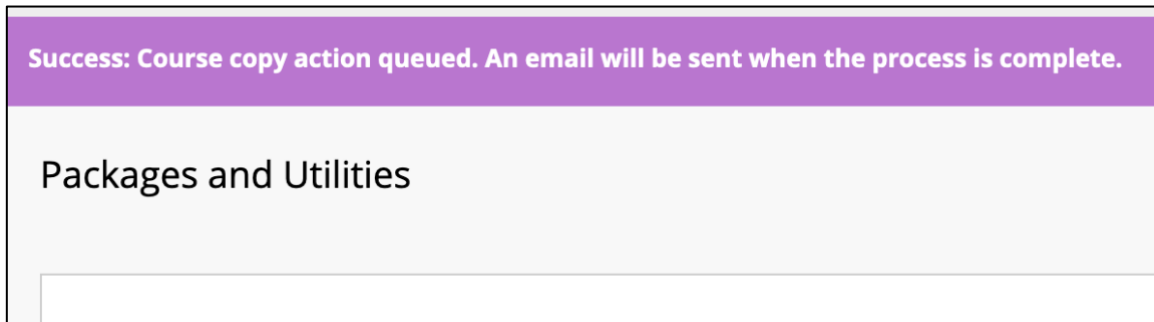


\* *A confirmation email, similar to the one seen below, will be sent your registered UWL email confirming the completion of the process of copying the selected content to the chosen destination module/course.*
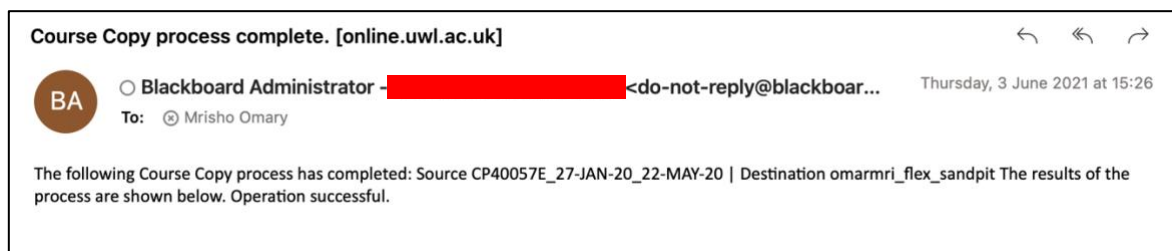
5. In most cases, the content you have copied will be stored in the correct section or page in the destination module. For instance, copied assessments and assignments will be stored in the **assessments area of the destination module**

\* *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.

| Learning Materials | OLD CONTENT OF THE MODULE |
| --- | --- |
| UWL Replay Recordings | |
| Discussions | |
| Assessments | |
| | |
| Reading List | |
| Tools | |
| Blackboard Help | |
| Discussions | |
| | |
| Group for the module | |
| Module Wikis | |
| Wiki | |
| Portfolios | |
| My Marks | |
| Learning Materials | COPIED CONTENT FROM THE PREVIOUS MODULE |