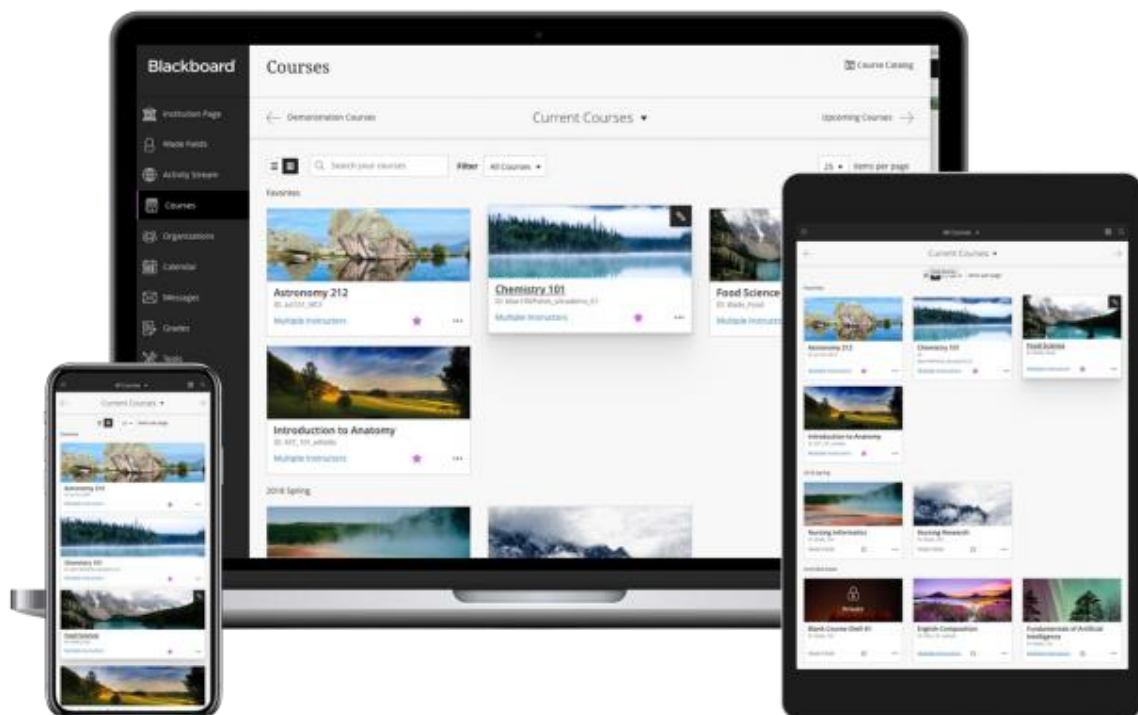


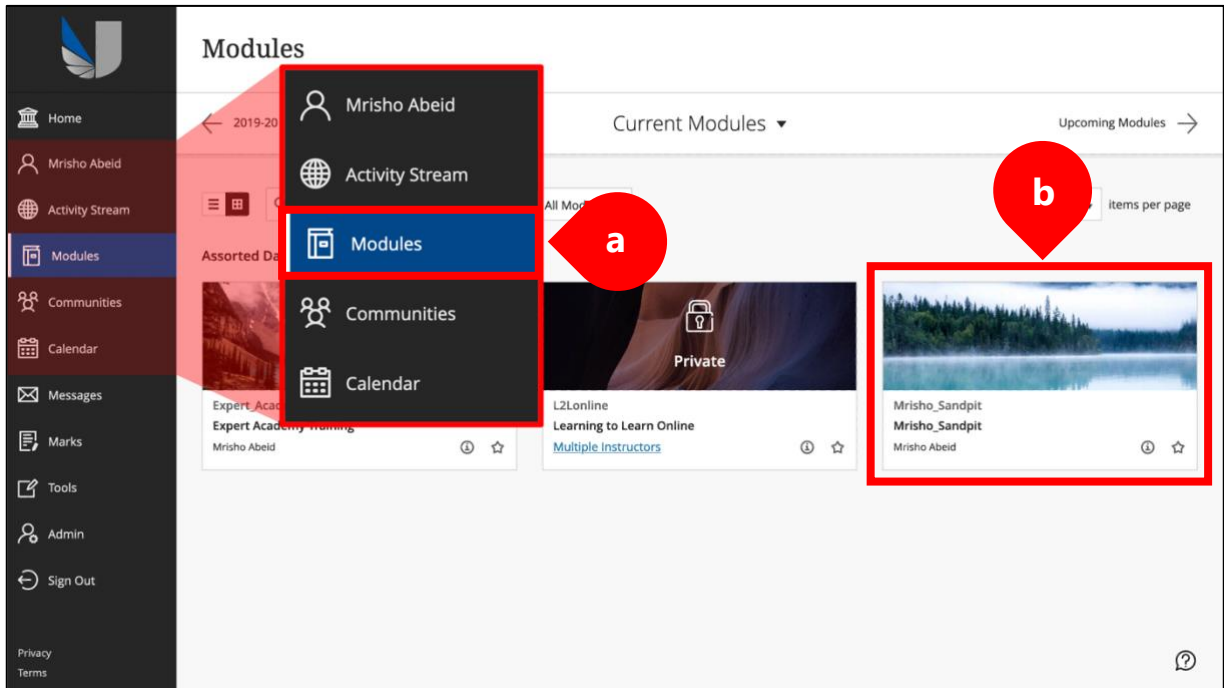
BLACKBOARD:

COPY OR MOVE MATERIALS WITHIN THE SAME MODULE

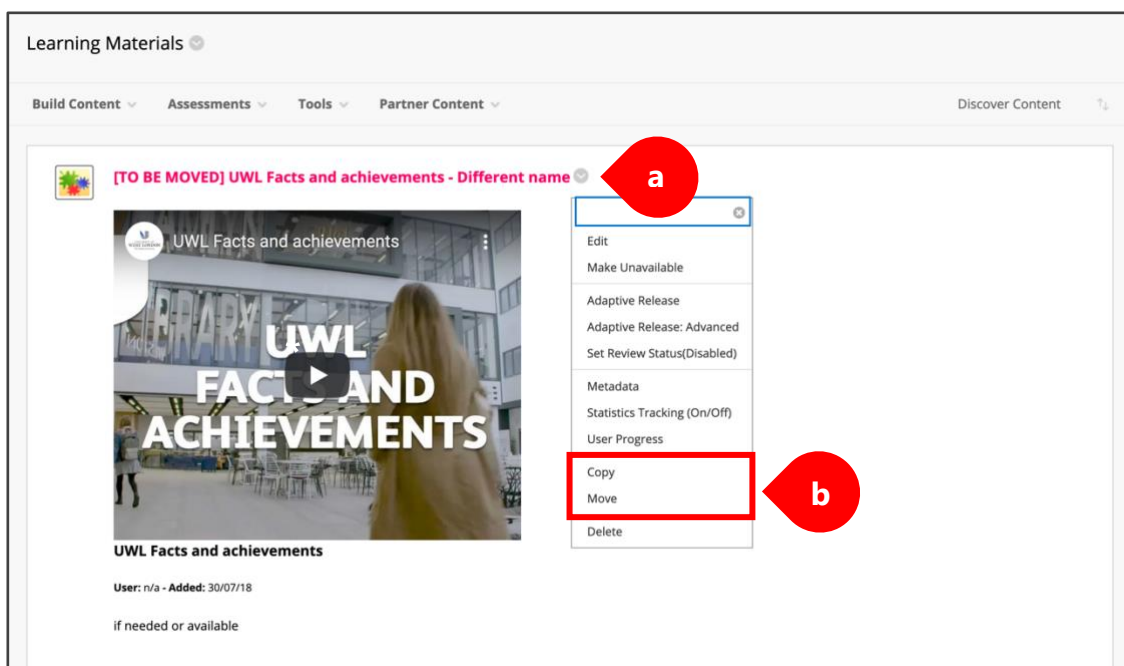
This document will show you how copy or move materials within the same module. These features come in handy whenever you have created an item in the wrong location and want to move it to the correct one without deleting and recreating it.



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

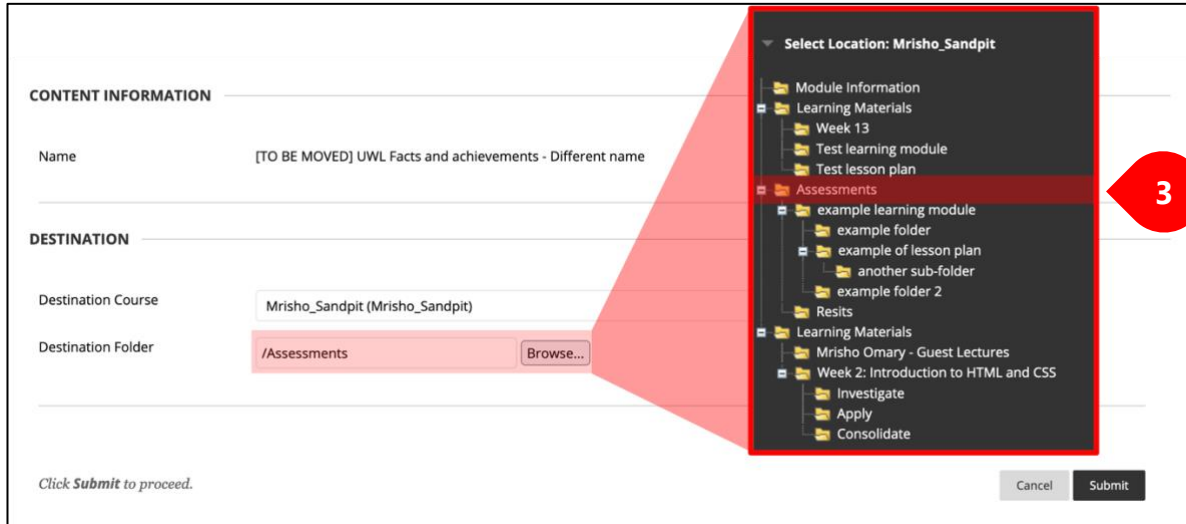


2. Navigate to where the material or content is located. For instance, as seen in the image below: *Module > Learning Materials > Item*.
 - a. Select the **dropdown** icon next to the name of the item
 - b. Choose to **Copy** or **Move** the item from the list of available options

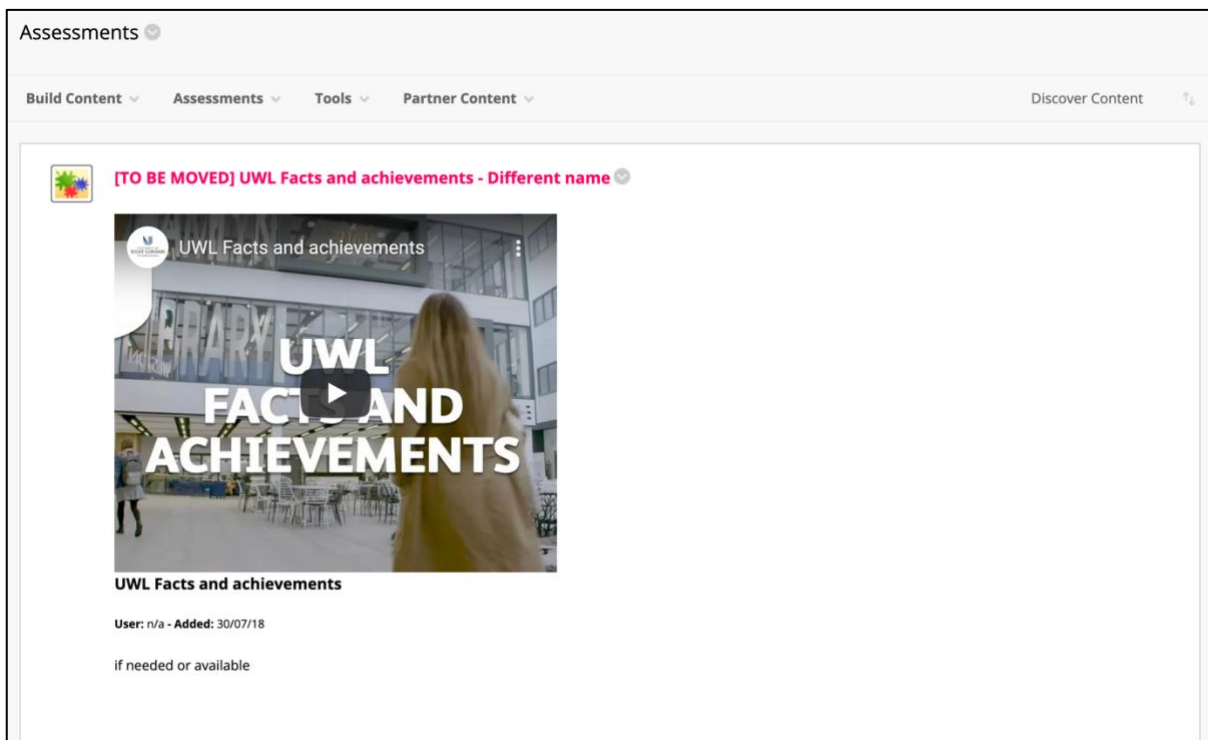


3. **MOVE**: this will prompt you to select a module and location in the module or another in which to move the item. This removes it from the previous location and places it in the new locations you have chosen

* In this example, the item is set to be moved to **Assessments**.



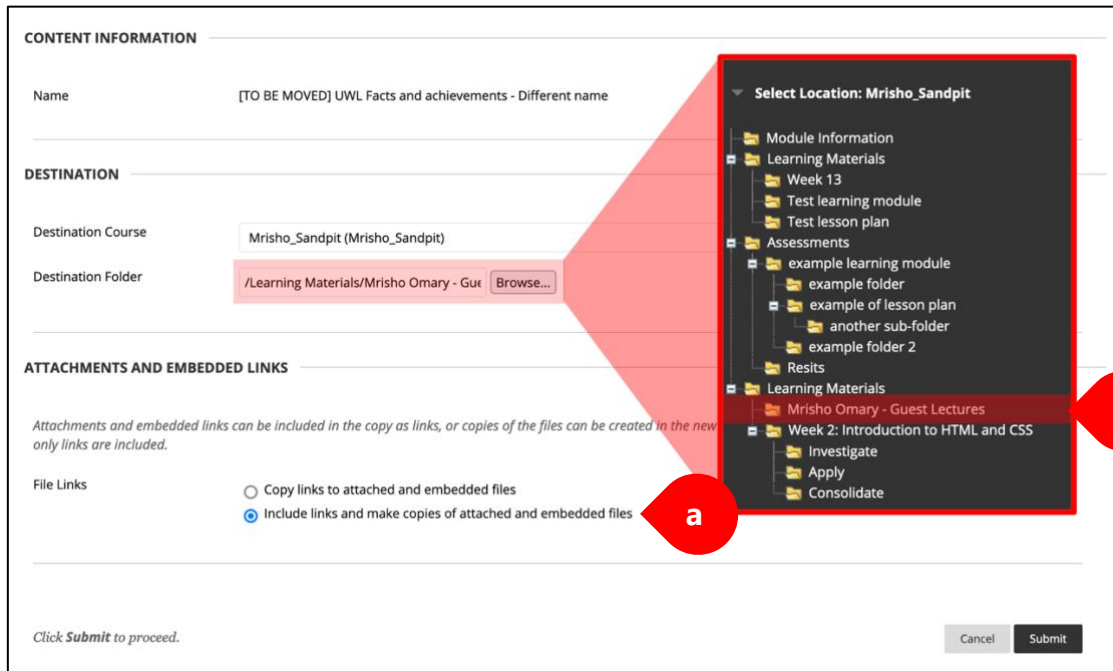
* Once the moving process is completed, the item will appear at the bottom of the list of items in the section you chose to move it. In the example above, the file was moved to **Assessments** which is seen in the image below.



- COPY:** this will prompt you to select a location in the module or another in which to copy the item. Using this option will create 2 items, the copy of which will reside in the new location you have specified.

* *In this example, the item is being copied to a sub folder in learning materials called **Mrisho Omary – Guest Lectures**.*

- attachments and embedded links** – leave list on the **2nd default option** to *include the link and make copies of the attached content.*



CONTENT INFORMATION

Name [TO BE MOVED] UWL Facts and achievements - Different name

DESTINATION

Destination Course Mrisho_Sandpit (Mrisho_Sandpit)

Destination Folder /Learning Materials/Mrisho Omary - Gur

ATTACHMENTS AND EMBEDDED LINKS

Attachments and embedded links can be included in the copy as links, or copies of the files can be created in the new location. Only links are included.

File Links

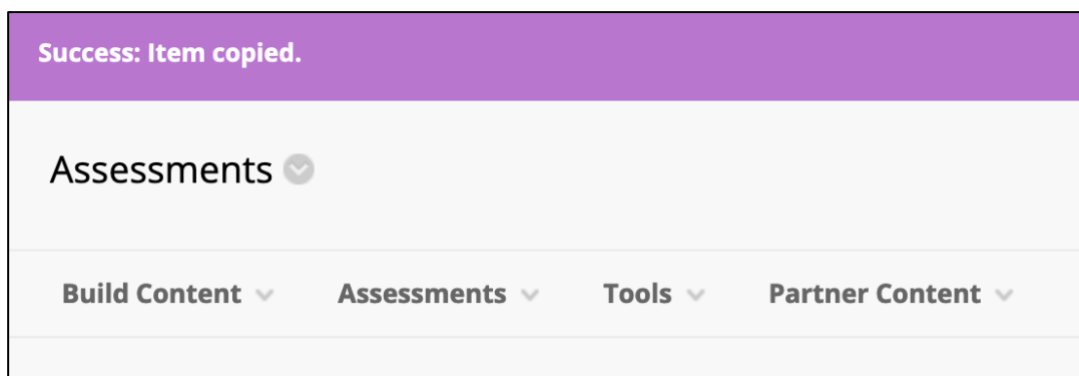
Copy links to attached and embedded files

Include links and make copies of attached and embedded files

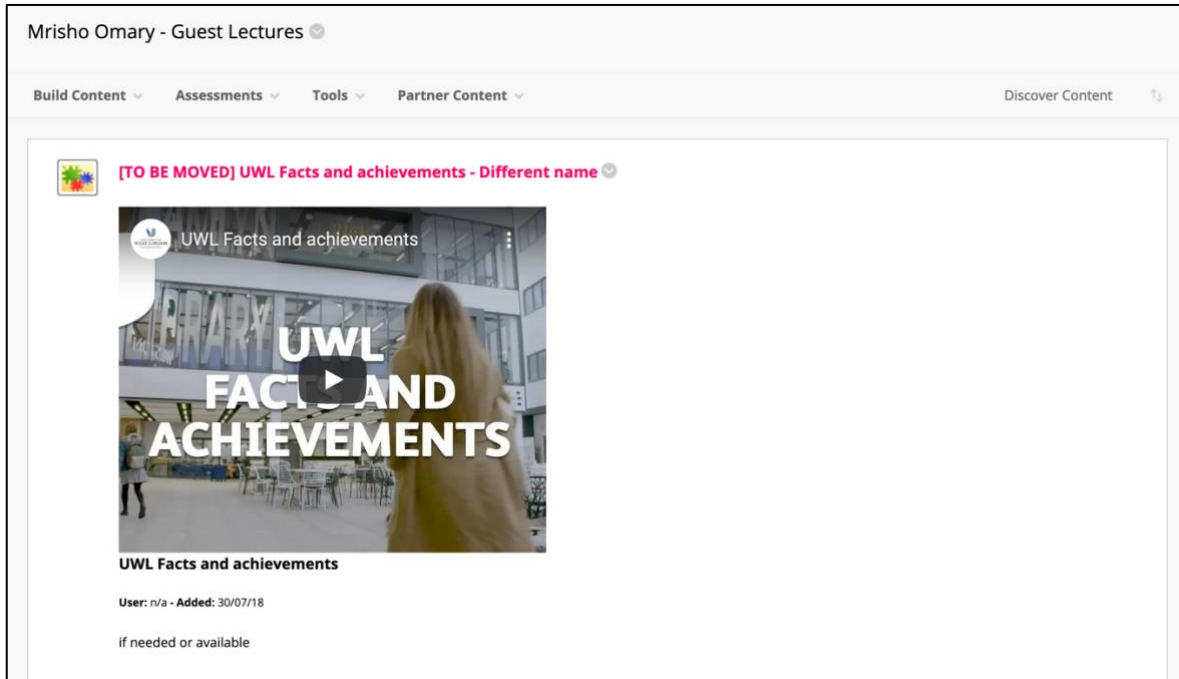
Click **Submit** to proceed.

Cancel Submit

* A confirmation message will be displayed to indicate whether the copy was successful, or something wrong has happened.



* *The item will appear at the bottom of the list of items in the location in which it was copied to, as seen in the example below.*



The screenshot shows a Blackboard course page for 'Mrisho Omary - Guest Lectures'. The page has a navigation bar with 'Build Content', 'Assessments', 'Tools', and 'Partner Content' menus, and a 'Discover Content' button. Below the navigation bar, there is a content area with a video item. The video item is titled '[TO BE MOVED] UWL Facts and achievements - Different name' and has a play button icon. The video thumbnail shows a person standing in front of a building with the text 'UWL FACTS AND ACHIEVEMENTS' overlaid. Below the video, the text 'UWL Facts and achievements' is displayed, followed by 'User: n/a - Added: 30/07/18' and 'if needed or available'.