

COPY AND MOVE CONTENT

About Copy and Move

Instructors are able to copy or move content and place it in another area within the same course or in another course. Entire folders and Learning Units can also be copied. Instructors must have an Instructor role in the destination course when content is moved or copied to another course. Instructors can choose whether to delete an item after it is copied (in a move operation) or to also keep it in its original place (in a copy operation).



Copy and Move are not available with *Bb Learning System – Basic*.



NOTE: Folders may not be copied from other parts of a course into a Learning Unit.

Copy or Move content

Follow the steps below to copy or move a piece of content:

1. Open the Content Area that holds the piece of content from the Control Panel.
2. Select **Copy** next to the content. (If **Copy** does not appear, this option is not available). The Copy or Move Item page appears.
3. Complete the Copy or Move Item page with the following information:
 - **Destination Course:** Select a destination from the drop-down list for the item. Only those courses in which the Instructor has an Instructor role appear in the list.
 - **Destination Folder:** Select Browse to view the Course Map. Select a folder on the Course Map and click **Submit**.
 - **Remove item after copy:** If the item is being copied (it will exist in multiple places) select **No**. If the item is being moved to a different location elect **Yes**. If **Yes** is selected the item is removed from the current Content Area.