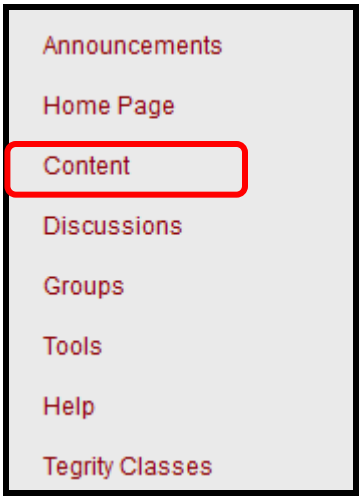
Copy and Move Items in Your Blackboard Site

Coppin State University automatically creates an empty Blackboard course site for every class that is officially offered each semester. You can easily copy the materials from another Blackboard course site that you have set up.

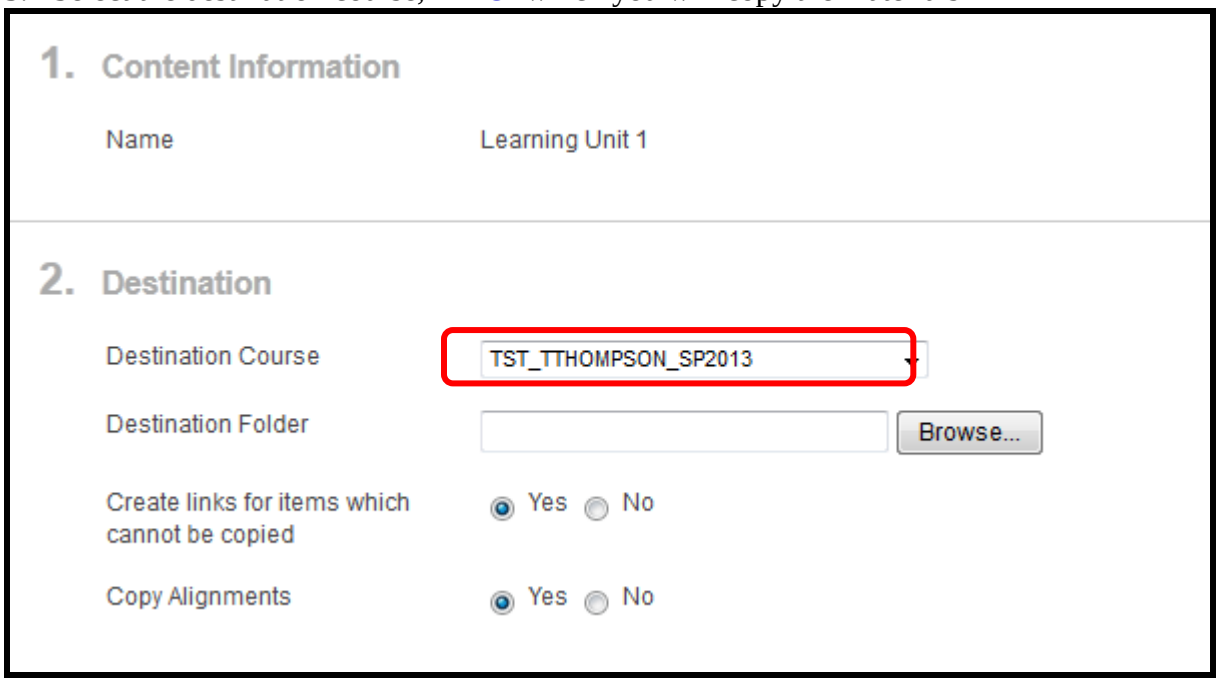
IMPORTANT NOTE: Blackboard course sites are archived after 18 months. You will be able to access the current semester's course site, and the previous two semesters.

1. Log in to Blackboard https://eaglebb.coppin.edu
2. Go to the course site **FROM** which you want to copy materials.
3. Click the **Content area** in the left side of the screen where the item is located.

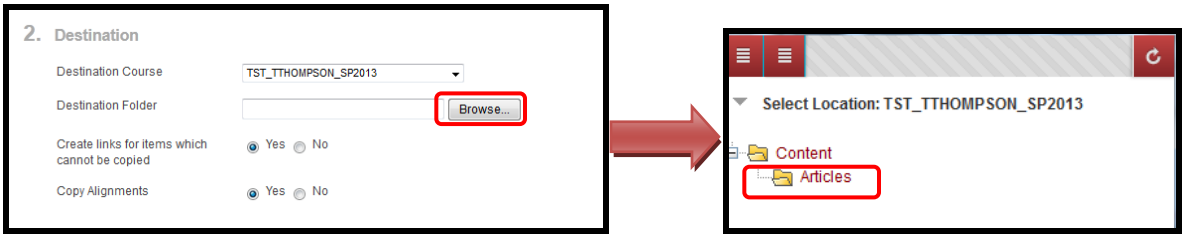


4. Click the arrow next to the item you would like to copy. Then click the **Copy** link.

5. Select the destination course, **INTO** which you will copy the materials**.**

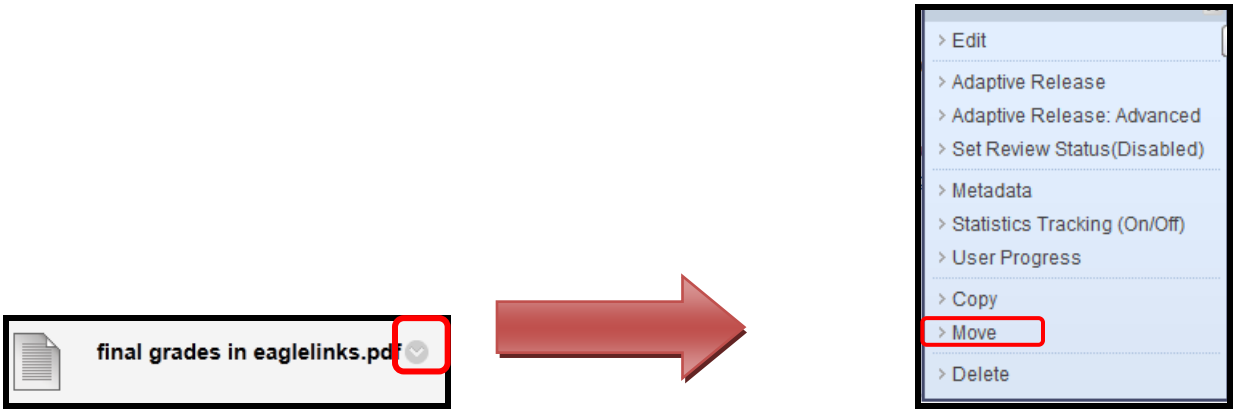


6. Click the destination folder where you would like the item to go. **Click Submit.**

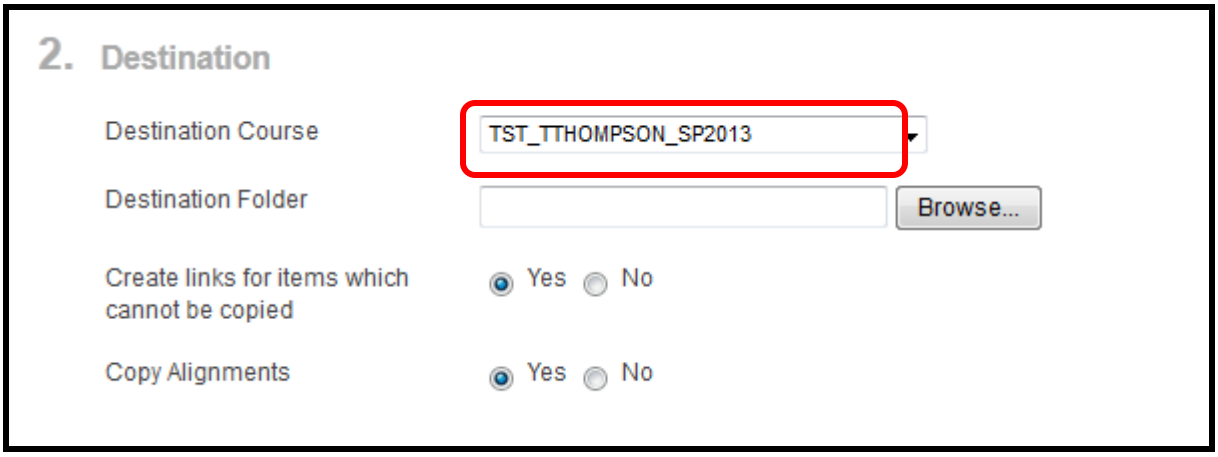


Moving documents and files *(to other content area within the same course)*

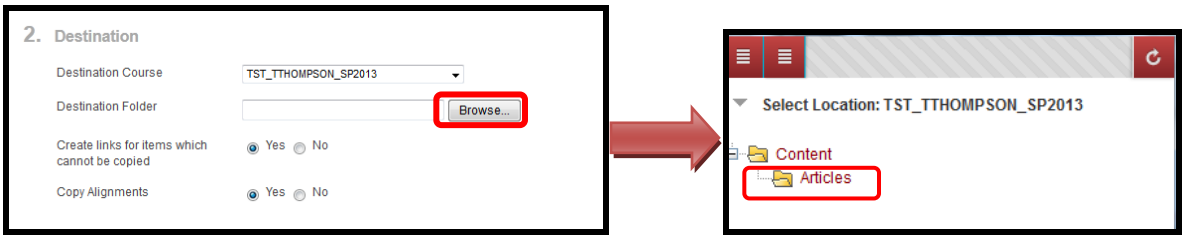
7. If you would like to move an item to a new destination within the current course. Repeat steps 2 and 3. Click the arrow next to the item that you would like to move. Then click **move.**



8. Select the current course as the **destination course**.



9. Select the new location by clicking browse to search for a **destination folder**.



10. Click **Submit.**

Congratulations! You have just copied and moved materials in Blackboard.

Where to Get Help: Faculty & Staff

- Training sessions, tipsheets, and recorded tutorials are available on the Instructional Technology and Training Website: **www.coppin.edu/TLT**
- HelpDesk: **410-951-3888**
- Instructional Technology & Training Center, located in Grace Jacobs, Room 106: **410-951-2643**

Where to Get Help: Students

- Training sessions, tipsheets, and recorded tutorials are available on the Instructional Technology and Training Website: **www.coppin.edu/ITSSC**
- IT Student Service Center, located in Grace Jacobs, MC-16: **410-951-3872**