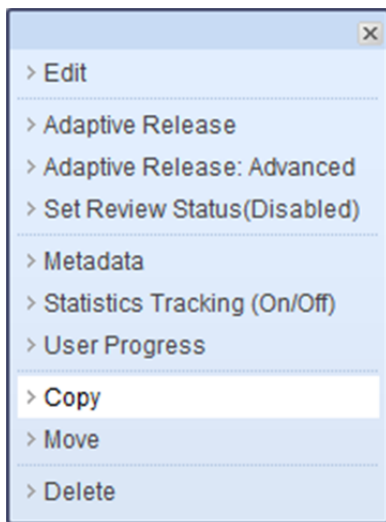In Blackboard 9.1, you have the option to copy and move content to different areas of your course or even to another course.

Copying Content

The following instructions refer to copying items using the contextual menu.

To copy a content item to the same course

1. Make sure you have the **Edit** mode **ON**.

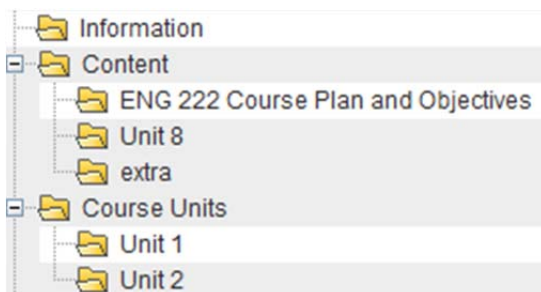2. Click to open the **Contextual Menu** for the item you wish to copy, and then click **Copy**.

3. On the **Copy** page, in the **Destination Course** list, make sure that you are looking at the source course of the item (we are copying to the same course).
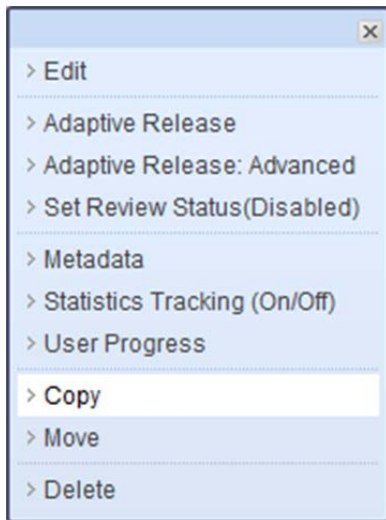

4. Click **Browse** to find a **Destination Folder**. Note that these folders correspond to the content areas in your **Course Menu**.

5. When you are finished, click **Submit**.

To copy a content item to a different course

1. Make sure you have the **Edit** mode **On**.

2. Click to open the **Contextual Menu** for the item you want to copy, and then click **Copy**.

> Edit

> Adaptive Release
> Adaptive Release: Advanced
> Set Review Status(Disabled)

> Metadata
> Statistics Tracking (On/Off)
> User Progress

> Copy
> Move

> Delete

3. On the **Copy** page, in the **Destination Course** list, select the course you want to copy the item to.

Blackboard Learn 9.1 Training Course
Blackboard Learn 9.1 Training Course
Online Blackboard Training: Understanding and Building Your Course
Online Blackboard Training: Assessing Learners
Online Blackboard Training: Communicating and Collaborating

4. Click **Browse** to find a **Destination Folder**. Note that these folders correspond to the content areas in your **Course Menu**.

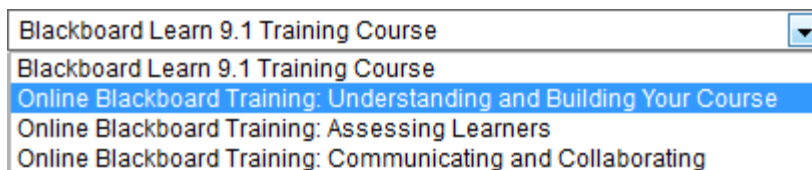5. When you are finished, click **Submit**.

Items that cannot be copied

Items that are tied to the **Grade Center** such as Assignments, Tests, and Surveys cannot be copied through the contextual menu. These items must be copied using the **Course Copy** feature.