Copy a Folder to Another Course

Purpose of Document

This document provides the steps necessary to copy a folder from one Blackboard course to another.

Total Number of Pages

2

Topics

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Copy a Folder to Another Course:

**Step 1:** Select the downward arrow next to the folder you want to copy.
Step 2: Select Copy.

Step 3: Choose the course and folder you want to copy.

Step 4: Select Submit. Now the whole folder has been copied into another course.