

HOW TO MOVE FOLDERS IN THE CONTENT SYSTEM

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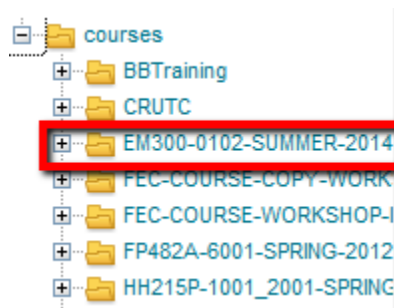
Purpose: This document provides directions for moving content folders from course content area sites to organization content sites.

Reference: Blackboard Learn 9.1 Reference Materials

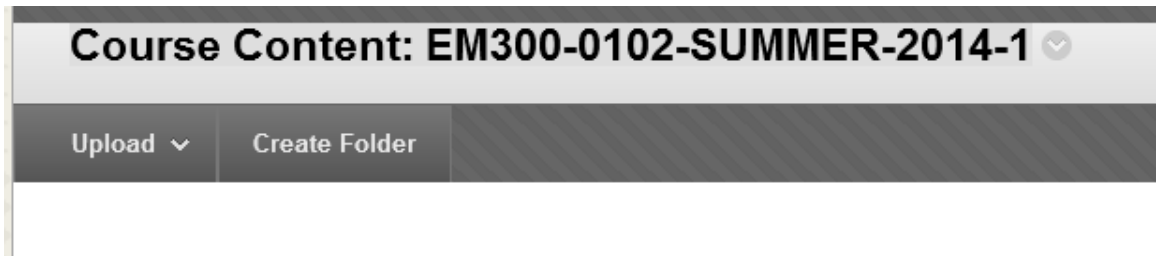
1. After logging into Blackboard, on the home page select the **Content System** tab located on the upper left side of the page.



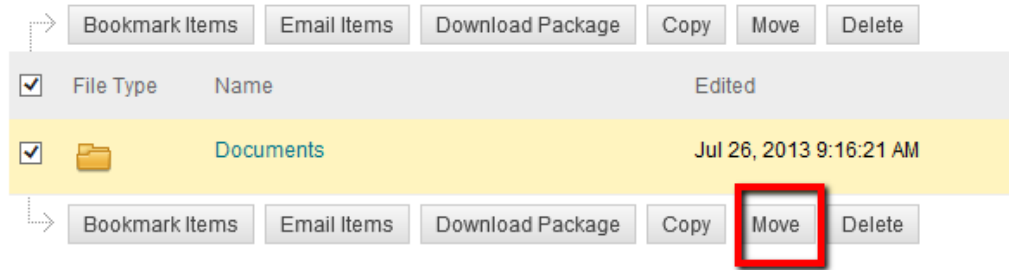
2. Click the course content folder from the left menu area.



3. A course folder appears with a menu tool bar.



4. Place a check mark in the box next to the folder you want moved. Select the Move link from the upper menu tool bar.



5. The **Move/Courses** Page opens, and then click **Browse** to select a destination area for the folder.

1. **Content Information**

Move the following content:

"Name"	"Size"	"Edited"
Folder Documents	0	Jul 26, 2013 9:16:21 AM by Blackboard Administrator

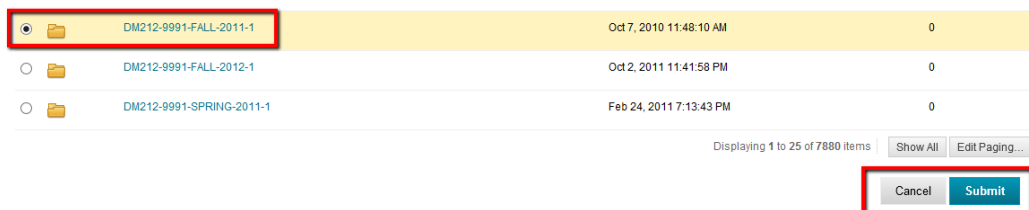
2. **Destination**

Browse to select a destination folder for this content.

✳ Destination **Browse**

If selected, the system automatically overwrites the existing file with the same name.

6. Next the **Select Folder** window appears, select a folder from the anywhere in the course content area you want. Select the folder in the radio and click **Submit**. Then click **Submit** on the **Move/courses** page.



If you need further assistance, please contact the [Information Resource Center \(IRC\)](#) at syshelp@usna.edu, by calling 410-293-3500, or [submit a Syshelp Request](#).