

Instructional Service Media



Copy and Move Files on BB 9.1

Step 1. Click on your Course

	Personalize Page 11			
▼ My Announcements	The My Courses	-		
Banner Announcement Test No Course or Organization Announcements have been posted in the last 7 days.	Courses where you are: Instructor LAG01_BTC_100_0269_1132_1: BTC100 Course Instructor: Michael Cutajar;			
more announcements >	V My Organizations			
▼Internships and Job Search	Organizations where you are: Leader Adel_Organization			
	▼ My Tasks			

Step 2. Once you accessed your course click on Content Collection

Groups	👻 My Annou	ncements	
Tools Help	No Course o	No Course or Organization Announcements have been posted in the last 7 days.	
	_	more announcements >	
COURSE MANAGEMENT			
Content Collection	> Needs Att	Edit Natification Sottings Actions Y	
Course Tools		No Notifications	
Grade Center	÷		
Users and Groups		Last Updated: November 1, 2013 10:37 AM	
Customization	→ What's Ne	W	
Help		Edit Notification Settings Actions 😝	

Step 3. Select your course under Content Collection

Home Page		
Announcements		
Groups	✓ My Announcements	
Tools	No Course or Organization Announcements have been posted in the last	
Help	7 days.	
1	more announcements \rightarrow	
COURSE MANAGEMENT		
 Control Panel 	Veeds Attention	
The content Collection \rightarrow .		
LAG01_BTC_100_0269_1132_1	Edit Notification Settings Actions ¥	
All Courses Content	No Notifications	
All Organizations Content	No Notifications	
Go	Last Updated: November 1, 2013 10:37 AM	
Basic Search		
Advanced Search	✓ What's New	
Course Tools	Edit Notification Settings Actions ¥	

Step 4. Choose a file, and click on the arrow and click Copy

	Course	Contont: LAC	⊗ 112
	Course	Content. LAC	Open 9_113.
			360° View
	Upload 🗸	Create Folder	Edit Settings
Г			Overwrite File
	Down	and Package Come Ma	Permissions
	Down	load Fackage Copy Mid	Alignments (None)
	File Ty	pe Name	Download Package
		Certificate of F	^t Сору
Ĩ		chapt01_lecture(1).pp	t Copy
			Delete
		chapt01_lecture(2).pp	t I
		chapt01_lecture.ppt	1
		ex vid.wmv	\$

Step 5. Select Browse button to find the desired folder you want to copy content to

Name	<u>Size</u> 3.02 MB	Edited May 13, 2013 9:29:30 AM by Michael Cutajar		
2. Destination * Destination	Browse If selected, the system automatically overwrites the existing file with the same name.			
3. Submit			Cancel	Submit

Step 6. Click Submit. You now have successfully moved the file to selected folder.

3. Submit	Submit
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To view the Video Tutorial for this handout access the link below.

http://youtube.com/LAGCCISMD