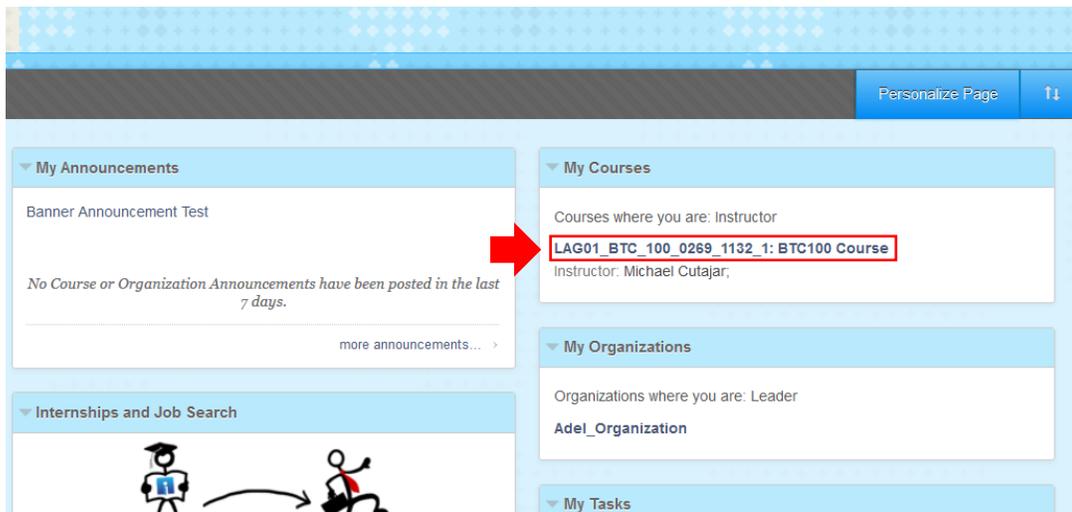


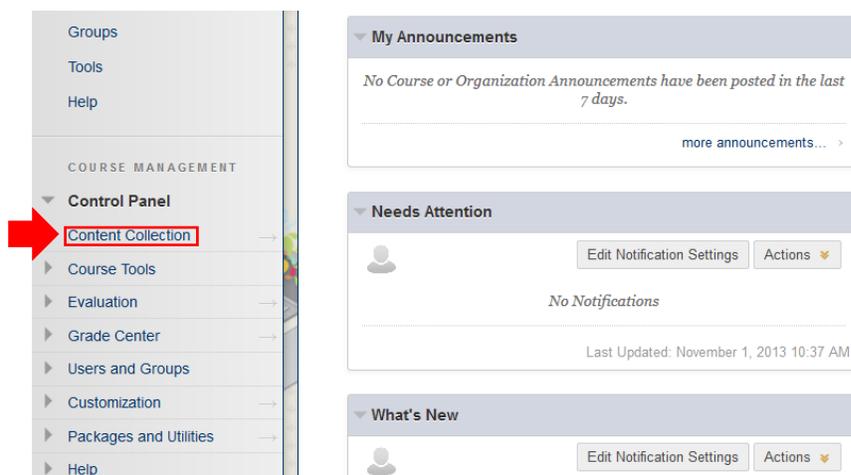
Copy and Move Files on BB 9.1

Step 1. Click on your Course



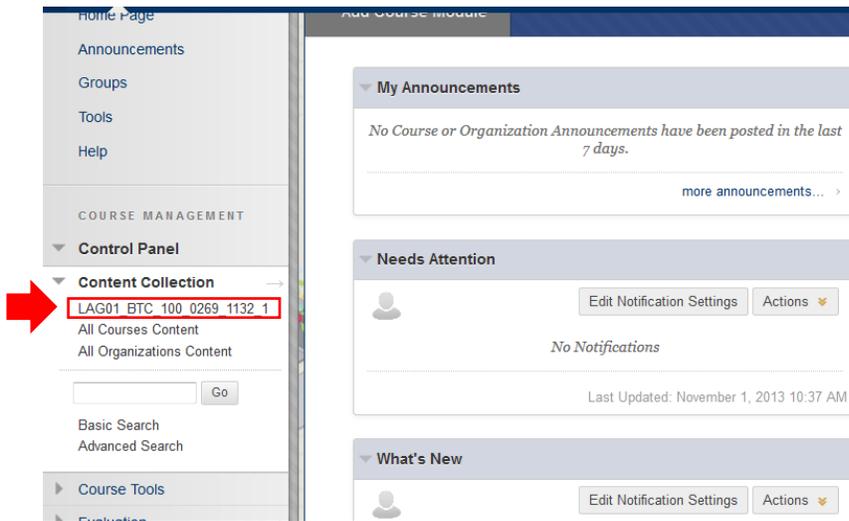
The screenshot shows the Blackboard user interface. On the right side, under the "My Courses" section, the course "LAG01_BTC_100_0269_1132_1: BTC100 Course" is highlighted with a red box. A red arrow points from this course name to the "My Announcements" section on the left, indicating the next step in the process.

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

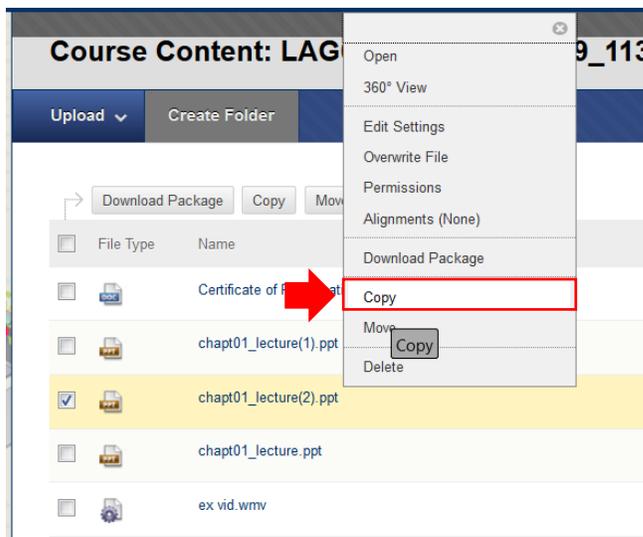


The screenshot shows the Blackboard course management interface. On the left side, under the "COURSE MANAGEMENT" section, the "Content Collection" option is highlighted with a red box. A red arrow points to this option. The main content area on the right shows the "My Announcements" section with the message "No Course or Organization Announcements have been posted in the last 7 days." and a "more announcements..." link.

Step 3. Select your course under **Content Collection**



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



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

Name	Size	Edited
 chapt01_lecture(2).ppt	3.02 MB	May 13, 2013 9:29:30 AM by Michael Cutajar

2. Destination

 Destination 

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

3. Submit

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

3. Submit



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

<http://youtube.com/LAGCCISMD>