

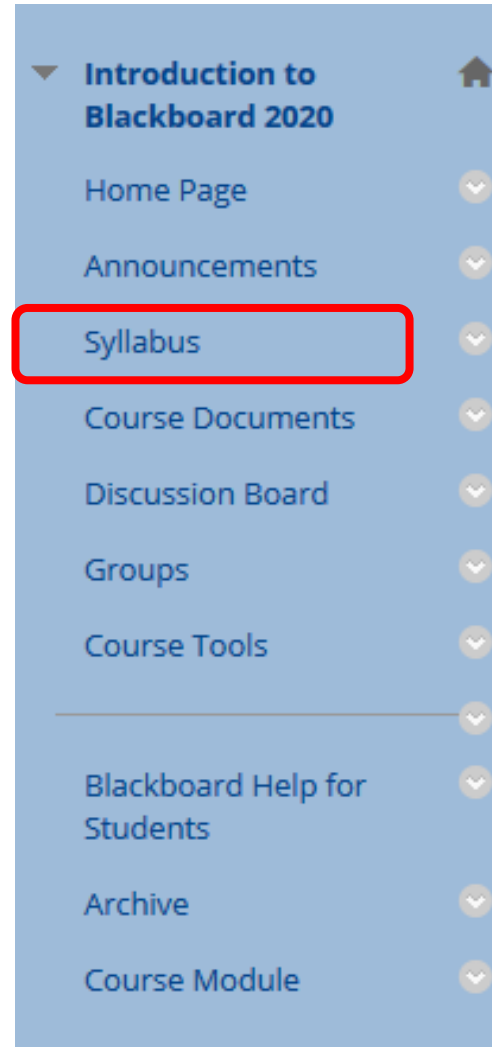


**How to Move Course Links
From One Content Area to
Another**

1. Log in to the Course on Blackboard. **Go to a content area in your course that contains the course material** (exam links, documents, assignment links, etc.).

In this example, will move the exam link titled “**Midterm Exam**” from the **Syllabus** content area to the **Course Documents** content area. The **Midterm Exam** link was accidentally deployed in Syllabus. Instead of recreating the link, you can move it with a few simple steps.

Click **Syllabus**.



2. Log in to the Course on Blackboard. Go to a content area in your course that contains the course material (exam links, documents, assignment links, etc.). Click the **arrow circled in green below** to show a menu of options. Then click **Move**.

The screenshot displays the Blackboard course interface. On the left is a navigation menu with sections: 'Introduction to Blackboard 2020' (containing Home Page, Announcements, Syllabus, Course Documents, Discussion Board, Groups, Course Tools), 'Blackboard Help for Students', 'Archive', 'Course Module', 'Course Management' (containing Control Panel, Content Collection, Course Tools, Evaluation, Grade Center, Users and Groups), and 'Customization'. The main content area is titled 'Syllabus' and shows an attached file 'Syllabus Intro to BB 101.docx (855.773 KB)'. Below this is a 'Midterm Exam' item with a dropdown arrow circled in green. The dropdown menu is open, listing options: Edit the Test, Edit the Test Options, Make Unavailable, Adaptive Release, Adaptive Release: Advanced, Set Review Status(Disabled), Metadata, Statistics Tracking (On/Off), User Progress, Move (highlighted with a red box and a blue arrow), Item Analysis, Change Due Date, and Delete.

3. Click the **Browse** button. A small window will pop-up.

Move
Many Content Items, including Links, Web Links, Content Folders, Learning Modules, Offline Content and Tools can be moved between Courses and Folders. Moving content deletes the content from the original location. [More Help](#)

CONTENT INFORMATION

Name Midterm Exam

DESTINATION

Destination Course *Introduction to Blackboard*

Destination Folder **Browse...**

*Click **Submit** to proceed.*

Cancel Submit

Introduction to Blackboard 2020

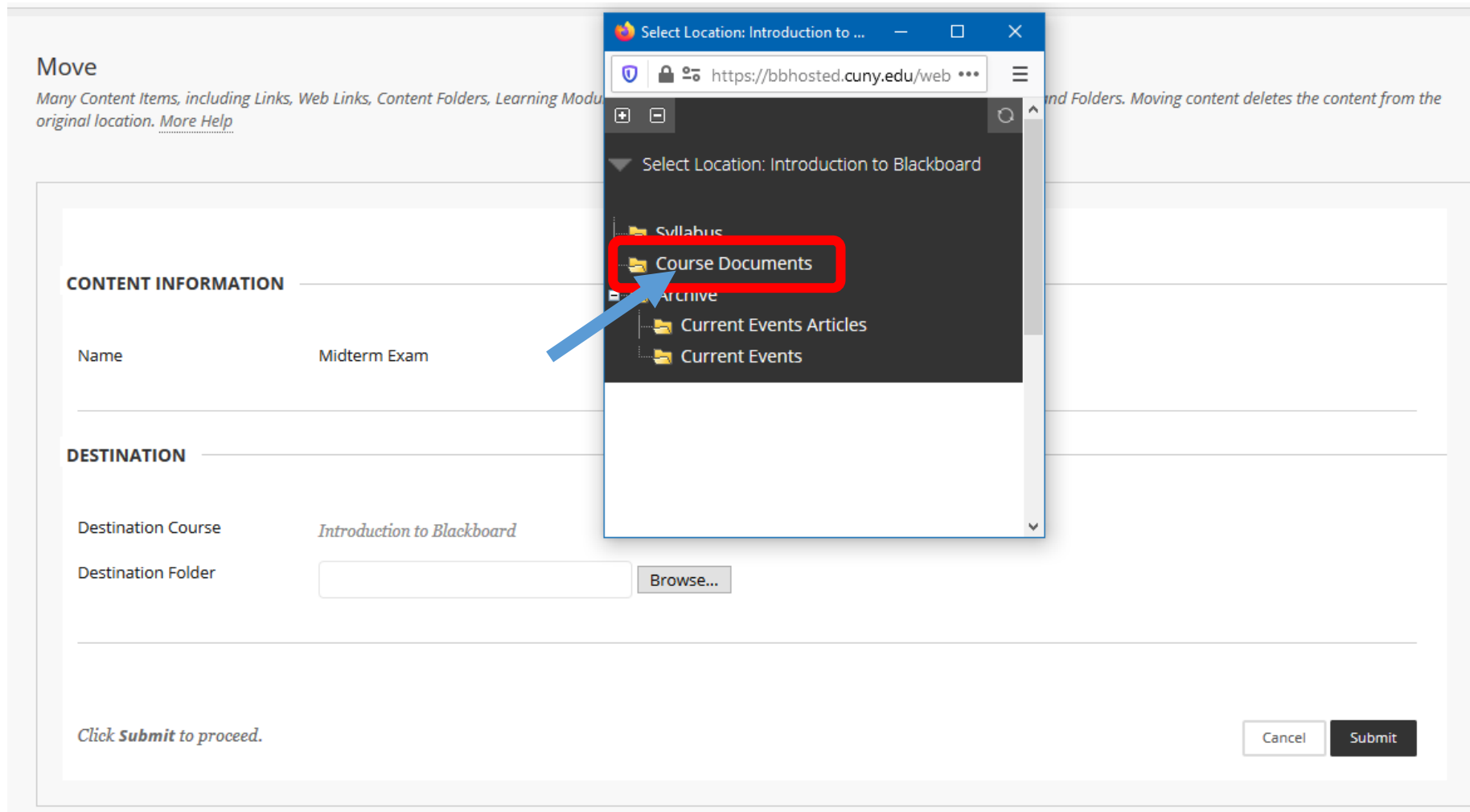
- Home Page
- Announcements
- Syllabus
- Course Documents
- Discussion Board
- Groups
- Course Tools

Course Management

- Control Panel
- Content Collection
- Course Tools

4. **You will see a list of the different content areas / content sub-folders in your course where you can move the exam link into.** In this example, we are moving the exam link into **Course Documents**.

Click **Course Documents**.



The screenshot shows the Blackboard 'Move' interface. The main window is titled 'Move' and contains the following sections:

- CONTENT INFORMATION**: Name: Midterm Exam
- DESTINATION**: Destination Course: Introduction to Blackboard; Destination Folder: Browse...

A file explorer window titled 'Select Location: Introduction to ...' is overlaid on the interface. It shows a tree view of folders under 'Select Location: Introduction to Blackboard':

- Syllabus
- Course Documents** (highlighted with a red box and a blue arrow)
- Archive
- Current Events Articles
- Current Events

At the bottom of the main window, there are 'Cancel' and 'Submit' buttons. A note at the bottom left says 'Click **Submit** to proceed.'

5. The small window will close after you click the content area of your choice.

Note that the **Destination Folder** field is now populated. **Do not alter this field.**

Click **Submit** on the bottom right to finalize the process.

Move
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CONTENT INFORMATION

Name Midterm Exam

DESTINATION

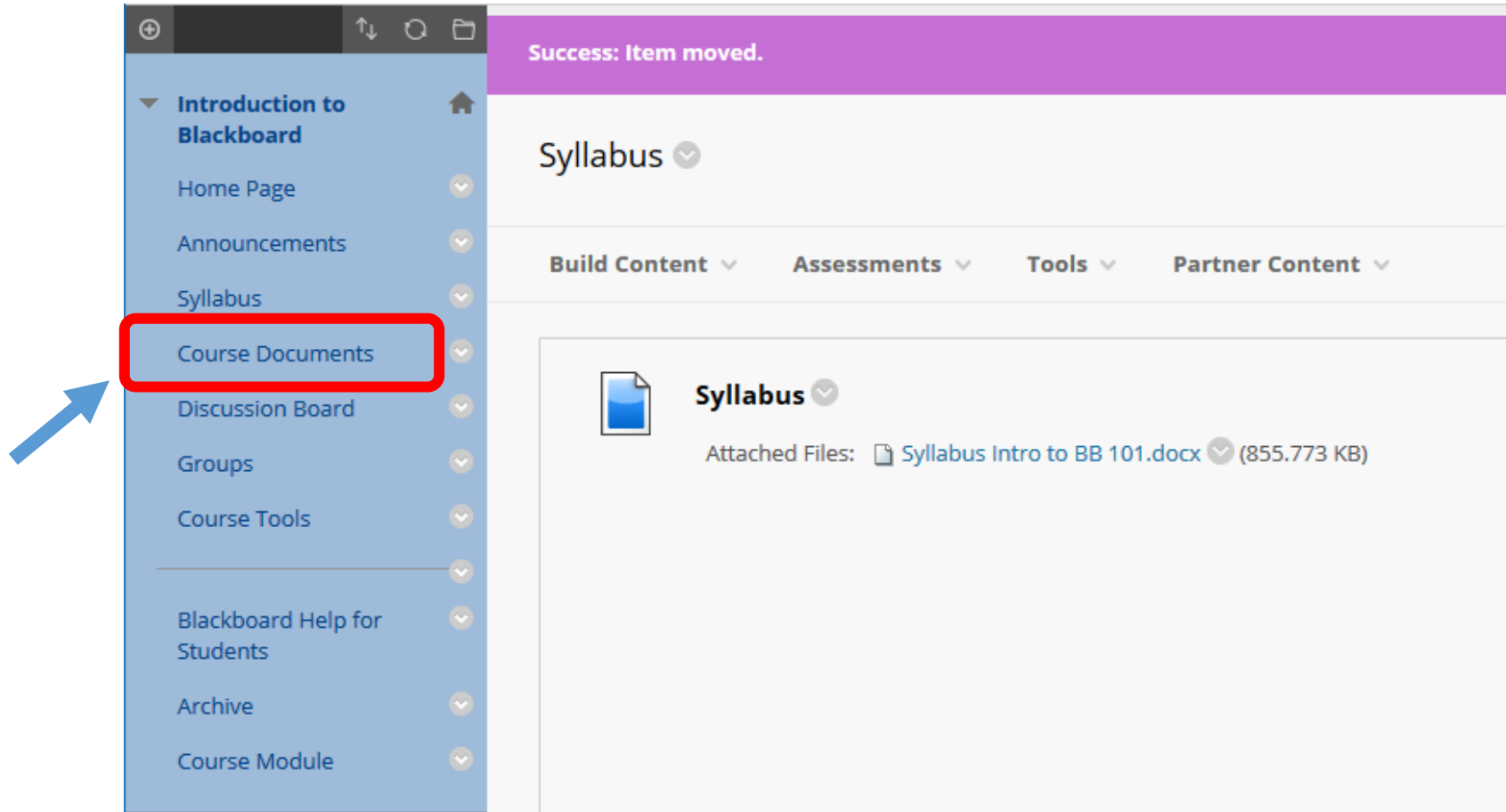
Destination Course *Introduction to Blackboard*

Destination Folder

*Click **Submit** to proceed.*

6. *Success: your course link has moved.*

To confirm this, please go to the ***content area where you moved the exam link***, Course Documents in this case.



The screenshot displays the Blackboard user interface. At the top, a purple banner contains the message "Success: Item moved." Below this, the "Syllabus" content area is visible, featuring a document icon and the title "Syllabus". Underneath the title, there are four tabs: "Build Content", "Assessments", "Tools", and "Partner Content". The main content area shows an attached file named "Syllabus Intro to BB 101.docx" with a size of 855.773 KB. On the left side, a navigation menu is shown with several options. The "Course Documents" option is highlighted with a red rectangular box, and a blue arrow points to it from the left.

Please note the Midterm Exam link is now in the Course Documents content area.

Follow this same process to move any of your course links.

