In Blackboard 9.1, you have the option to copy and move content to different areas of your course or even to another course.

**Copying Content**

The following instructions refer to copying items using the contextual menu.

**To copy a content item to the same course**

1. Make sure you have the Edit mode ON.

2. Click to open the Contextual Menu for the item you wish to copy, and then click Copy.

3. On the Copy page, in the Destination Course list, make sure that you are looking at the source course of the item (we are copying to the same course).

4. Click Browse to find a Destination Folder. Note that these folders correspond to the content areas in your Course Menu.
5. When you are finished, click Submit.

**To copy a content item to a different course**

1. Make sure you have the Edit mode On.

2. Click to open the Contextual Menu for the item you want to copy, and then click Copy.

3. On the Copy page, in the Destination Course list, select the course you want to copy the item to.

4. Click Browse to find a Destination Folder. Note that these folders correspond to the content areas in your Course Menu.

5. When you are finished, click Submit.

**Items that cannot be copied**

Items that are tied to the Grade Center such as Assignments, Tests, and Surveys cannot be copied through the contextual menu. These items must be copied using the Course Copy feature.