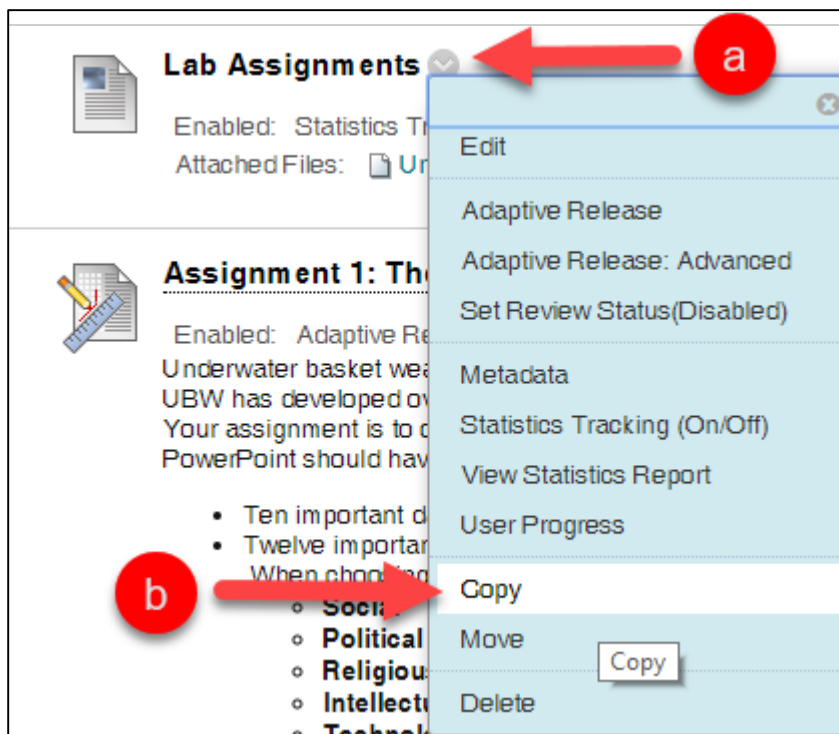


# UNIVERSITY OF HARTFORD

## FACULTY CENTER FOR LEARNING DEVELOPMENT

### Copying Individual Items or Files to another Blackboard Course

1. Log in to the course you want to copy (this is the Source Course).
2. Enter the content area that contains the file you wish to copy (e.g., Course Documents).
3. Click on the dropdown arrow next to the item and select **Copy**.



Selecting Materials to be Copied

4. Click on the dropdown box to select the course into which you want to copy the materials.

**DESTINATION**

Destination Course

Destination Folder

*Click **Submit** to proceed.*

Selecting Destination Course

5. Click **Browse**. A course 'map' will open in a new window, showing all folders.
6. Select the folder or area of the destination course.
7. Click **Submit**.

The screenshot shows the Blackboard 'Move' interface. At the top, the title 'Move' is displayed. Below it, a descriptive text states: '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.' The main interface is divided into two sections: 'CONTENT INFORMATION' and 'DESTINATION'. In the 'CONTENT INFORMATION' section, the 'Name' field contains 'Lab Assignments'. In the 'DESTINATION' section, the 'Destination Course' field is set to 'CS110: Introduction to Computers test', and the 'Destination Folder' field is empty. A 'Browse' button is located next to the 'Destination Folder' field. A dialog box titled 'Select Location: CS110: Introduction to Computers test' is open over the 'Browse' button. The dialog box shows a tree view of the course structure, including folders for 'Syllabus', 'Course Content', and seven 'Week' folders. Each 'Week' folder contains a sub-folder named 'Readings/Lectures/Videos'. At the bottom of the dialog box, there are 'Cancel' and 'Submit' buttons. The 'Submit' button is highlighted in red.

Click Browse and choose Destination Folder

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## Getting Help with Technology at the University of Hartford

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### **Faculty Center for Learning Development (FCLD)**

FCLD provides consulting and instructional support to faculty and staff who are using technology in teaching and learning. The FCLD Faculty Lab in Mortensen 203a is available for faculty support and use and is equipped with instructional technology- related equipment including: PCs, Macs, scanners, and projectors as well as support staff. Faculty and Staff needing support with Blackboard or other instructional technologies, should contact FCLD.

**Phone:** (860) 768-4661      **Email:** [fld@hartford.edu](mailto:fld@hartford.edu)

**Website:** <http://www.hartford.edu/fld>

### **Student Blackboard Support**

The following is student support for Blackboard only. All other support technical support issues need to be addressed to the Office of Technology Services (below).

**Phone:** (860) 768-4636      **Email:** [bbsupport@hartford.edu](mailto:bbsupport@hartford.edu)

**FAQ/Submit a Ticket:** <http://www.hartford.edu/studentbbsupport>

### **Information Technology Services (ITS) Help Desk**

For general computer and Internet/network support questions (not directly related to the classroom but rather passwords, Internet/email problems, Banner/Self-Service, campus Facebook).

**Phone:** (860) 768-4357      **Email:** [helpdesk@hartford.edu](mailto:helpdesk@hartford.edu)

**Website:** <http://hartford.edu/ots>

### **Media Technology Services (MTS)**

Faculty should contact MTS for assistance scheduling or implementing classroom technology (2-Way interactive video classrooms, Smart Podiums, laptops, etc.), for setting up WebEx accounts, or for scheduling and instruction for a wide variety of media equipment and resources like LCD data projectors, CD/cassette players, TVs and VCRs, digital video, and more.

**Phone:** (860) 768-4357      **Website:** <http://www.hartford.edu/mts>