Faculty Quick Tips – Move Folders in Blackboard

How to move Specific folders within Blackboard

Follow These Easy Steps

1. Make sure **Edit Mode is on** (Figure 1)

2. **Navigate to the folder or group** of files needing to be moved

3. **Click the dropdown arrow**

4. **Select Move** (Figure 2)

5. **Click Browse** to select destination folder (Figure 3)

6. Once destination folder is selected (Figure 4) leave all selections as default and **click submit** (Figure 5).

7. Once complete look for folder in new selected area/destination.

Notes: Tests and Assignments cannot be moved to another course. Tests will have to be exported then re imported into the new course.