| **Step** | **Action** | **Graphic** |
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| 1. | To move content from one Blackboard course to another Blackboard course, click the chevron next to the content you want to move and select Move from the drop-down menu. | Blackboard Item drop-down menu with red square around Move |
| 2. | Choose the Destination Course from the list of available courses. | List of destination courses in a Blackboard Item |
| 3. | Click on Browse to choose the Destination Folder. | Browse button |
| 3. | From the list of available folders in the destination course, click on the name of the folder to which you want to move the content. | List of destination folders in a Blackboard Item |
| 4. | Click Submit. | Submit button |