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.