

HOW TO MOVE FOLDERS IN THE CONTENT SYSTEM

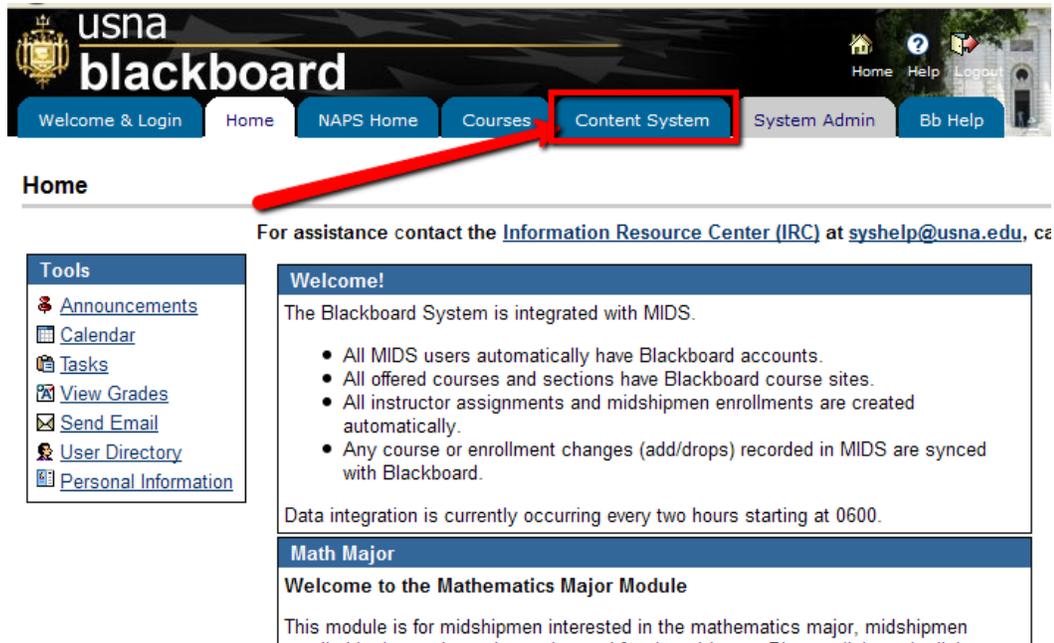
Date: October 15, 2014

Prepared By: ITSD Information Engineering Department – Jessica Abramovich

Purpose: This document provides directions for moving content folders from course content area sites to organization content sites.

Reference: Blackboard Academic Suite 7.1 Instructors Manual

1. After logging into Blackboard, on the home page select the **Content System** tab located on the upper left side of the page.



usna
blackboard

Welcome & Login Home NAPS Home Courses **Content System** System Admin Bb Help

Home

For assistance contact the [Information Resource Center \(IRC\)](#) at syshelp@usna.edu, ca

Tools

- Announcements
- Calendar
- Tasks
- View Grades
- Send Email
- User Directory
- Personal Information

Welcome!

The Blackboard System is integrated with MIDS.

- All MIDS users automatically have Blackboard accounts.
- All offered courses and sections have Blackboard course sites.
- All instructor assignments and midshipmen enrollments are created automatically.
- Any course or enrollment changes (add/drops) recorded in MIDS are synced with Blackboard.

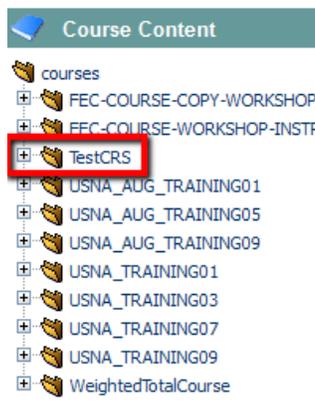
Data integration is currently occurring every two hours starting at 0600.

Math Major

Welcome to the Mathematics Major Module

This module is for midshipmen interested in the mathematics major, midshipmen

2. Click the course content folder from the left menu area.

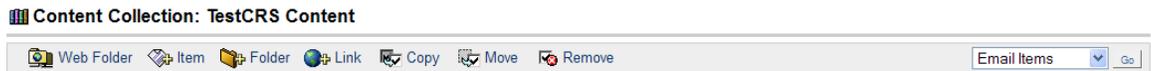


Course Content

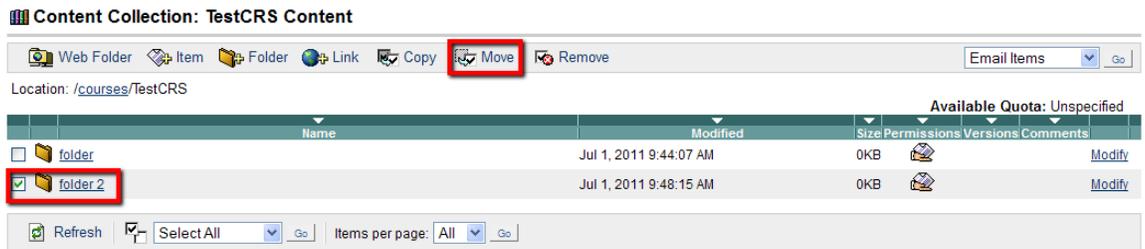
- courses
- FEC-COURSE-COPY-WORKSHOP
- FEC-COURSE-WORKSHOP-INSTR
- TestCRS**
- USNA_AUG_TRAINING01
- USNA_AUG_TRAINING05
- USNA_AUG_TRAINING09
- USNA_TRAINING01
- USNA_TRAINING03
- USNA_TRAINING07
- USNA_TRAINING09
- WeightedTotalCourse

2 | How To Move Folders In The Content System U.S. Naval Academy

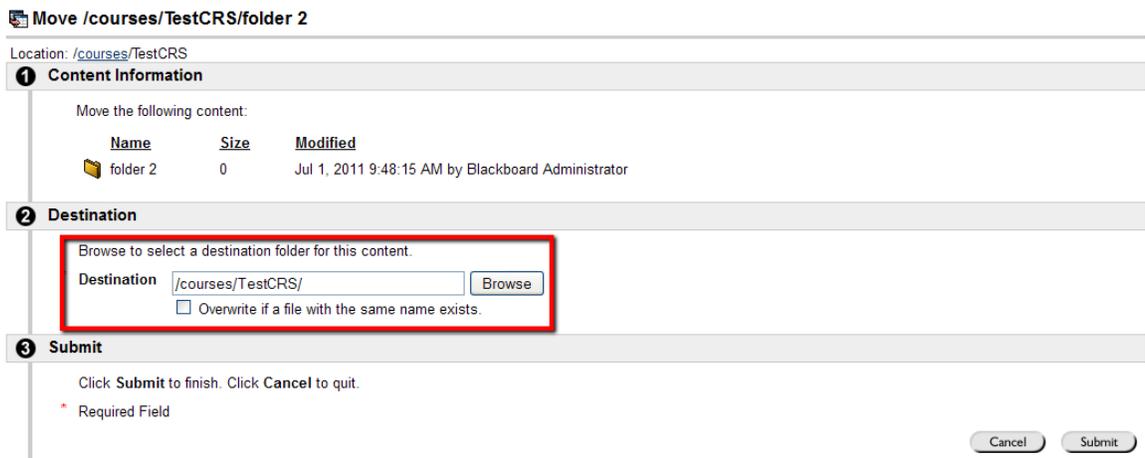
3. A course folder appears with a menu tool bar.



4. Place a check mark in the box next to the folder you want moved. Select the Move link from the upper menu tool bar.



5. The **Move/Courses** Page opens, and then click **Browse** to select a destination area for the folder.



3 | How To Move Folders In The Content System
U.S. Naval Academy

6. Next the **Select Folder** window appears, select a folder from the anywhere in the course content area you want.

Select Folder

Web Folder Item Folder

Location: /courses/TestCRS/folder

Folder Empty

Refresh

Cancel Submit

7. Select the folder in the radio and click **Submit**. Then click **Submit** on the **Move/courses** page.

If you need further assistance, please contact the [Information Technology Services Center \(ITSC\)](#) at syshelp@usna.edu, by calling 410-293-3500, or [submit a Syshelp Request](#).