

# How to Copy Files to the Content Collection

Use the following steps to copy files to the Content Collection. You can only copy content to folders within the Content Collection that you have Write permission for.

The Move Files to Course Files tool copies the following items:

- Content folders
- Content items
- Course Links
- Assignments
- Instructions
- Web Links
- Learning Modules

The following content is NOT added to content management using this tool:

- Attachments for tests, surveys, and pools
- Discussion board messages
- Group file exchange
- Grade Assignment page items
- Student files

## Related articles:

[Page:How to Publish a Test to Blackboard with Exam Author](#)

[Page:How to Install and Configure Respondus Exam Author](#)

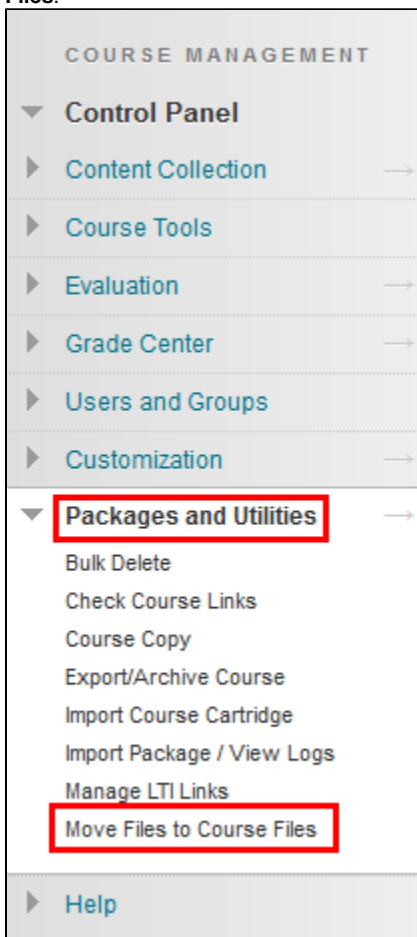
[Page:Troubleshooting Respondus Exam Author](#)

[Page:How to Access and Use the Retention Center](#)

[Page:How to Use Blackboard Messages](#)

## Step-by-step guide

1. From the Control Panel, click **Packages and Utilities**. Then click **Move Files to Course Files**.



2. Check the box under the Course ID to add all content to Course Files.

**SELECT COURSE**

Source Course ID      BbMSUsandbox06

Selecting this option will add all content in this course to Course Files.

3. Click **Browse** to select the destination for the copied files.

**SELECT DESTINATION**

*Enter the Content Collection destination for the items or **Browse** to search for a destination.*

Destination

When you upload a file to your course it is automatically added to the course files for that course in Content Collection. You do not need to use this tool to copy files into the Content Collection for the course you are currently in. This option is for copying course files to another course.

4. Click **Submit** at the bottom of the page.

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For questions or comments, contact the Computer Services Help Desk  
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417-836-5891