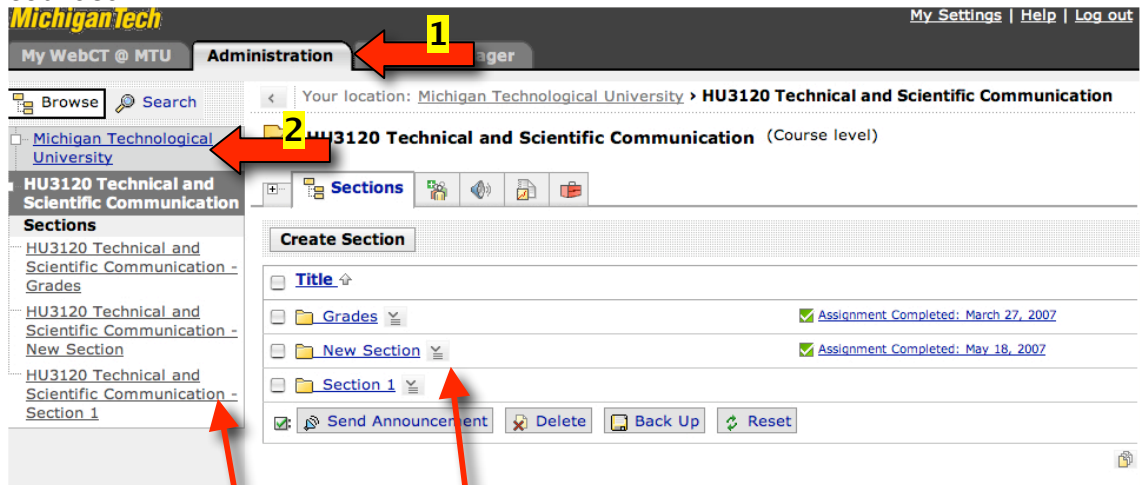

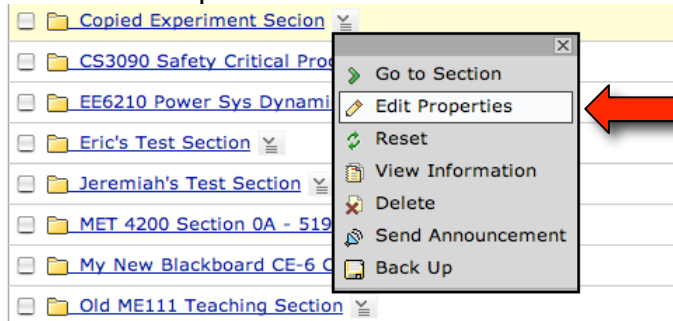


Copying or Re-Assigning Content from one Blackboard CE/WebCT version 6 section to another

- 1) Go to the administration tab (1), click on [Michigan Technological University](#) (2) in blue in the upper left of the screen to get your full list of courses.




- 2) Click on the name of the new section you want to copy into from the list on the left
- 3) Click on the Action Links Icon  immediately to the right of the name of the section in blue in the middle of the screen
- 4) Select Edit Properties from that Pull down menu



- 5) Scroll down to "Reassign Content to Section" on the Edit Section Properties screen, click the radio button next to "Copy content from another section," then click the "Select Section" button

Reassign Content to Section

 Content was reassigned to this section on October 16, 2007. It is recommended that you back up the section before selecting any of the content reassignment options.

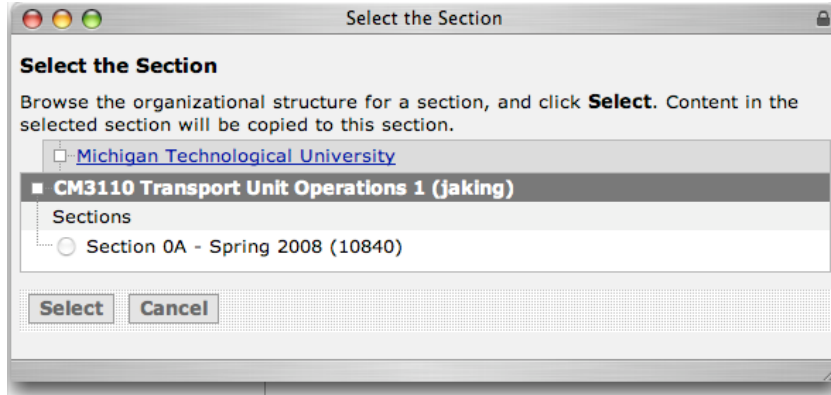
- Do not reassign content to this section (The Section Designer will be able to assign content upon entering this section, or the Administrator will be able to add/change content at a later time.)
- Set up a blank section (The Section Designer must create new content to build the section.)

- Copy content from another section

Select Section...

- Back up section before reassigning

- 6) This will open a new window where you can pick the section you want to copy content from. First, click on [Michigan Technological University](#) in blue to get your full list of courses, then click the radio button next to the section you want to copy content from, then scroll down to the bottom of that window and click the **"Select"** button



- 7) Now, back on the Edit Section Properties screen, scroll down to the bottom and click **Save**.

All the content, discussion categories, grade book columns, assessments and questions, etc. will now be in the new section.