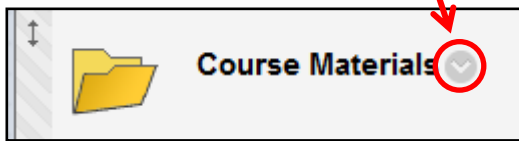


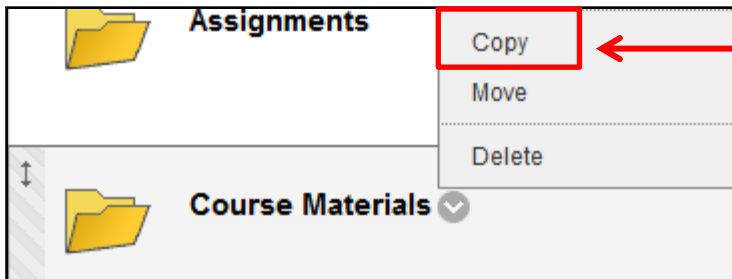
# How to Copy Content in HuskyCT

## Step 1: Access the option menu for the item to be copied

Mouse over the content link until the gray menu arrow appears



## Step 2: Choose the option to "Copy"



Click on Copy

**NOTE: Some links, such as those to Tests will not offer the Copy option.**

## Step 3: Choose the Destination Course and Destination Folder

**Destination**

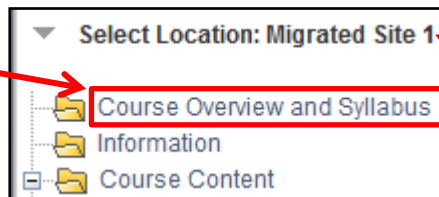
Destination Course:  By default the **Destination Course** will be the same as the course you are currently in

Destination Folder:  Use drop-down menu to select different **Destination Course**

Use the Browse button to bring up the list of possible **Destination Folders**

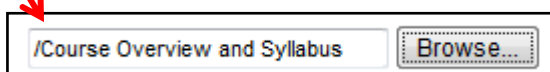
**NOTE: Some content links will not offer an option to copy to a different destination course**

Click on the **Destination Folder** from the choices in the pop-up window



**NOTE: Destination Course will be indicated here.**

The selected folder will appear next to the Browse button



Click Submit

