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

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

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

For assistance, contact the Instructional Resource Center, irchelp@uconn.edu; (860)486-5052