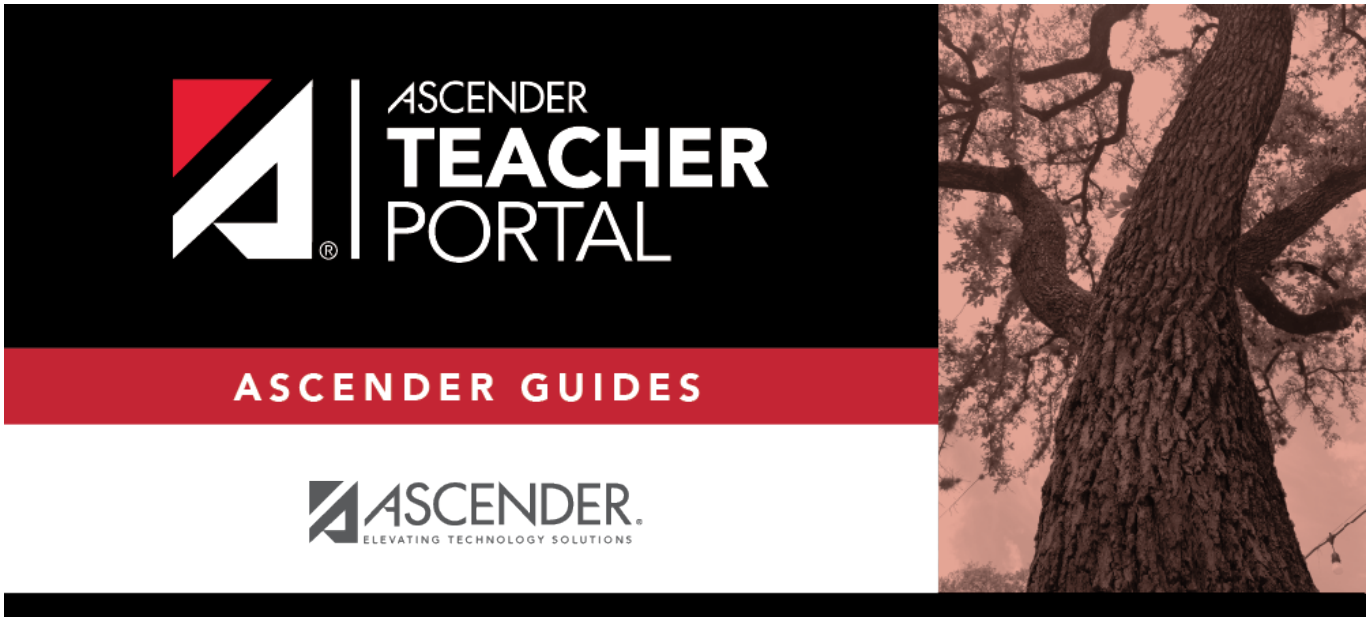

copy_categories_body2

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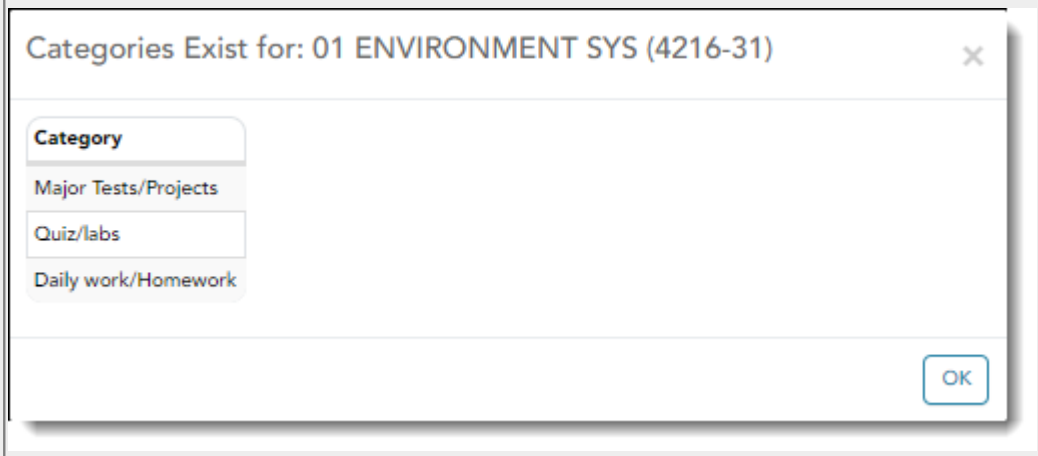
copy_categories_body2 i

Your active courses are listed.

From	The course, period, and section from which you are copying categories is displayed.
Course	Click a course title to view the existing categories for the course. A window opens which displays the categories for the course.  Click **OK** to close the window.
Copy	Select one or more courses to copy the categories *to*. **NOTE:** You cannot copy to courses that have categories with assignments; the check box for the course is disabled.

PIN	Type your four-digit personal identification number (PIN).

❑ Click **Copy**.

NOTE: If you attempt to copy categories to a course that already has categories (but no assignments), a warning message is displayed stating that you will override any categories that exist for the other course(s).

Click **Continue** if appropriate.

❑ Click **Return to Categories** to return to the Manage Categories page.