



Copy Assignments

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Settings > Manage Assignments

Once you establish the assignments for a course on [Settings > Administer Assignments](#), you can copy the assignments to other course-sections.

- If you are copying assignments for the current semester-cycle, the entire assignment record is copied, including the assignment date and due date.
- If you are copying assignments to a future semester-cycle, the assignment record is copied without the assignment date and due date.

This page is only accessible from the Manage Assignments page.

Update data:

☐ On the Manage Assignments page, use the **Semester** and **Course-Section** fields to select the course-section *from* which to copy assignments.

☐ Then, click **Copy assignments to Another Course-Section-Cycle**.

The Copy Assignments page opens.

From course	
Assignments to Copy	
Copy To Course-Section	

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

☐ Click **Copy**.

The page reloads, and a list of assignments and the courses to which the assignments were copied is displayed.

☐ Click **Return to Assignments** to return to the Manage Assignments page.