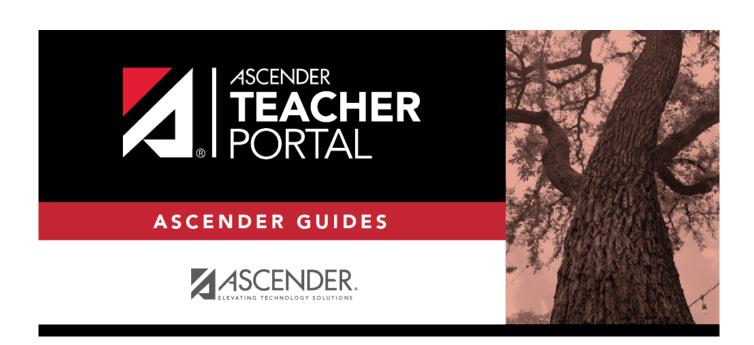
- :



# **Copy Assignments**

### **Table of Contents**

Copy Assignments	
Copy Assignments	

# **Copy Assignments**

#### 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:**

$\square$ On the Manage Assignments page, use the <b>Semester</b> and <b>Course-Section</b> fields to select the course-section <i>from</i> which to copy assignments.
☐ Then, click <b>Copy assignments to Another Course-Section-Cycle</b> .

The Copy Assignments page opens.

From course
Assignments to Copy
<b>Copy To Course-Section</b>

**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.

2  $\square$  Click **Return to Assignments** to return to the Manage Assignments page.