



# Copy Assignments



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# 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.

### Copy Assignments

From Course **02 SCIENCE ENRICHM (4218-32) [Ready]**  
 Semester 1  
 Cycle 1

Assignments to Copy

- All Assignments
- Lab Safety Poster
- MSDS Assignment
- MSDS Poster
- Cell Vocabulary
- Macromolecule Vocabulary
- Macromolecule foldable
- Vocabulary Quiz
- Food Poster
- Enzyme Worksheet
- Enzyme Drawing
- Enzyme Test

PIN:

Copy To Course-Section  
 Semester 2

Course	Period	Cycles		
		1	2	3
01 ENVIRONMENT SYS (4216-31)	01	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
02 ENVIRONMENT SYS (4216-32)	02	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
02 SCIENCE ENRICHM (4218-32) [Ready]	02	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03 ENVIRONMENT SYS (4216-33)	03	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
04 ENVIRONMENT SYS (4216-34)	04	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
05 ENVIRONMENT SYS (4216-35)	05	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08 INT PHY & CHEM (4202-38)	08	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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## 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.

<b>From course</b>	
<b>Assignments to Copy</b>	
<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.

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