



Copy Assignments

Table of Contents

Copy Assignments i
Copy Assignments 1

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"/> |

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 | The course-section, semester, and cycle selected on previous page are displayed. This is the course-section you are copying categories <i>from</i> . |
| Assignments to Copy | All assignments for the selected course-section are listed. Select specific assignments, or select All Assignments to select all. |
| Copy To Course-Section | All course-sections for all cycles are listed. Closed cycles are disabled. Select specific course-sections to copy assignments to, or select the cycle check box to select all course-sections for the cycle. |

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

Click **Copy**.

The 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.