



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.

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

COPY TO

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:

☐ From 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.