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# **Copy Assignments**

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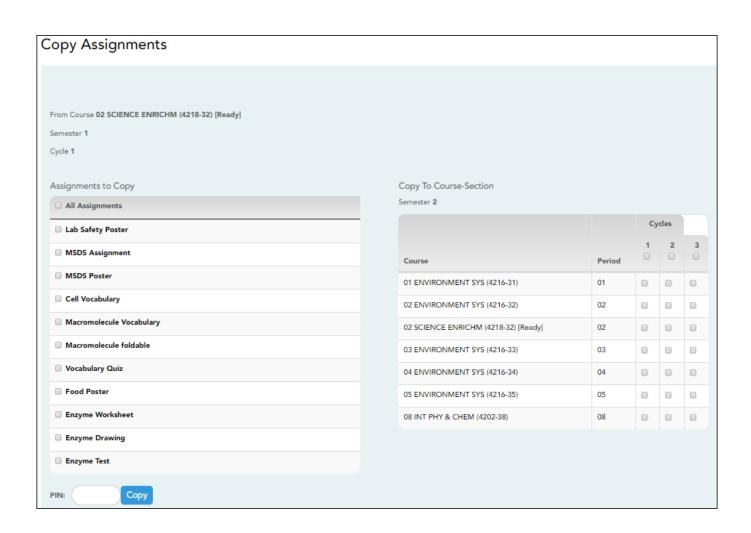
## **Copy Assignments**

#### Settings > Manage Assignments

Once you establish the assignments for a course on Settings > Manage 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:

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 <b>All Assignments</b> to select all.
	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 <b>Copy</b> .
The list of assignments and the courses to which the assignments were copied is displayed.
☐ Click <b>Return to Assignments</b> to return to the Manage Assignments page.