

Copy Assignments

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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.

Copy Assignments					
From Course 02 SCIENCE ENRICHM (4218-32) [Ready]					
Semester 1					
Cycle 1					
Assignments to Copy	Copy To Course-Section				
All Assignments	Semester 2				
Lab Safety Poster	-		Су	Cycles	
MSDS Accimement			1	2	3
	Course	Period			
MSDS Poster	01 ENVIRONMENT SYS (4216-31)	01			
Cell Vocabulary	02 ENVIRONMENT SYS (4216-32)	02	•		•
Macromolecule Vocabulary	02 SCIENCE ENRICHM (4218-32) [Ready]	02			
Macromolecule foldable	03 ENVIRONMENT SYS (4216-33)	03	•	•	
Vocabulary Quiz	04 ENVIRONMENT SYS (4216-34)	04			
Food Poster	05 ENVIRONMENT SYS (4216-35)	05	•	•	•
Enzyme Worksheet	08 INT PHY & CHEM (4202-38)	08			
Enzyme Drawing					
Enzyme Test					
PIN: Copy					

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.