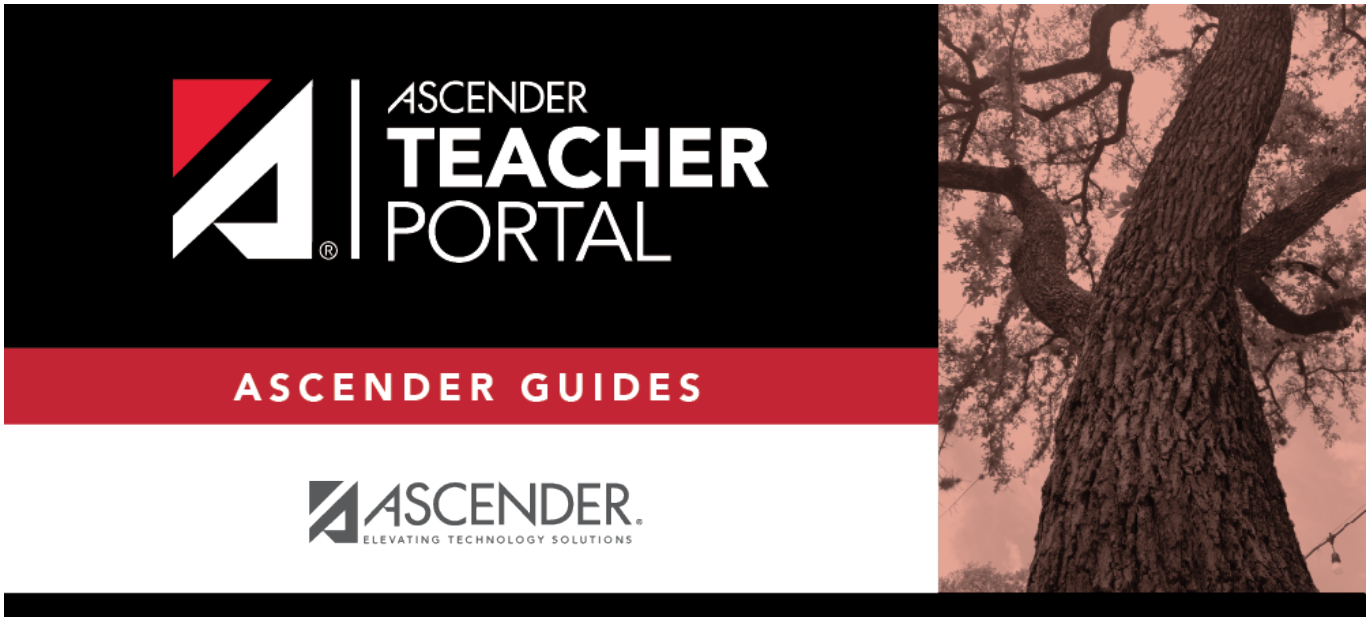



# Copy Assignments

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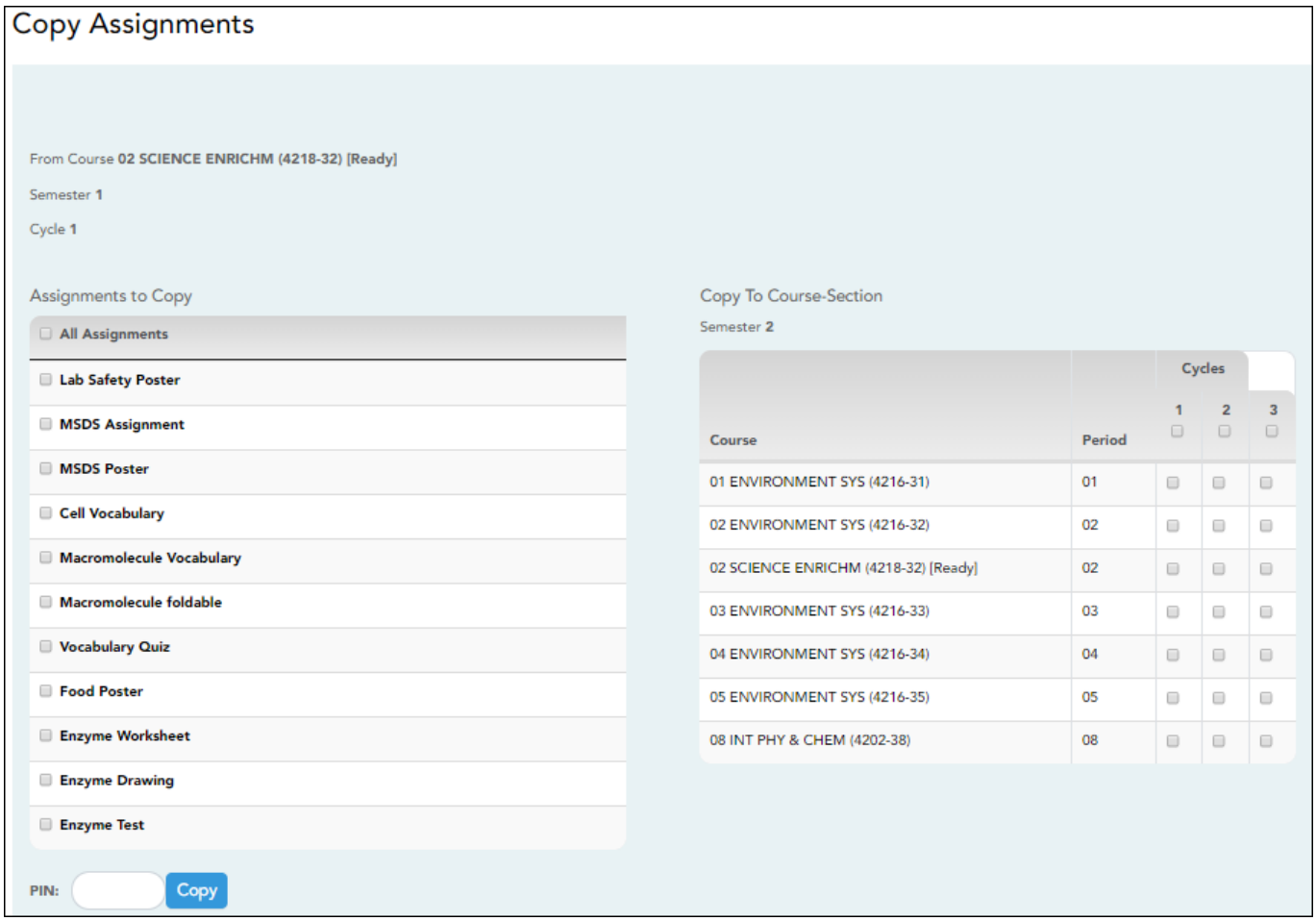
# Copy Assignments

***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 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 *from*. |
| **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.<br><br>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.