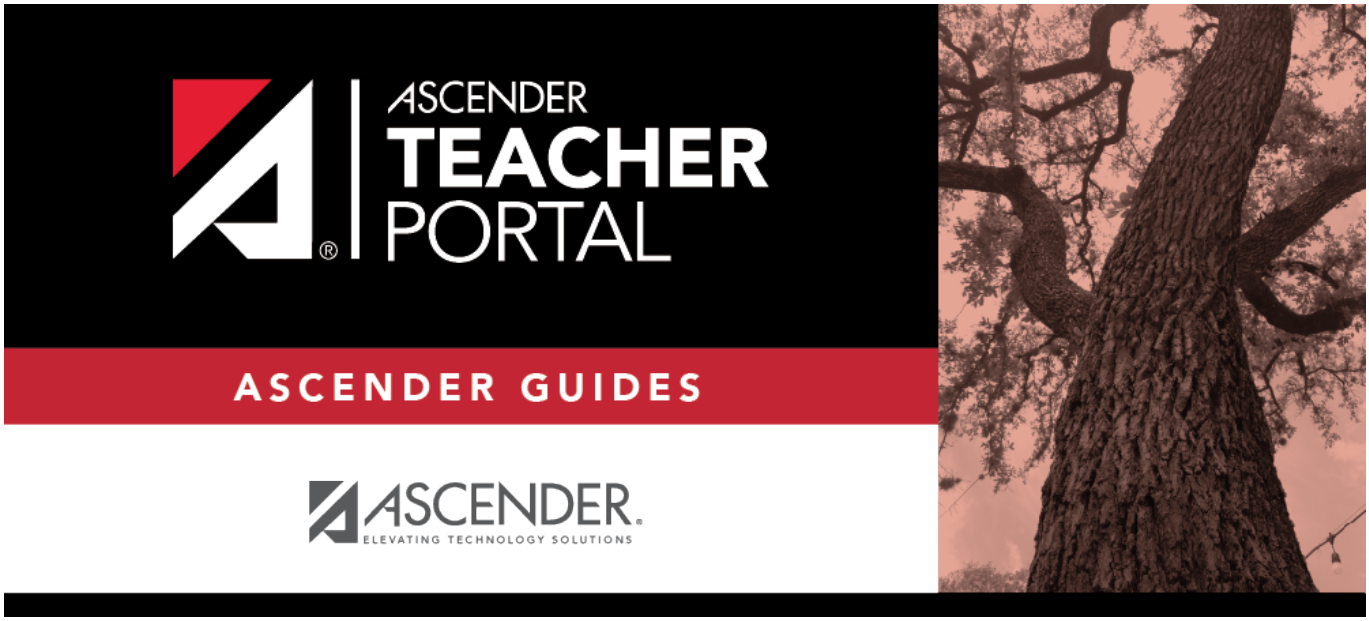

Copy Categories

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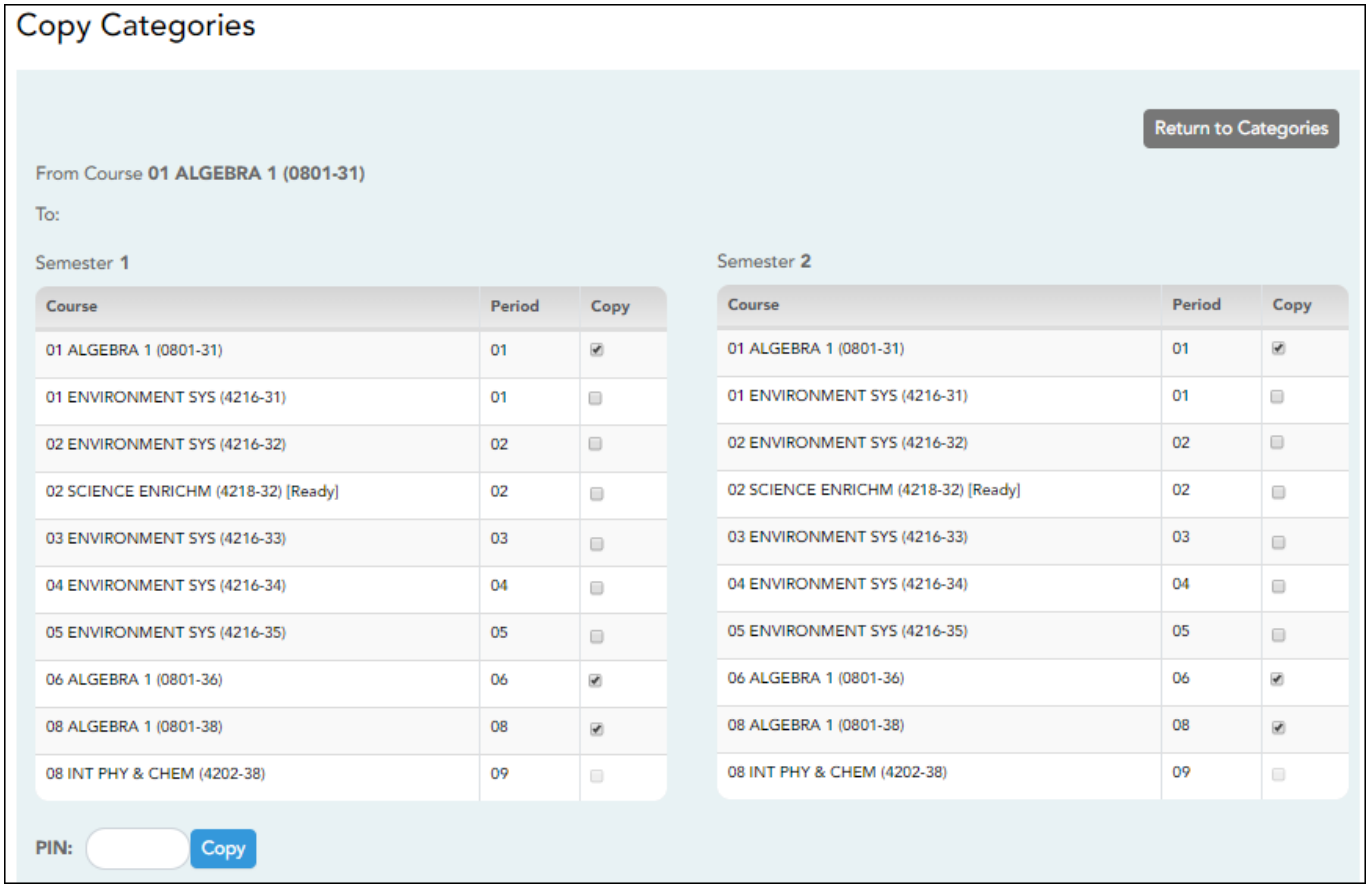
Settings > Manage Categories

Once you establish the categories for a course on Settings > Manage Categories, you can copy the categories to other course-sections. All categories for a course must be copied as a group to the other course; you cannot copy individual categories. The categories for a course-section cannot be copied to itself.

This page is only accessible from the Manage Categories page.

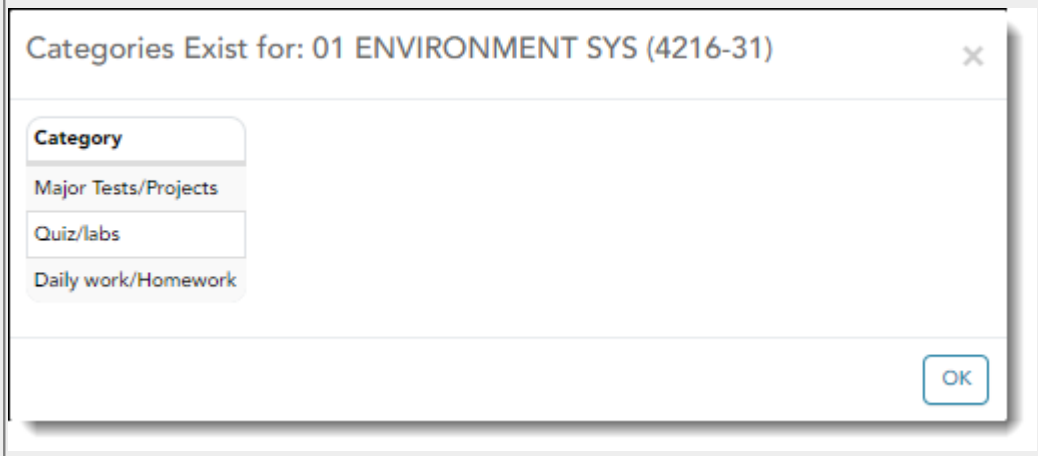


Update data:

❑ On the Manage Categories page, use the **Semester** and **Course-Section** fields to select the course-section *from* which to copy categories.

❑ Then, click **Copy categories to other course sections**. The Copy Categories page opens.

Your active courses are listed.

From	The course, period, and section from which you are copying categories is displayed.
Course	Click a course title to view the existing categories for the course. A window opens which displays the categories for the course.  Click **OK** to close the window.
Copy	Select one or more courses to copy the categories *to*. **NOTE:** You cannot copy to courses that have categories with assignments; the check box for the course is disabled.

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

❑ Click **Copy**.

NOTE: If you attempt to copy categories to a course that already has categories (but no assignments), a warning message is displayed stating that you will override any categories that exist for the other course(s).

Click **Continue** if appropriate.

❑ Click **Return to Categories** to return to the Manage Categories page.