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PORTAL

ASCENDER GUIDES

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ELEVATING TECHNOLOGY SOLUTIONS



Copy Categories

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Copy Categories

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.

Copy Categories

[Return to Categories](#)

From Course **01 ALGEBRA 1 (0801-31)**

To:

Semester 1			Semester 2		
Course	Period	Copy	Course	Period	Copy
01 ALGEBRA 1 (0801-31)	01	<input checked="" type="checkbox"/>	01 ALGEBRA 1 (0801-31)	01	<input checked="" type="checkbox"/>
01 ENVIRONMENT SYS (4216-31)	01	<input type="checkbox"/>	01 ENVIRONMENT SYS (4216-31)	01	<input type="checkbox"/>
02 ENVIRONMENT SYS (4216-32)	02	<input type="checkbox"/>	02 ENVIRONMENT SYS (4216-32)	02	<input type="checkbox"/>
02 SCIENCE ENRICHM (4218-32) [Ready]	02	<input type="checkbox"/>	02 SCIENCE ENRICHM (4218-32) [Ready]	02	<input type="checkbox"/>
03 ENVIRONMENT SYS (4216-33)	03	<input type="checkbox"/>	03 ENVIRONMENT SYS (4216-33)	03	<input type="checkbox"/>
04 ENVIRONMENT SYS (4216-34)	04	<input type="checkbox"/>	04 ENVIRONMENT SYS (4216-34)	04	<input type="checkbox"/>
05 ENVIRONMENT SYS (4216-35)	05	<input type="checkbox"/>	05 ENVIRONMENT SYS (4216-35)	05	<input type="checkbox"/>
06 ALGEBRA 1 (0801-36)	06	<input checked="" type="checkbox"/>	06 ALGEBRA 1 (0801-36)	06	<input checked="" type="checkbox"/>
08 ALGEBRA 1 (0801-38)	08	<input checked="" type="checkbox"/>	08 ALGEBRA 1 (0801-38)	08	<input checked="" type="checkbox"/>
08 INT PHY & CHEM (4202-38)	09	<input type="checkbox"/>	08 INT PHY & CHEM (4202-38)	09	<input type="checkbox"/>

PIN: [Copy](#)

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.

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).

09 PRINAgFNR (2000-09) , for semester 2 has existing categories that will be overwritten.
Continue? Continue?

Continue

Cancel

Click **Continue** if appropriate.

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