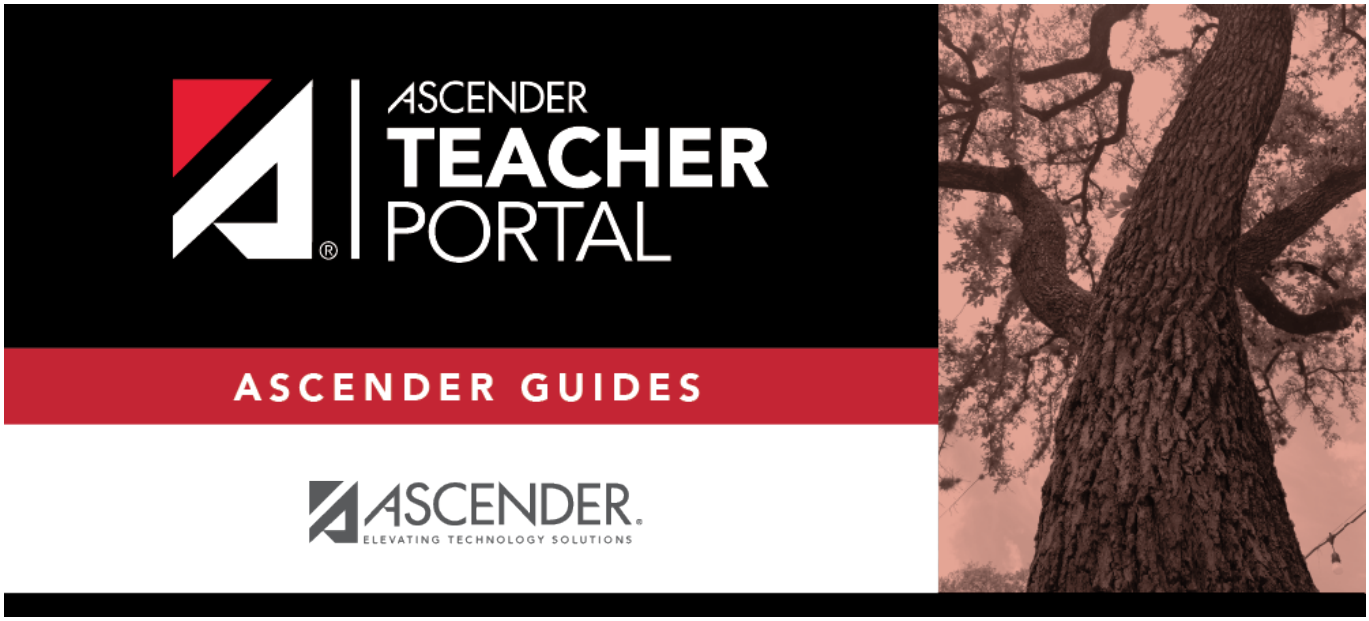


Copy Categories

Table of Contents

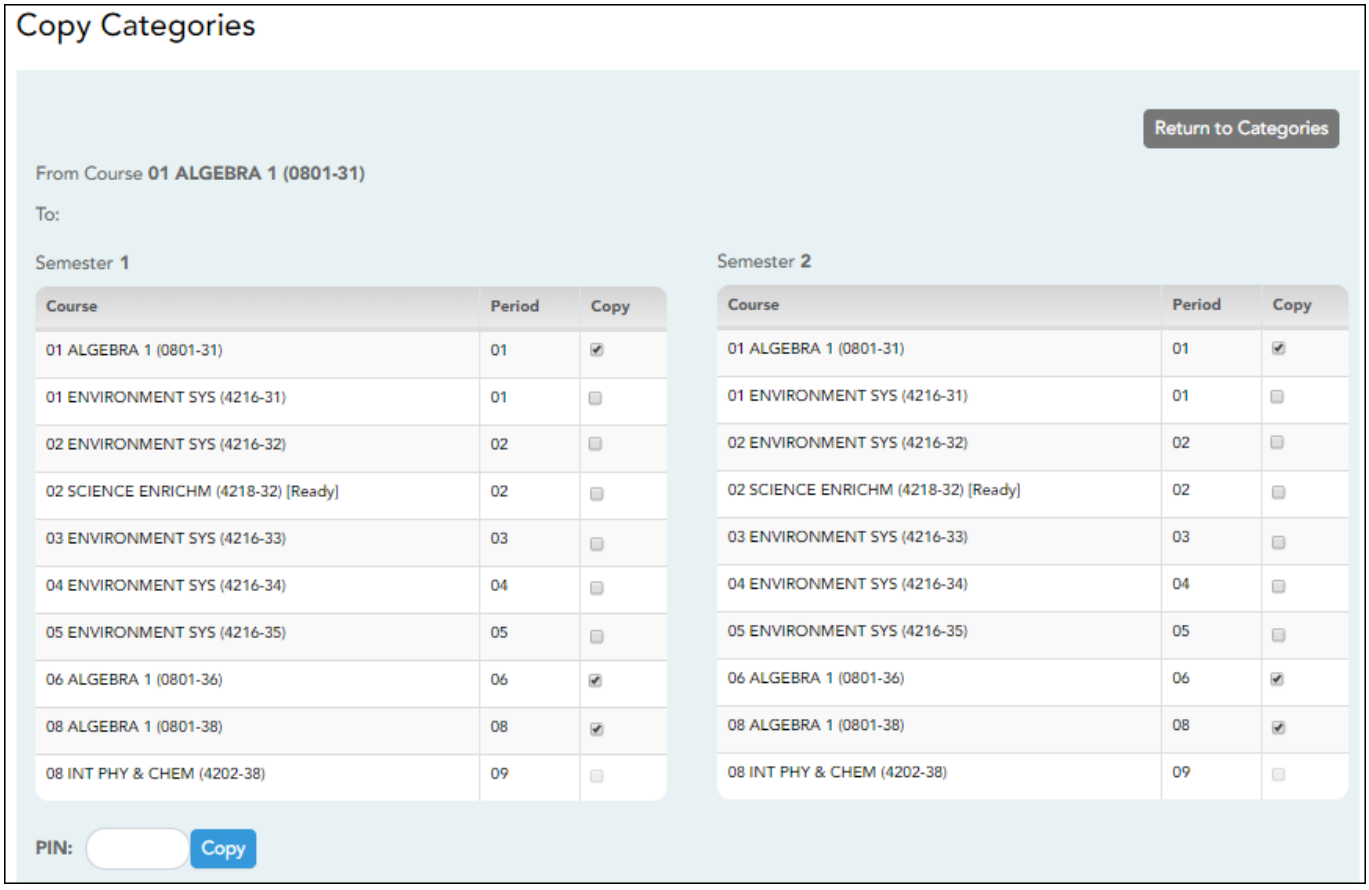
Copy Categories i
Copy Categories 1

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.



Update data:

❑ On the Administer 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 the 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**.

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.