



## 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

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

Semester 2

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

PIN:

## 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**.

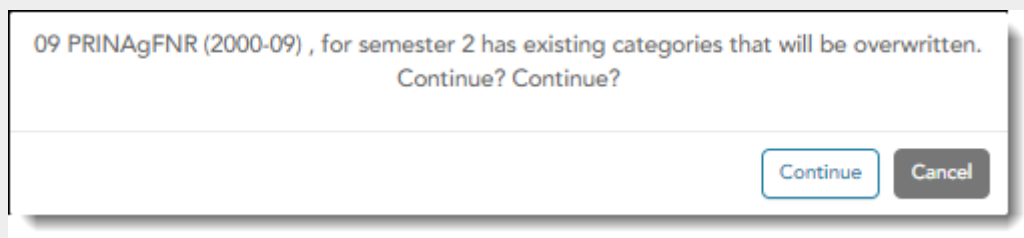
The Copy Categories page opens. Your active courses are listed.

|               |                                                                                                                                                                                       |
|---------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>From</b>   | The course, period, and section from which you are copying categories is displayed.                                                                                                   |
| <b>Course</b> | Click the course title to view the existing categories for the course. A window opens which displays the categories for the course.<br><br>Click <b>OK</b> to close the window.       |
| <b>Copy</b>   | Select one or more courses to copy the categories to.<br><br><b>NOTE:</b> 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.