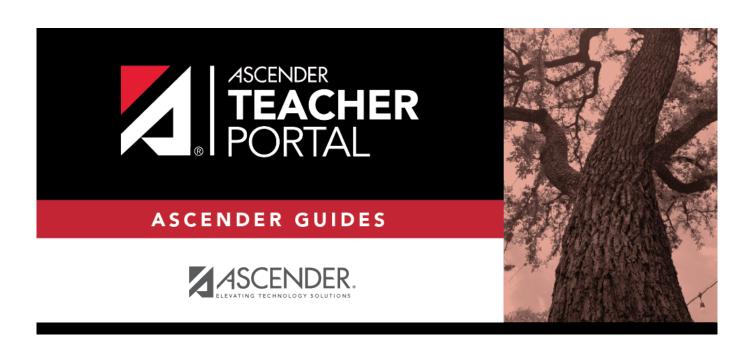
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copycategoriesto

Table of Contents

copycategoriesto	
Copy Categories	1

Copy Categories

Settings > Administer Categories

Once you establish the categories for a course on Settings > Administer 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.

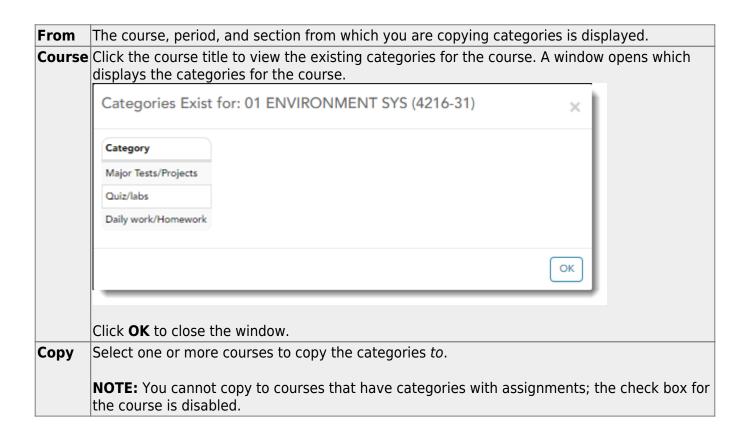
This page is only accessible from the Administer Categories page.

Update data:

☐ On the Administer Categories page, use the Semester and Course-Section fields to se	lect the
course-section <i>from</i> which to copy categories.	

☐ Then, click **Copy categories to other course sections**.

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



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

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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 **Back to Categories** to return to the Administer Categories page.