



**copycategoriesto**



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# 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 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>	<p>Click the course title to view the existing categories for the course. A window opens which displays the categories for the course.</p>  <p>Click <b>OK</b> to close the window.</p>
<b>Copy</b>	<p>Select one or more courses to copy the categories <i>to</i>.</p> <p><b>NOTE:</b> You cannot copy to courses that have categories with assignments; the check box for the course is disabled.</p>

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

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