



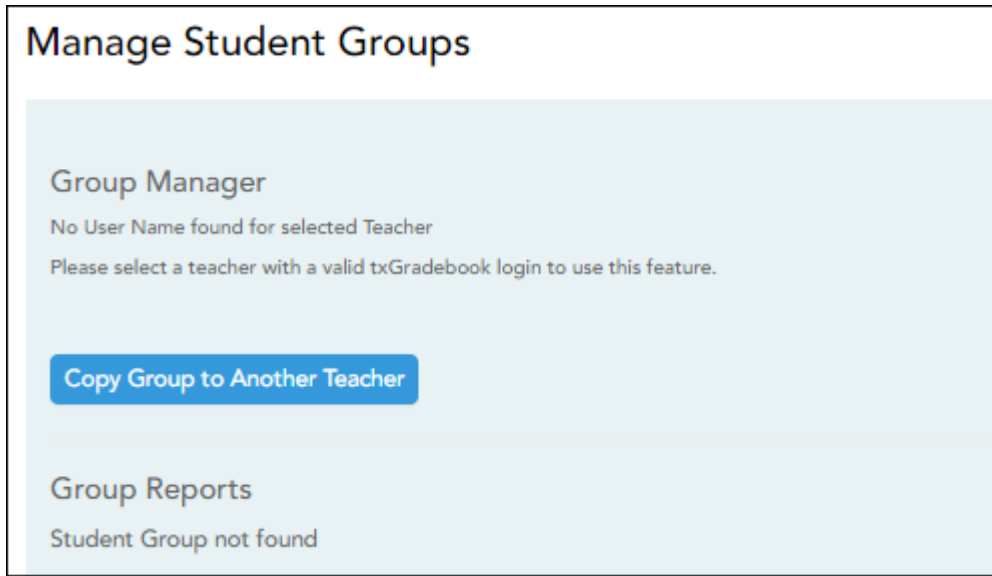
**copy\_student\_groups\_body**



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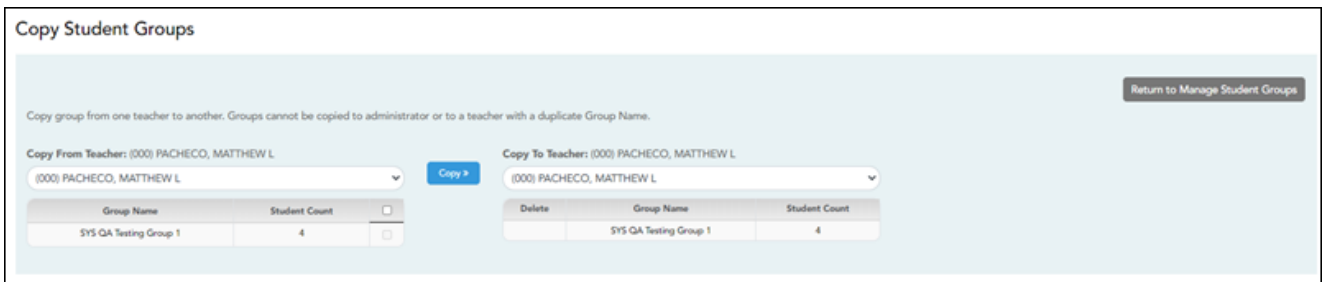


If you are logged on as an administrator, the **Copy Group to Another Teacher** button is displayed on the Manage Student Groups page.





- ☐ From the Manage Student Groups page, click **Copy Group to Another Teacher**.

The Copy Student Groups page opens.



<b>Copy From Teacher (left grid)</b>	The teacher you are impersonating (i.e., the teacher you selected in the <b>Run as Teacher</b> field on the Administrator Options page) is selected by default. You can select another teacher if you have administrative access to that teacher.	
	The selected teacher's groups are listed.	
	<b>Student Count</b>	The number of students added to the group is displayed.
	<b>Copy</b>	<p>Select for the group(s) you want to copy from this teacher to another teacher.</p> <p>You can only copy groups that do not already exist for the other teacher, and the other teacher must have an active TeacherPortal account.</p> <p><b>TIP:</b> If you hover over a disabled <b>Copy</b> field, a pop-up message displays the reason the group cannot be copied (e.g., “Exists in destination”).</p>

<b>Copy To Teacher (right grid)</b>	The teacher you are impersonating is selected by default. Select another teacher to copy the groups <i>to</i> .	
	The selected teacher's existing groups are listed.	
	<b>Student Count</b>	The number of students added to the group is displayed.
		Click to delete the group from the instructor's list of groups. <b>WARNING:</b> You can only delete a group that has been copied to another teacher immediately after it has been copied (i.e., if it was copied by mistake). Once you select another teacher under <b>Copy To Teacher</b> or leave the page, the  is no longer available.

Click **Copy»**. The selected group(s) moved to the **Copy To Teacher** list.

Click **Return to Manage Student Groups** to return to the Manage Student Groups page.



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