

# **Copy Assignments**

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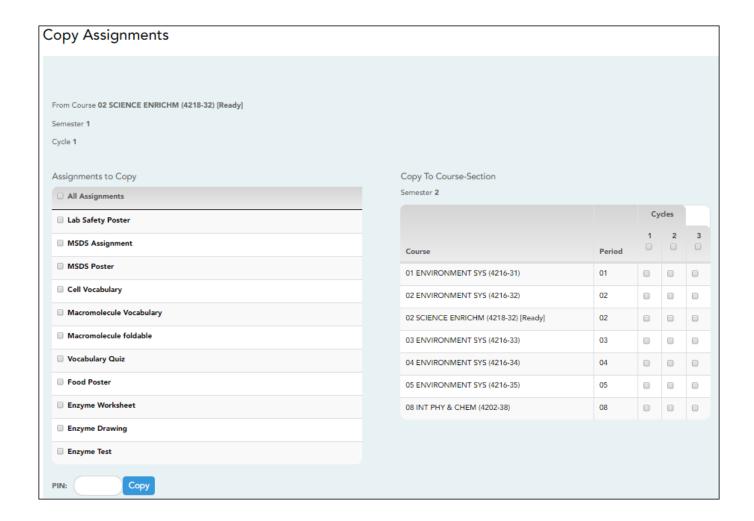
## **Copy Assignments**

#### Settings > Manage Assignments

Once you establish the assignments for a course on Settings > Manage Assignments, you can copy the assignments to other course-sections.

- If you are copying assignments for the current semester-cycle, the entire assignment record is copied, including the assignment date and due date.
- If you are copying assignments to a future semester-cycle, the assignment record is copied without the assignment date and due date.

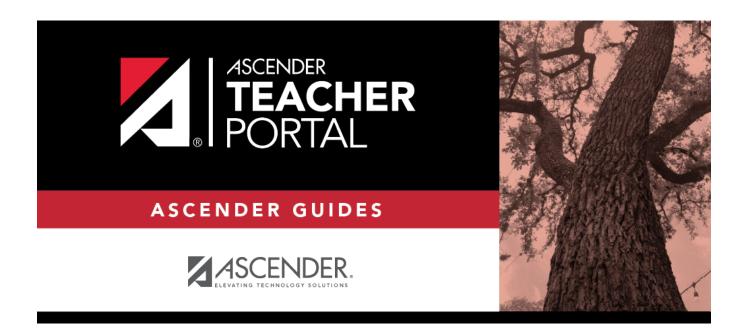
This page is only accessible from the Manage Assignments page.



#### **Update data:**

ТР	
☐ From the Manage Assignments page, use the <b>Semester</b> and <b>Course-Section</b> fields to select the course-section <i>from</i> which to copy assignments.	
☐ Then, click Copy assignments to Another Course-Section-Cycle.	
The Copy Assignments page opens.	
From Course	The course-section, semester, and cycle selected on previous page are displayed. This is the course-section you are copying categories <i>from</i> .
Assignments to Copy	All assignments for the selected course-section are listed. Select specific assignments, or select <b>All Assignments</b> to select all.
Copy To Course-Section	All course-sections for all cycles are listed. Closed cycles are disabled.  Select specific course-sections to copy assignments to, or select the cycle check box to select all course-sections for the cycle.
PIN Type your four-digit personal identification number (PIN).  □ Click Copy.  The list of assignments and the courses to which the assignments were copied is displayed.	

 $\hfill \Box$  Click **Return to Assignments** to return to the Manage Assignments page.



## **Back Cover**