

Copy Assignments

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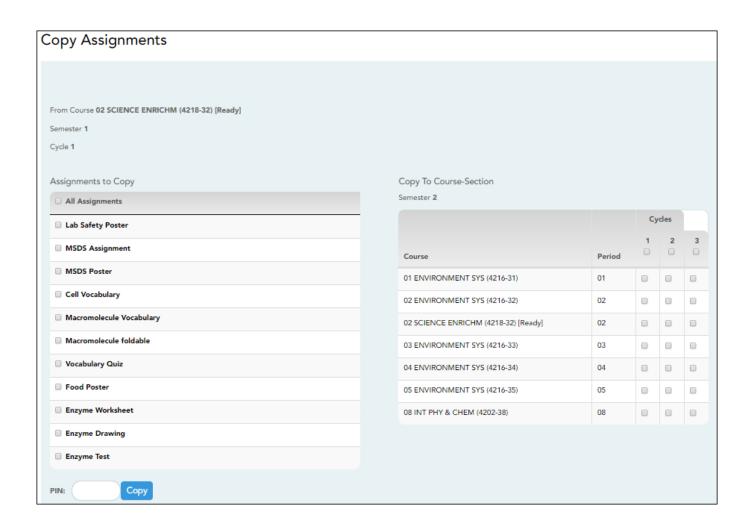
Copy Assignments

Settings > Manage Assignments

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

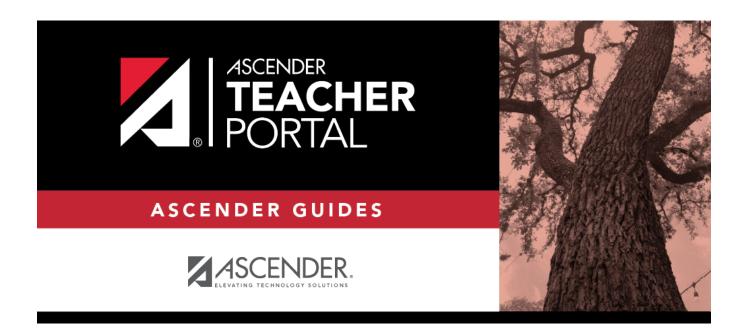
- If you are copying assignments for the current semester-cycle, the entire assignment record is copied, including the assignment date and due date.
- If you are copying assignments to a future semester-cycle, the assignment record is copied without the assignment date and due date.

This page is only accessible from the Manage Assignments page.



Update data:
☐ On the Manage Assignments page, use the Semester and Course-Section 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 Assignments to Copy Copy To Course-Section
PIN Type your four-digit personal identification number (PIN).
□ Click Copy .
The page reloads, and a 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.



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