

Copy Assignments

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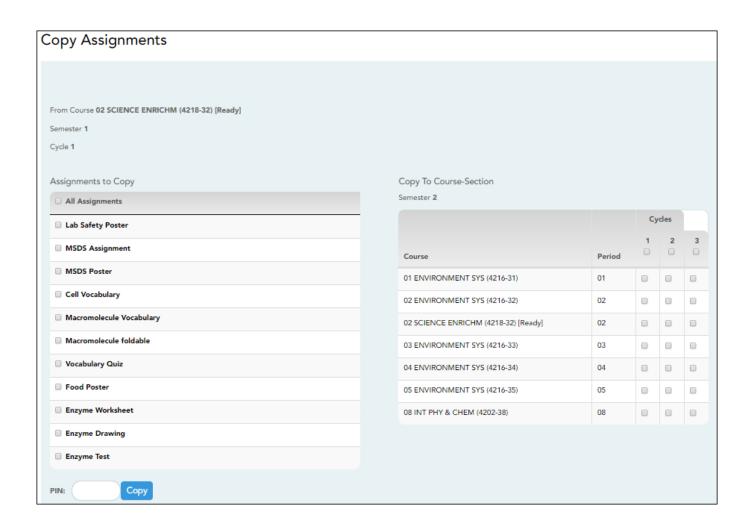
Copy Assignments

Settings > Manage Assignments

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

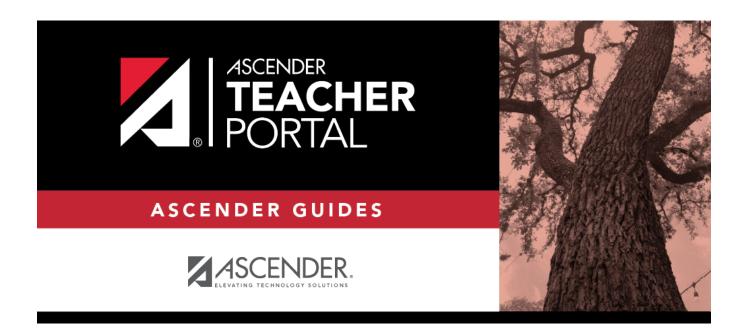
- If you are copying assignments for the current semester-cycle, the entire assignment record is copied, including the assignment date and due date.
- If you are copying assignments to a future semester-cycle, the assignment record is copied without the assignment date and due date.

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 assign	ments to Another Course-Section-Cycle.			
The Copy Assignments լ	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 All Assignments to select all.			
Copy To Course-Section				
PIN Type your four-digit personal identification number (PIN). □ Click Copy.				
in click copy.				
The page reloads, and a list of assignments and the courses to which the assignments were copied is displayed.				

☐ Click **Return to Assignments** to return to the Manage Assignments page.



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