



## Copy Assignments



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# Table of Contents

<b>Copy Assignments</b> .....	<b>1</b>
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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.

### Copy Assignments

From Course 02 SCIENCE ENRICHM (4218-32) [Ready]

Semester 1

Cycle 1

#### Assignments to Copy

<input type="checkbox"/> All Assignments
<input type="checkbox"/> Lab Safety Poster
<input type="checkbox"/> MSDS Assignment
<input type="checkbox"/> MSDS Poster
<input type="checkbox"/> Cell Vocabulary
<input type="checkbox"/> Macromolecule Vocabulary
<input type="checkbox"/> Macromolecule foldable
<input type="checkbox"/> Vocabulary Quiz
<input type="checkbox"/> Food Poster
<input type="checkbox"/> Enzyme Worksheet
<input type="checkbox"/> Enzyme Drawing
<input type="checkbox"/> Enzyme Test

PIN:

#### Copy To Course-Section

Semester 2

Course	Period	Cycles		
		1	2	3
01 ENVIRONMENT SYS (4216-31)	01	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
02 ENVIRONMENT SYS (4216-32)	02	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
02 SCIENCE ENRICHM (4218-32) [Ready]	02	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03 ENVIRONMENT SYS (4216-33)	03	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
04 ENVIRONMENT SYS (4216-34)	04	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
05 ENVIRONMENT SYS (4216-35)	05	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08 INT PHY & CHEM (4202-38)	08	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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**Update data:**

☐ On the Manage Assignments page, use the **Semester** and **Course-Section** fields to select the course-section *from* which to copy assignments.

☐ Then, click **Copy assignments to Another Course-Section-Cycle**.

The Copy Assignments page opens.

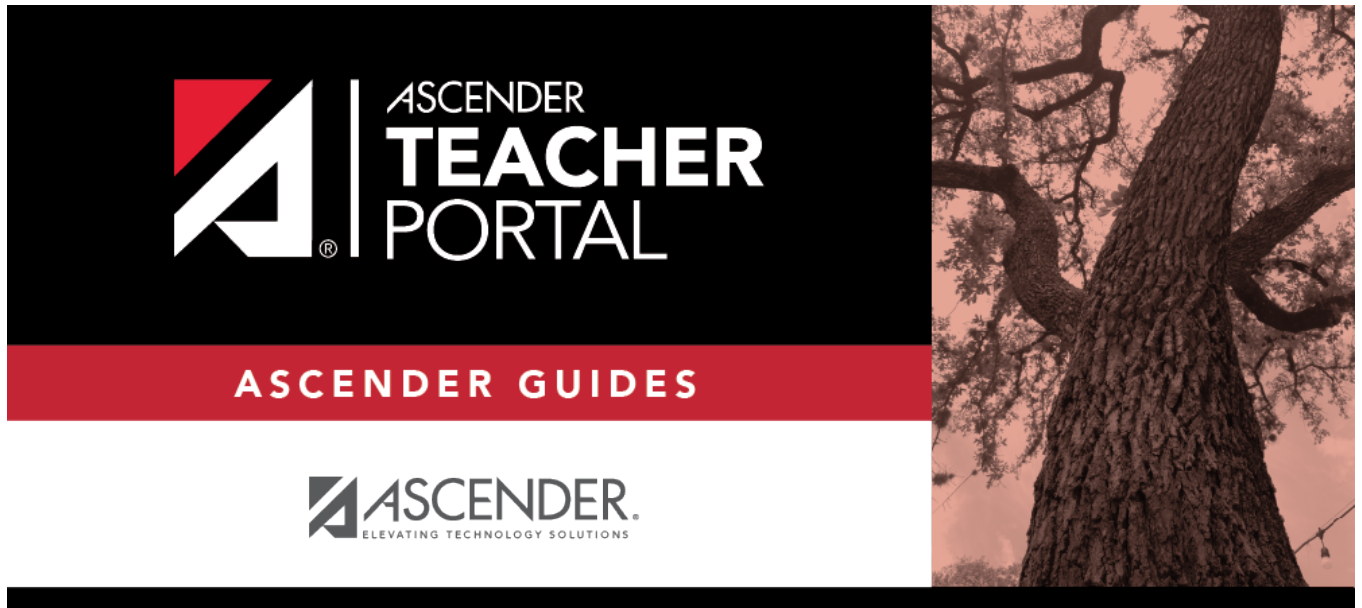
<b>From course</b>	The course-section, semester, and cycle selected on previous page are displayed. This is the course-section you are copying categories <i>from</i> .
<b>Assignments to Copy</b>	All assignments for the selected course-section are listed. Select specific assignments, or select <b>All Assignments</b> to select all.
<b>Copy To Course-Section</b>	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 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.



## Back Cover