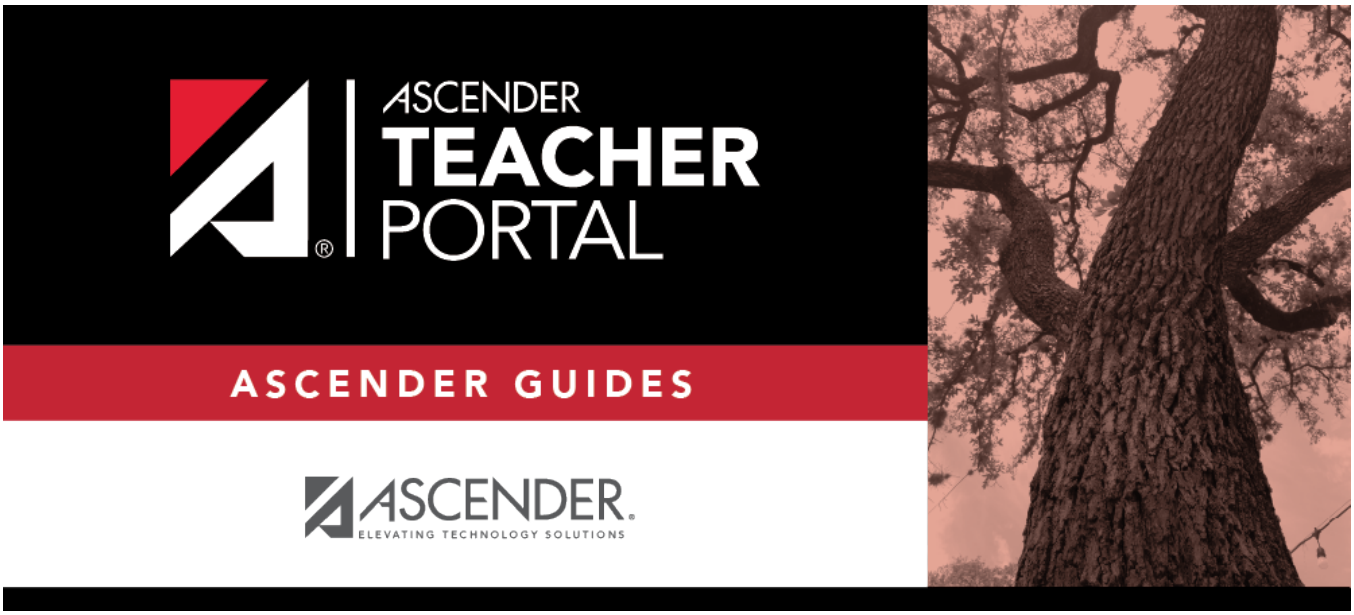

Copy Assignments

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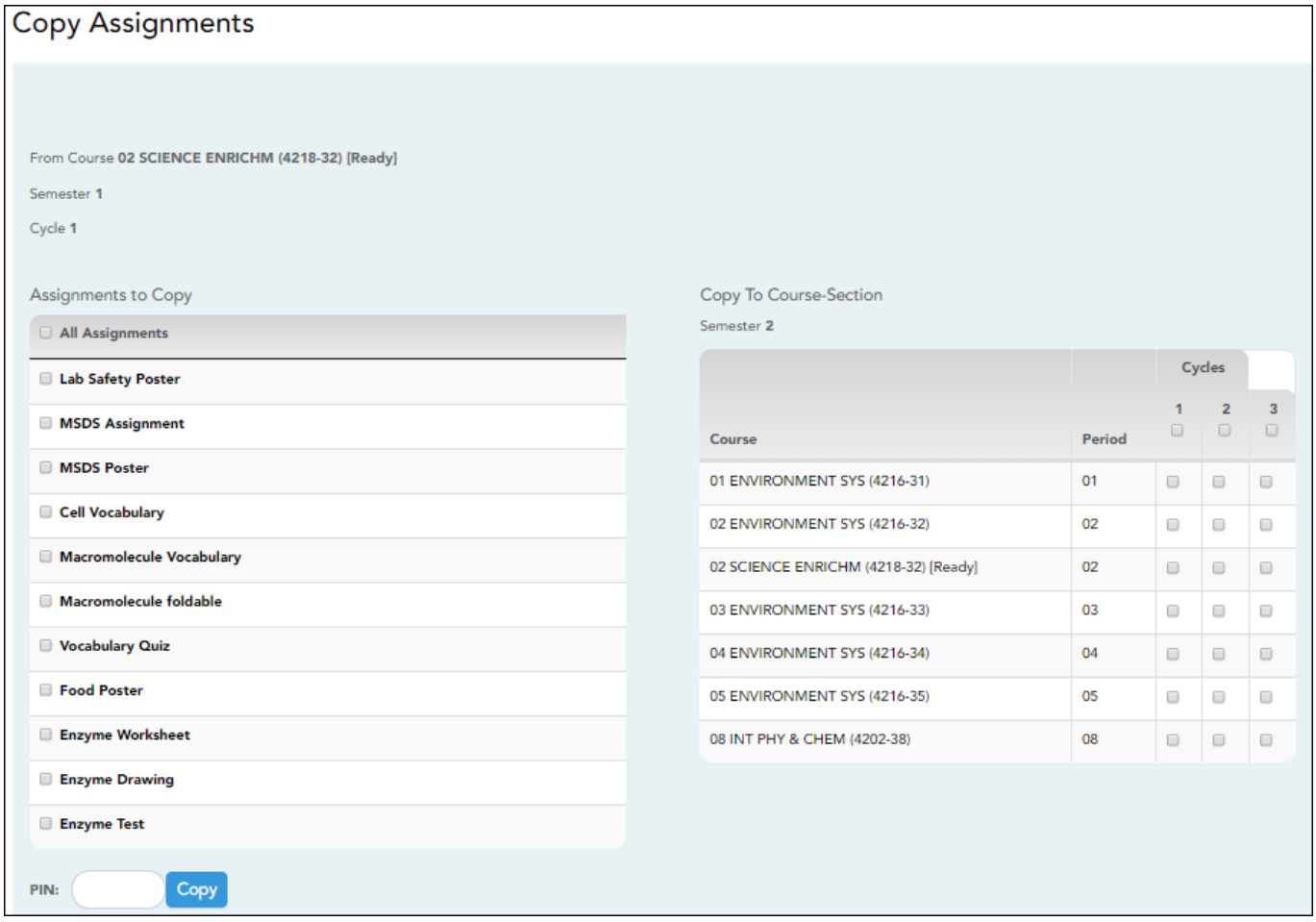
Copy Assignments

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 *from* which to copy assignments.

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

The Copy Assignments page opens.

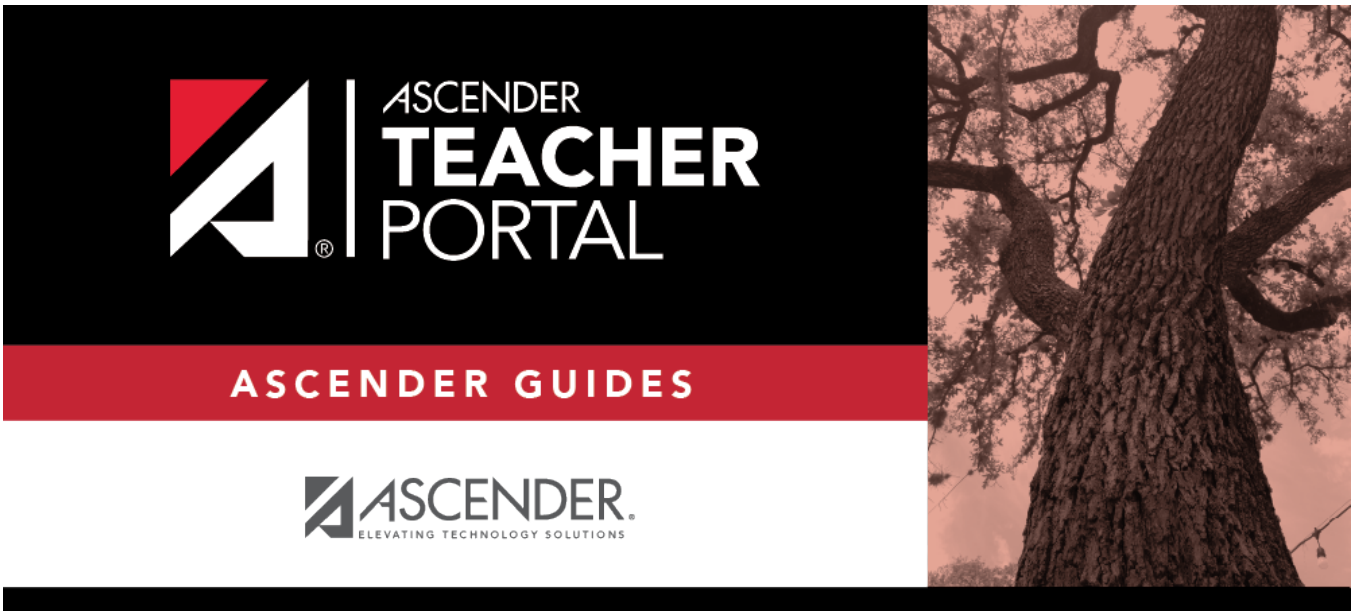
From course	The course-section, semester, and cycle selected on previous page are displayed. This is the course-section you are copying categories *from*.
Assignments to Copy	All assignments for the selected course-section are listed. Select specific assignments, or select **All Assignments** to select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

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