Copy Categories

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Copy Categories

Settings > Manage Categories

Once you establish the categories for a course on Settings > Manage Categories, you can copy the categories to other course-sections. All categories for a course must be copied as a group to the other course; you cannot copy individual categories. The categories for a course-section cannot be copied to itself.

This page is only accessible from the Manage Categories page.

Copy Categories

<div style="text-align:right">Return to Categories</div>

From Course **01 ALGEBRA 1 (0801-31)**

To:

Semester 1

Course	Period	Copy
01 ALGEBRA 1 (0801-31)	01	☑
01 ENVIRONMENT SYS (4216-31)	01	☐
02 ENVIRONMENT SYS (4216-32)	02	☐
02 SCIENCE ENRICHM (4218-32) [Ready]	02	☐
03 ENVIRONMENT SYS (4216-33)	03	☐
04 ENVIRONMENT SYS (4216-34)	04	☐
05 ENVIRONMENT SYS (4216-35)	05	☐
06 ALGEBRA 1 (0801-36)	06	☑
08 ALGEBRA 1 (0801-38)	08	☑
08 INT PHY & CHEM (4202-38)	09	☐

Semester 2

Course	Period	Copy
01 ALGEBRA 1 (0801-31)	01	☑
01 ENVIRONMENT SYS (4216-31)	01	☐
02 ENVIRONMENT SYS (4216-32)	02	☐
02 SCIENCE ENRICHM (4218-32) [Ready]	02	☐
03 ENVIRONMENT SYS (4216-33)	03	☐
04 ENVIRONMENT SYS (4216-34)	04	☐
05 ENVIRONMENT SYS (4216-35)	05	☐
06 ALGEBRA 1 (0801-36)	06	☑
08 ALGEBRA 1 (0801-38)	08	☑
08 INT PHY & CHEM (4202-38)	09	☐

PIN: [   ] **Copy**

Update data:

❑ On the Manage Categories page, use the **Semester** and **Course-Section** fields to select the course-section *from* which to copy categories.

❑ Then, click **Copy categories to other course sections**. The Copy Categories page opens.
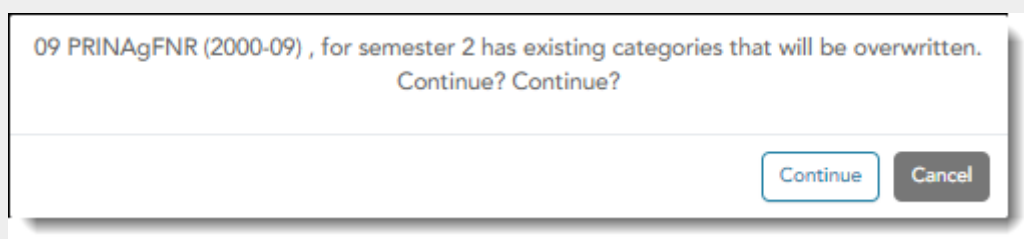
Your active courses are listed.

From	The course, period, and section from which you are copying categories is displayed.
Course	Click a course title to view the existing categories for the course. A window opens which displays the categories for the course. **Categories Exist for: 01 ENVIRONMENT SYS (4216-31)** ✕ **Category** Major Tests/Projects Quiz/labs Daily work/Homework OK Click **OK** to close the window.
Copy	Select one or more courses to copy the categories *to*. **NOTE:** You cannot copy to courses that have categories with assignments; the check box for the course is disabled.

PIN	Type your four-digit personal identification number (PIN).

❑ Click **Copy**.

NOTE: If you attempt to copy categories to a course that already has categories (but no assignments), a warning message is displayed stating that you will override any categories that exist for the other course(s).

09 PRINAgFNR (2000-09) , for semester 2 has existing categories that will be overwritten. Continue? Continue?

Continue   Cancel

Click **Continue** if appropriate.

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

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