Copying Assignments

There are two ways to copy assignments, through an individual assignment, or through the Planner.

Copying an Individual Assignment

PATH: *Campus Instruction > Planner, Grade Book, Assignment Overview*

Copy assignments by first accessing the assignment editor for the assignment you'd like to copy.
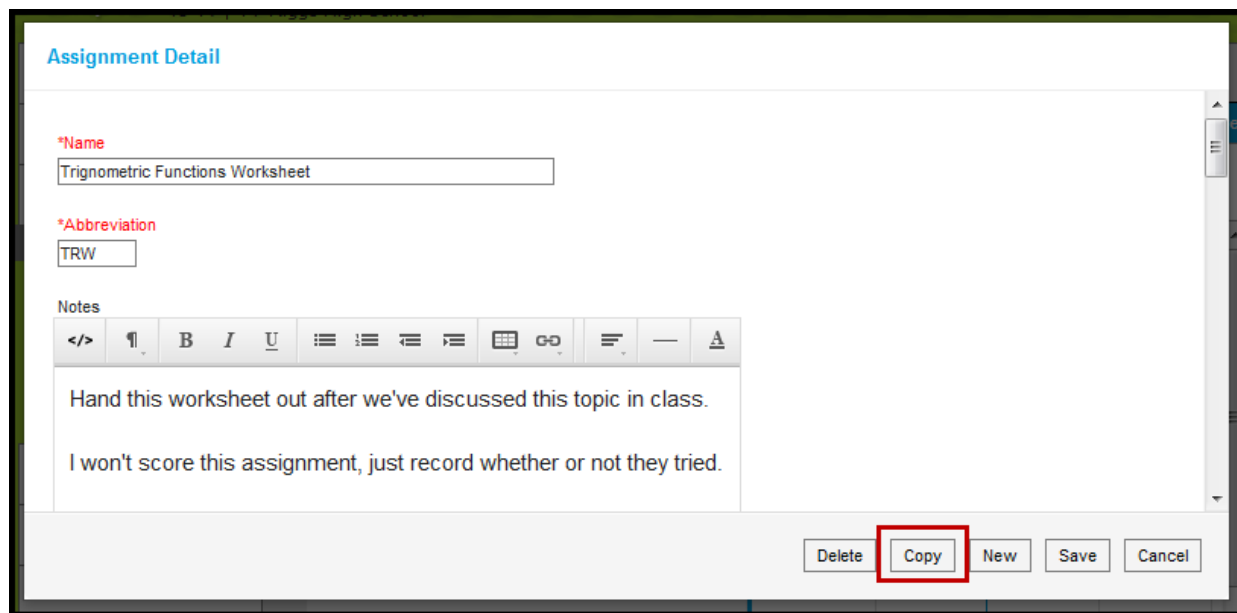

Copy an Assignment Using the Copy Button

Clicking **Copy** opens a copy of the assignment you're currently viewing. All characteristics match the original assignment except "Copy of" is added to the beginning of the Name. Modify the Name and Abbreviation, and then make any changes to the due date or other assignment details.

Copying Multiple Assignments

PATH: *Campus Instruction > Planner > Curriculum View > Section Title > Copy Assignments*

**PATH:** *Campus Instruction > Grade Book > Settings > Assignment Copier*
To copy multiple assignments from one section to another, access the Assignment Copier by clicking the name of a section in the Curriculum view of the Planner or through the Grade Book Settings menu. From here, you can copy assignments to or from the section.
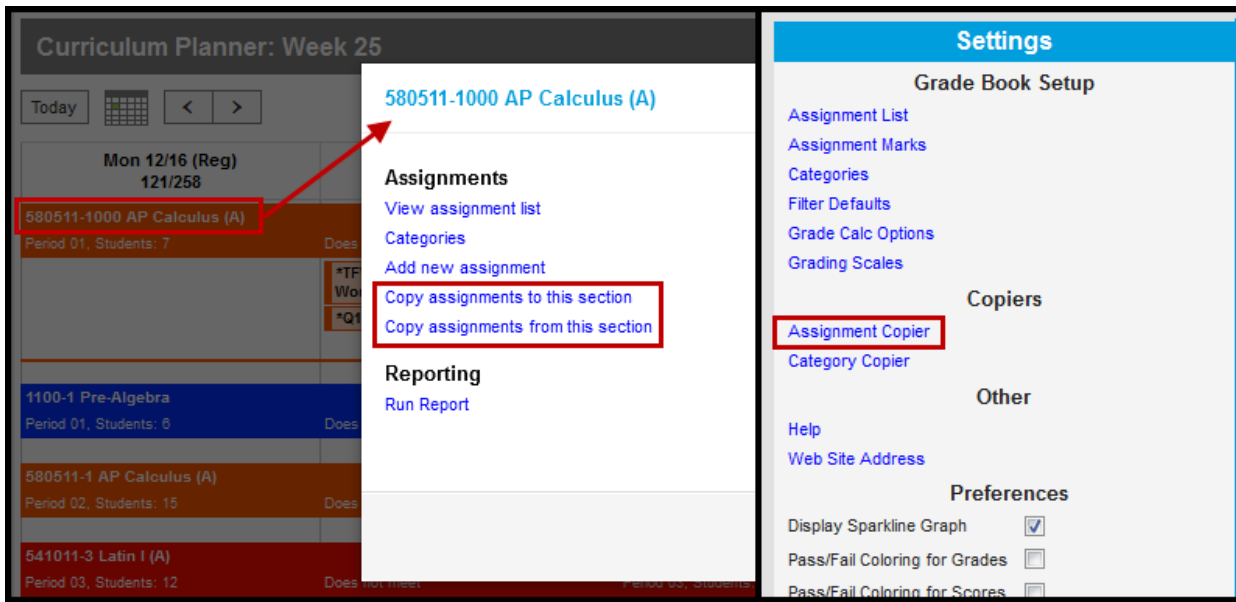
Copying Assignment via a Section in the Planner

In the first screen of the Assignment Copier, select the source section in the *Copy From* list, which lists current and prior school years. Then use the **Type** dropdown list to indicate if you want to copy assignments with Grade Book alignments, assignments that are not aligned, or all. Based on these selections, assignments available to copy are listed.

Select a destination section in the *Copy To* list to view the assignments already in that section.
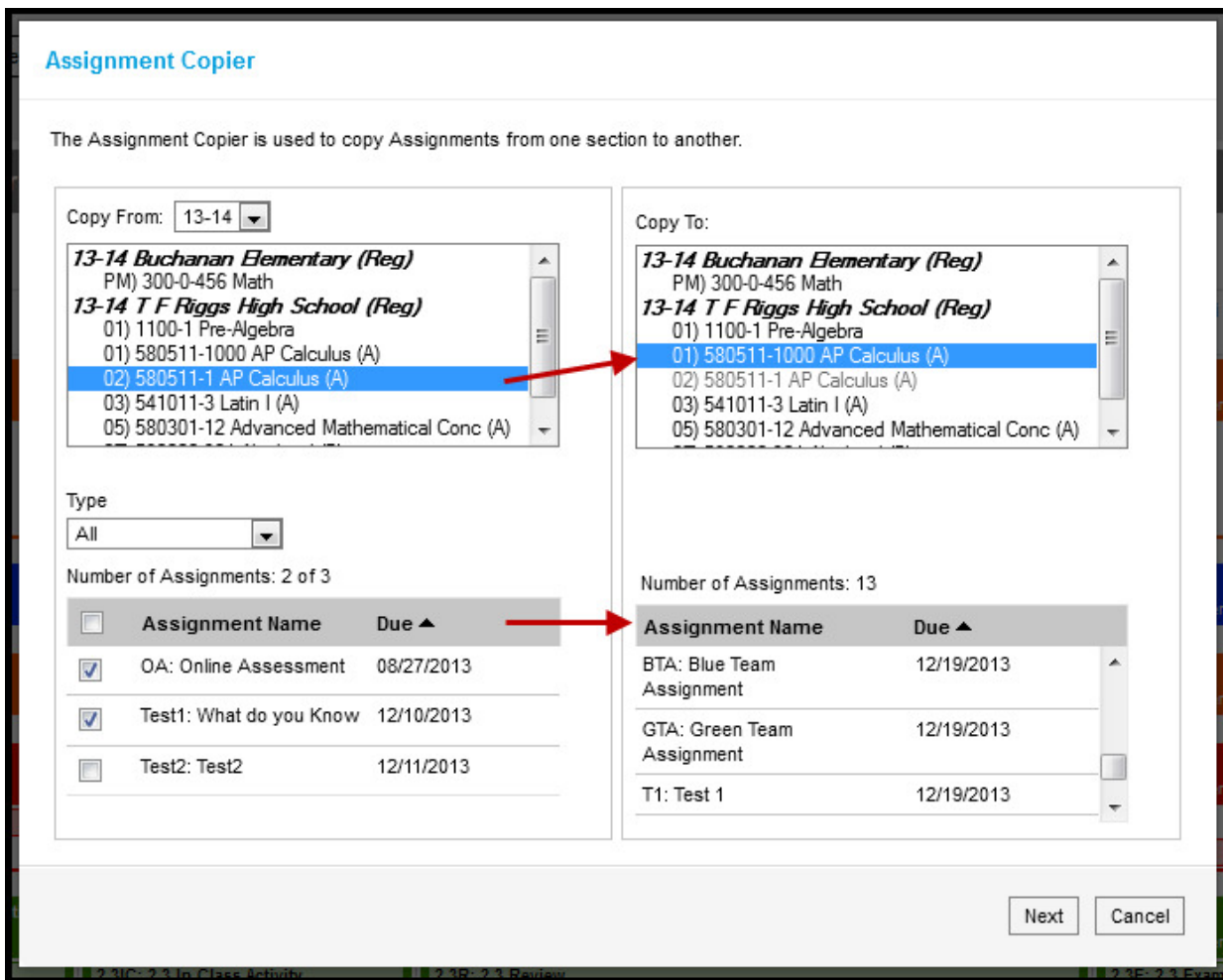
Select the Assignments to Copy

Mark the checkboxes of the assignments in the source section that you would like to copy to the destination section. Note that assignments with names that match assignments already in the destination section cannot be copied. Click **Next** to proceed.

> Date Logic
> If the Assigned and Due Dates of the assignments you're copying are still valid in the destination section (such as copying from one current section to another), those dates are maintained in the copies. Copying assignments to a section in another term or calendar sets all Assigned and Due Dates to the last day of the destination term.

The next screen allows you to choose the alignments and dates of the copied versions of the assignments. The default alignment matches each assignment's original alignment in the source section, which may require a new category.

Assignment Copier

Copy from 580511-1 AP Calculus (A) to 580511-1000 AP Calculus (A)

☑	Assignment Name	Grade Book Alignment	*Assigned Date	*Due Date ▲
☑	OA: Online Assessment	✕ Quarter Grade seq 2 > Assignments**	08/27/2013	08/27/2013
☑	Test1: What do you Know	✕ Quarter Grade seq 2 > Assignments**	12/10/2013	12/10/2013

**Indicates that a new Category will be created.

Back   Copy   Cancel

Selecting the Alignments for Copied Assignments

Change the alignment if desired. The Alignment dropdown list includes all task/standard and category combinations in the destination section. Also update the **Assigned** and **Due Dates** if desired.

Click **Copy** to finish copying the selected assignments. Assignment details such as Teacher Notes, Portal Description, and Scoring information is copied to the new assignment(s). Student Group selections are not copied between sections or calendars.