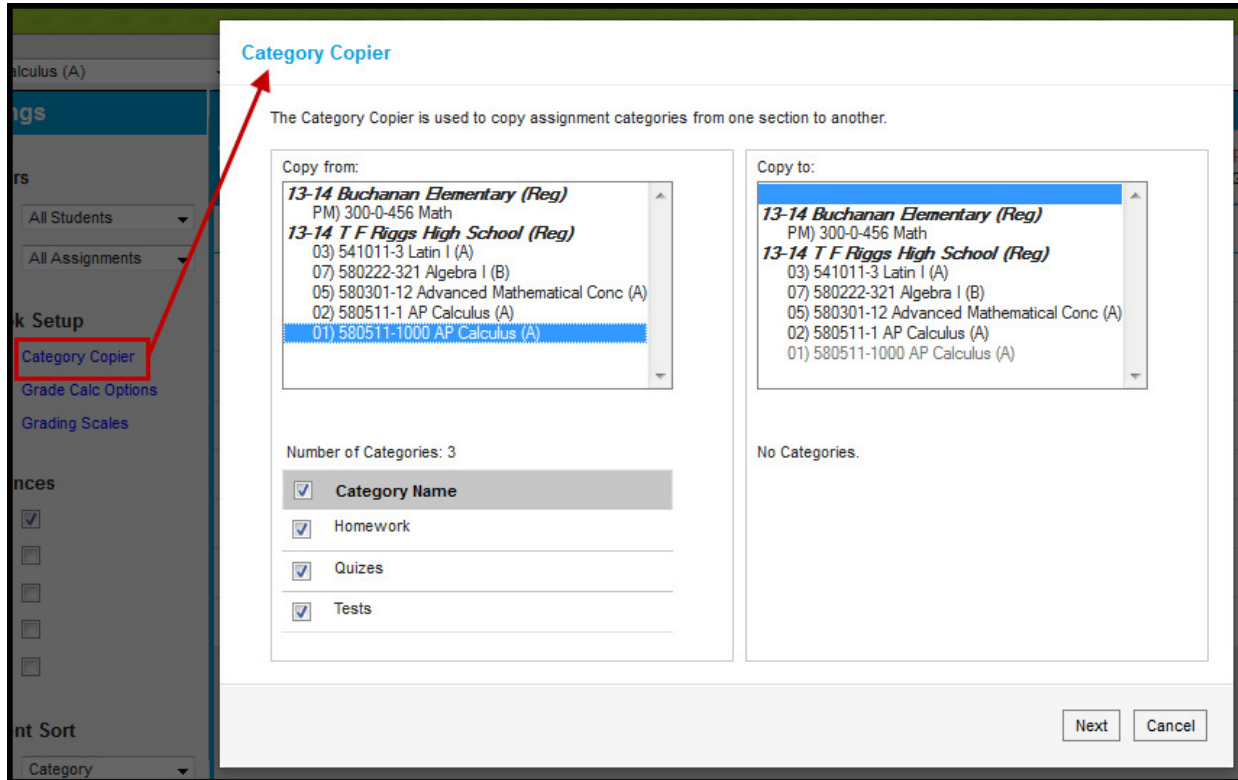


Copying Categories

[Copy Categories](#)

PATH: *Campus Instruction > Grade Book > Settings > Category Copier*

Use the Category Copier to copy your existing categories to other sections. Categories can be copied from any section you teach, including past and future sections.



Copying Categories

Copy Categories

1. From the Grade Book Settings menu, click the **Category Copier**.
2. Select the source **Section** from which you'd like to copy categories in the **Copy From** list.
3. Select the **Categories** you'd like to copy.
4. Select the destination section in the **Copy To** list, which includes all of your sections. The existing Categories in that section are listed.

With the release of Campus.1633 in August 2016, you can use the SHIFT and CTRL keys to select multiple sections in the *Copy to* list.

5. Click **Next** to move to the Scoring Alignment list. All of the Standards and Grading Tasks aligned to the categories you selected to copy are listed.

Copy From 580511-1000 AP Calculus (A) To 580511-1 AP Calculus (A):

Category Name	Standard/Grading Task
<input checked="" type="checkbox"/> Homework	<input type="checkbox"/> Quarter Grade seq 2
	<input type="checkbox"/> Semester Grade
	<input type="checkbox"/> 2nd Quarter Mid-term
	<input type="checkbox"/> Semester Test seq 4
	<input type="button" value="Add"/>
<input checked="" type="checkbox"/> Quizzes	<input type="checkbox"/> Quarter Grade seq 2
	<input type="checkbox"/> Semester Grade
	<input type="checkbox"/> 2nd Quarter Mid-term
	<input type="checkbox"/> Semester Test seq 4
	<input type="button" value="Add"/>

- Using the dropdown lists, change the Standards and Grading Tasks if desired, or click the blue X to remove the alignment entirely. To add additional alignments to a category, click the **Add** button.
- Once you've reviewed and modified all the desired alignments, click **Copy** to copy all selected categories to the destination section.

When you perform these actions, categories are copied but assignments are not.