

Copying Assignments

Assignments can be copied between any two course sections you have access to, including across “Teachers” if you are assigned multiple Teacher identities. You can also copy Assignments between Marking Periods of the same section. Two screens let you copy Assignments:

- [Gradebook→Assignments→Assignment List](#)
- [Gradebook→Assignments→Bulk Copy](#)

Course Assignments

35210/4 - US History 2, MTRF, Per. 4-5 (FY)

Assignment List | Add Assignment | Bulk Create | Bulk Modify | Bulk Copy | Year to Year | Freshman

Marking Period to Display: Marking Period 1

All	MP	Cat	Gr	Assignment	Header	Day	Due Date	Assigned Date	Max	Sca	For GR	Parents
<input type="checkbox"/>	MP1	Extra Credit *		Extra Credit 2	KC 2	Sun	08/10/2008	08/06/2008				✓
<input type="checkbox"/>	MP1	Extra Credit *		Extra Credit	KC	Mon	08/01/2008	08/28/2008				✓
<input type="checkbox"/>	MP1	CPAR		CPAR			10/06/2008	10/06/08				✓
<input type="checkbox"/>	MP1	CPAR		CPAR			05/18/08	05/18/08				✓
<input type="checkbox"/>	MP1	Extra		Extra			08/06/2008	08/05/08				✓
<input type="checkbox"/>	MP1	HW		HW		M	07/07/2008	07/16/2008	100.0			✓
<input type="checkbox"/>	MP1	HW		MP1 HW 3	HW 3	Tue	07/08/2008	07/16/2008	100.0			✓
<input type="checkbox"/>	MP1	HW		MP1 HW 10	HW 10	Mon	08/04/2008	08/25/2008	100.0			✓
<input type="checkbox"/>	MP1	HW	A	MP1 HW 11	HW 11	Tue	08/05/2008	07/16/2008	100.0			✓
<input type="checkbox"/>	MP1	HW		Homework	HW-6	Wed	08/27/2008	08/25/2008	100.0			✓
<input type="checkbox"/>	MP1	HW		XCH	XCH	Thu	08/28/2008	08/28/2008	100.0			✓
<input type="checkbox"/>	MP1	HW		MP1 HW 20	HW 20	Tue	08/08/2008	07/16/2008	100.0			✓
<input type="checkbox"/>	MP1	HW		HW 12	HW 12	Tue	10/07/2008	10/06/2008	100.0			✓

Copy to Teacher: 002052 - Barn, Bob
Copy to Course: 15006/3 - WORLD CULTURES (FY)

Procedure to Copy Assignments Across Teachers/Sections

1. Go to the [Gradebook→Assignments→Assignment List](#) screen.
2. Check the checkboxes to the left of the Assignments to copy.
3. At the lower right corner of the screen, select the **Teacher & Course** to which to copy the select Assignments.
4. Click to do the copy.

Procedure to Copy Assignments Across MPs in 1 Course

1. Go to the [Gradebook→Assignments→Bulk Copy](#) screen.
2. Check the checkboxes to the left of the Assignments to copy.
3. Click the **ADD** button at the top to “select” and move to the right.

Copy Assignments From: 35210/4 - US History 2 (FY) - ADD

Copy Assignments To: [] - COPY RESET

All	MP	Cat	Assignment	Header	Max	Type	MP	Y	Assignment	Header	Due	COPY
<input checked="" type="checkbox"/>	MP1	042	Auto bio Powerpoint	Auto bio Powerp	100.0	NUMERIC	Marking Period 1		Auto bio Powerp	Auto bio Powerp	05/18/2008	

4. Set the MP, name, header & date fields, if desired.
5. Select the course section to copy to (including the same one).
6. Click **COPY** to do the copy.