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**

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 ⬡ Save 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.

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.