

Copying Assignments

The Assignment Copier can be used to copy a single assignment or a group of assignments from section-to-section within a calendar or across calendars.

If the assignment due dates from the source section are not valid in the destination section(s), they will not carry over. Assignments without due dates are placed in the first term in which the section meets. Campus recalculates the term when a due date is entered.

1. Navigate to: *Instruction > Assignments*.
2. Click on the <Copy Assignments> button. The **Assignment Copier** will appear.
3. Click on the section that contains the assignment being copied in the **Select Source Section** group box. All assignments from the selected section will appear below the group box.
4. Click on the section that needs the assignment from the **Select Destination Section** group box. *Note: The source section is grayed out and cannot be selected.* Assignments previously aligned to the destination section will appear below the group box.
5. Click to place a checkmark for all the assignments you wish to copy from the source section. Click to clear the checkmark for assignments you do not wish copy.
6. Click on the <Next> button. The **Copy Assignment Name** editor will appear. By default, the category alignment from the source section will be used in the destination section. If the category did not exist in the source destination, it will be created (e.g., appear in green with asterisks in the category dropdown). Choose a different grading task/category alignment from the dropdown menu, if desired.
7. Click on the <Copy Assignments> button. The assignment(s) will be added to the destination section and the **View Assignments** screen will appear. Select the destination section in the Campus toolbar to view the copied assignment.

Assignments
 Return to Assignment List Next

Assignment Copier

Select assignments to copy from the source section to the destination section. Click "Next" to continue.

Select Source Section

- 10-11 Rydell High School (A)
- 2) 0308-11 Biology
- 7) 0308-12 Biology
- 1) 0316-1 Conservation Biology
- 8) 0316-2 Conservation Biology

Select Destination Section

- 10-11 Rydell High School (A)
- 2) 0308-11 Biology
- 7) 0308-12 Biology
- 1) 0316-1 Conservation Biology
- 8) 0316-2 Conservation Biology

Number of Assignments: 6

	Assignment Name	Due Date
<input checked="" type="checkbox"/>	PSA Project	06/10/2011
<input type="checkbox"/>	Ch10 Vocab Review	06/08/2011
<input type="checkbox"/>	Ch10 Review Packet	06/09/2011

Select the source section and assignment(s) you wish to copy.

Select the section you wish to copy to and review its existing assignments.

Number of Assignments: 6

	Assignment Name	Due Date
	Pond Life Diversity	05/13/2011
	Water Quality Testing	05/09/2011
	Frog Population Study	05/11/2011
	Ch. 10 Wetland Test	06/10/2011

Assignments
 Back Copy Assignments

Assignment Copier

Selected assignments and alignments will be copied. Selected alignments which are left blank will be dropped. Click "Copy Assignments" to create copies or click "Back" to adjust source or destination sections.

Copy Assignment Name
 0316.1 Conservation Biology (sectionID: 109555)

PSA Project

Quarter Grade > Tests

**Indicates that Uncheck any assignment that should not be copied.

Click here to choose a different category within the destination section, if needed.