

Copying Assignments via Grade Book

You can copy assignments either from one class/section to another OR copy to a different year. This task cannot be undone, so be sure you make the correct selections!

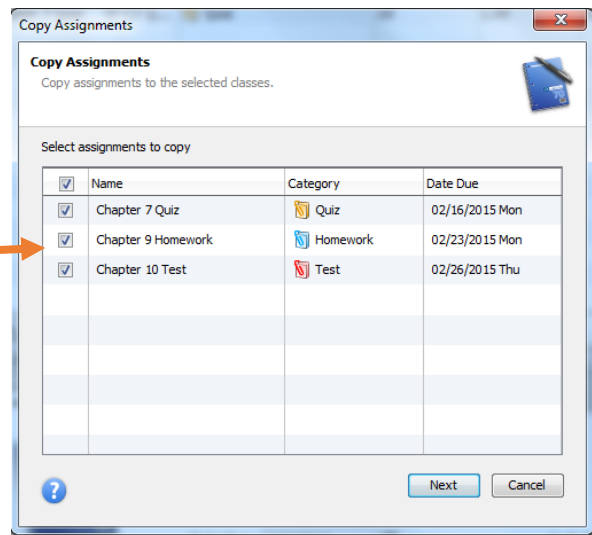
With your grade book launched and open – be sure your class selection is the year and class that you want to copy assignments from.

Click on the **Tools** menu

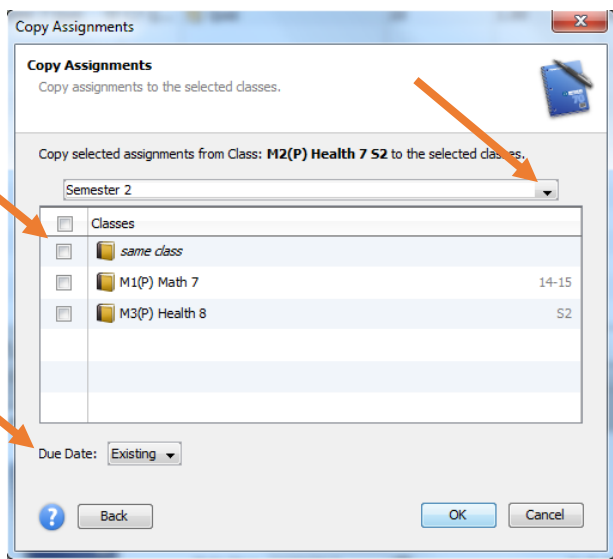
Click on **Copy Assignments**

A window will pop up displaying the assignments that are in your currently selected class/section.

- Click in the box for which assignments you want to copy. If you want to copy all of them from this class/section, then click on the box in the very top, next to NAME.
- Once they are selected, click on **Next**



Select where you want to copy these selected assignments TO



- Be sure to select the correct YEAR first in the top box using the down arrow to verify the actual year
- Click in the boxes to select the class/section to copy them to. To select all, click in the box at the very top next to CLASSES
- Change the due date if desired
- Click **OK** when finished

Change to that section/subject to verify that the assignments have been copied.