

# How to copy assignments in TAC

Tip: TAC seems to be the happiest when using Google Chrome as the browser.

1. Click gradebook icon  
From the home page



6. Always make sure to save before you exit out

4. Click Copy

2. Click here to add new assignment

3. Enter the assignment

	Period	Description	Marking Periods	Cycle Days	Message
<input type="checkbox"/>	1		2, 3, 4	M, T, W, R, F	
<input type="checkbox"/>	3		2, 3, 4	M, T, W, R, F	
<input type="checkbox"/>	3		2, 3, 4	M, T, W, R, F	
<input type="checkbox"/>	4		2, 3, 4	M, T, W, R, F	
<input type="checkbox"/>	4		2, 3, 4	M, T, W, R, F	
<input type="checkbox"/>	5		2, 3, 4	M, T, W, R, F	
<input type="checkbox"/>	6		2, 3, 4	M, T, W, R, F	
<input type="checkbox"/>	6		2, 3, 4	M, T, W, R, F	
<input type="checkbox"/>	7		2, 3, 4	M, T, W, R, F	

5. Choose the classes you want the assignment copied to. Click Ok.