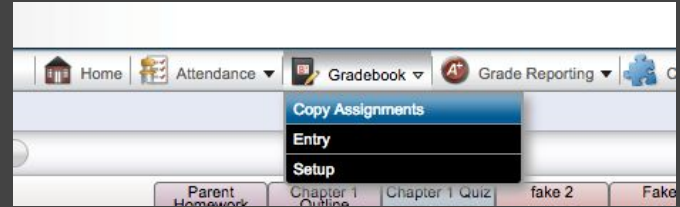


MASS COPYING ASSIGNMENTS

1. Click “copy assignments” from gradebook drop down menu.

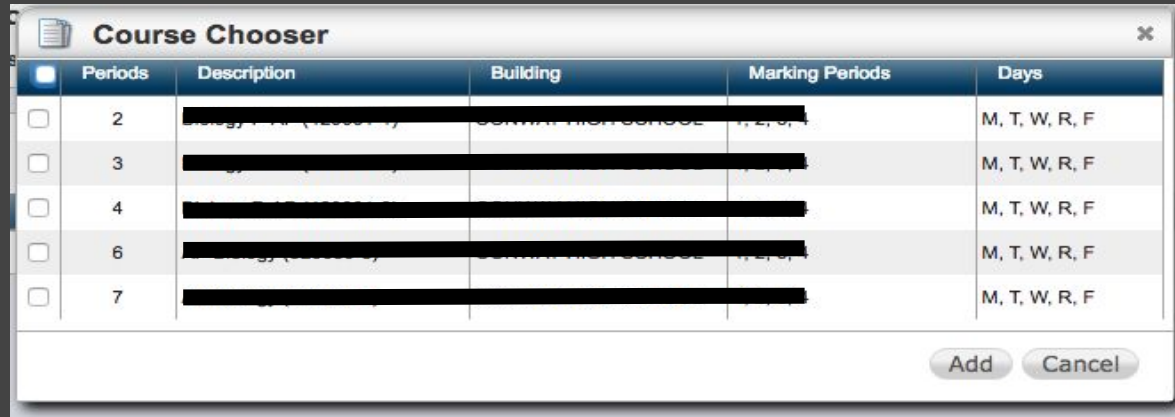


2. Choose the course you want to copy from.
3. Choose marking period. (This feature works better if you choose one marking period at a time.)

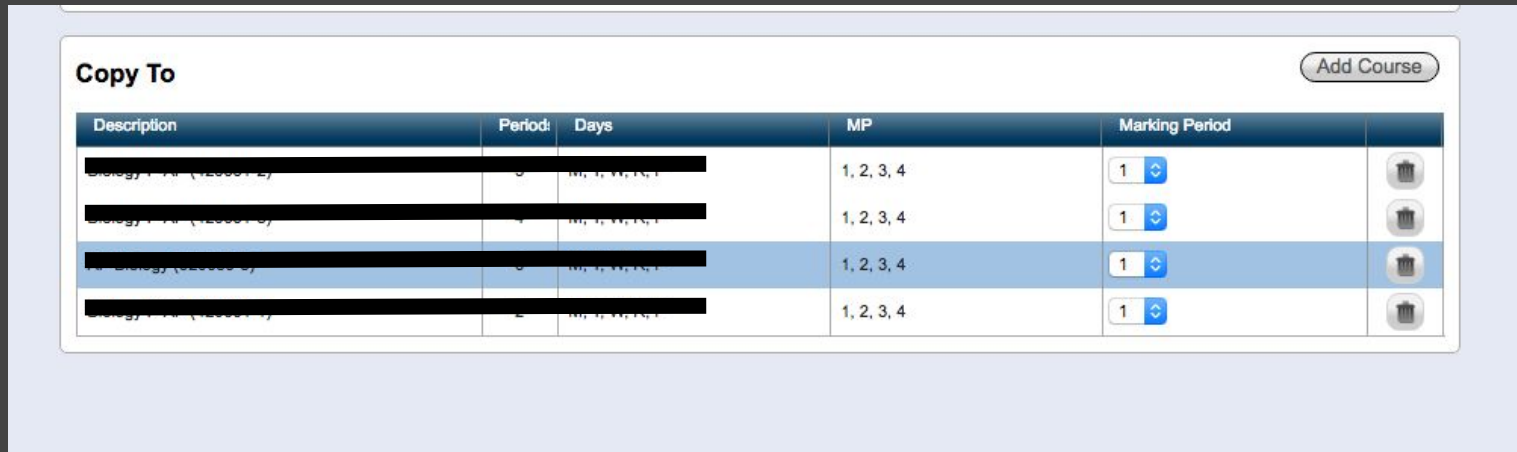
A screenshot of the 'Copy Assignments' form. The form has a title bar 'Copy Assignments' with a 'Copy' button on the right. Below the title bar is a 'Copy From' section with a text input field (containing a redacted name) and a 'Change' button. Underneath are two dropdown menus: 'Marking Periods:' set to 'All' and 'Assignments & Categories:' set to 'All'. Below these is an 'Additional Options' section with four checkboxes: 'All Options', 'Assignment Attachments', 'Course Attachments', and 'Competencies / Rubrics', followed by 'Overwrite Existing Categories'. At the bottom is a 'Copy To' section with an 'Add Course' button. Below the 'Add Course' button is a table header with columns: 'Description', 'Period:', 'Days', 'MP', and 'Marking Period'. Red arrows from the text on the left point to the 'Copy From' field and the 'Add Course' button.

4. Click “Add Course”

5. Once the Course Chooser pops up, check all the courses you want to copy to and click “ADD”



6. Your courses will show up in the “copy to” section of the screen



7. Click “Copy” to finalize.

