

Assignment Copier

May 2011



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Assignment Copier

Overview | Copying Assignments

i Information on this page relates to features that are available in the Enhancement Teacher Tools (ETT) Release Line. These features will be generally available with the 1126 Release Pack (June 2011).

Overview

PATH: *Instruction > Assignments > Assignment Copier*

The Assignment Copier allows copying a single assignment or a group of assignments from section to section within a calendar and across calendars. Teachers must have calendar and tool rights for the section from which they want to copy assignments.

If the assignment due dates from the Source are not valid in the Destination 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.

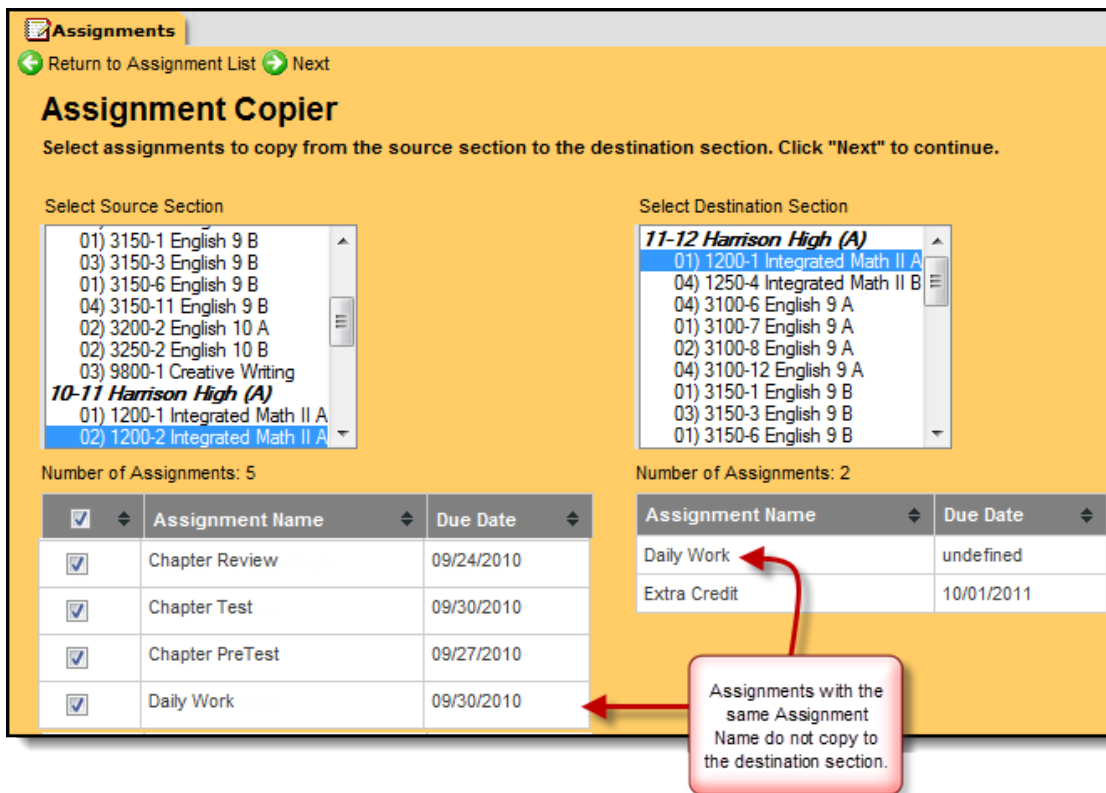


Image 1: Assignment Copier

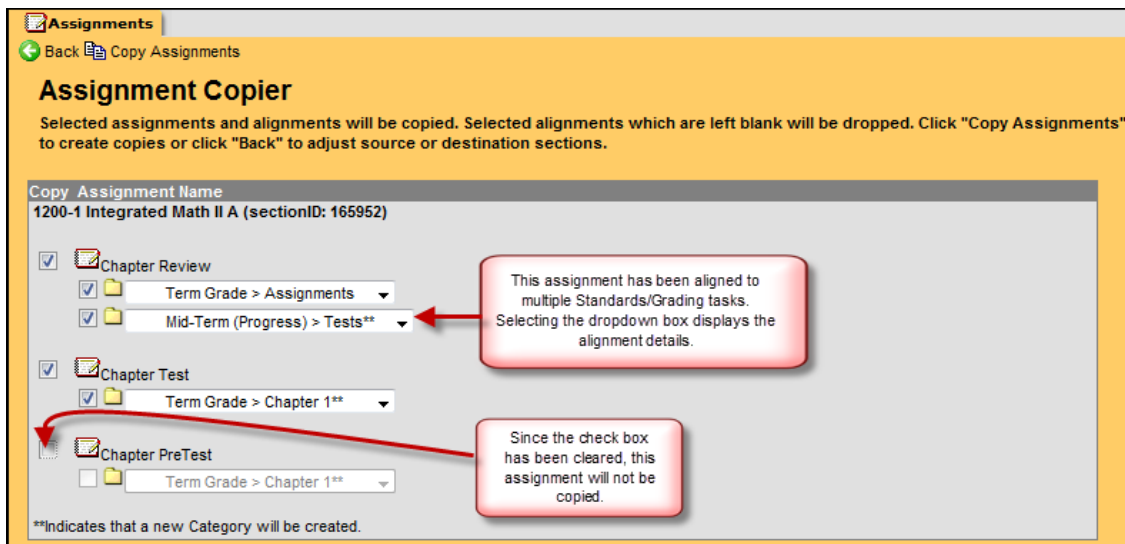


Image 2: Copy Assignment Name editor

Copying Assignments

1. Click the **Copy Assignments** button on the [View Assignments](#) page page.

Result

The Assignment Copier appears.

2. Select the section from which to copy assignments in the **Select Source Section** group box.

Result

The total number of assignments and details for the assignments aligned to the selected section appear.

3. Select the checkbox next to the assignments you want to copy.
4. Select the section to which you want to copy the assignments in the **Select Destination Section** group box.

Result

Assignments already aligned to the section display below the group box.

5. Click the **Next** button.

Result

The Copy Assignment Name editor appears.

6. Select the checkbox next to the assignments to copy and clear the checkbox for assignments or alignments that should not be copied.
7. Click the **Copy Assignments** button.

Result

The Assignment Copier duplicates the assignments and assigns them to the destination section. The [View Assignments](#) screen appears. To verify the assignments copied correctly, select the calendar and destination section in the Campus toolbar.