

Teachers may copy assignments as long as they only copy ONE marking period at a time. Here are the steps.

- > Select to Copy Assignments
- > In the Copy From area, select Change
- > Pull prior school year in drop down, pick the course/section, and click OK
- > Select one Marking Period from the drop down
- > Optional – Select applicable Additional Options
- > In the Copy To area, click on Add Course
- > Select course section to ‘copy to’ > click OK
- > Select Copy in upper right.
- > Go to Grade book Setup and verify