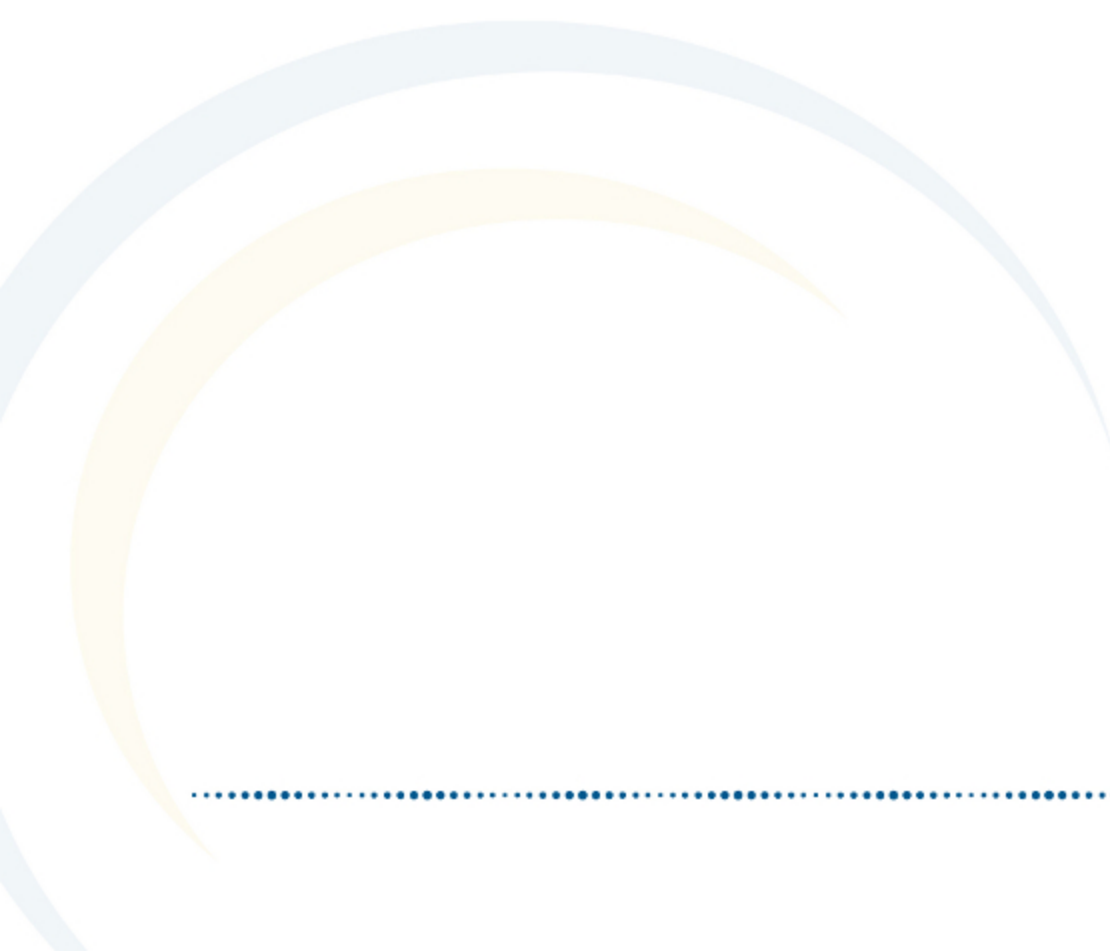


Assignment Copier (1130 and previous)

August 2011



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Assignment Copier (I130 and previous)

[Overview](#) | [Copying Assignments](#)

Information on this page relates to features released with the [Release Pack .1126 \(June 2011\)](#).

This documentation relates to the E.1130 Release Pack and previous versions. See the [Assignment Copier](#) article for the current version of this article. For information on finding your Campus version, see [Finding the Infinite Campus Version](#).

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. To access the Assignment Copier, click **Copy Assignments** on the Assignment tab.

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.

The screenshot shows the 'Assignment Copier' interface. At the top, there are navigation buttons: 'Return to Assignment List' and 'Next'. Below the title, a message says 'Select assignments to copy from the source section to the destination section. Click "Next" to continue.' There are two main sections: 'Select Source Section' and 'Select Destination Section'. The source section lists various English and Creative Writing classes from '10-11 Harrison High (A)'. The destination section lists '11-12 Harrison High (A)' with a list of Math and English classes. Below these are two tables. The left table, titled 'Number of Assignments: 5', shows a list of assignments with checkboxes and due dates. The right table, titled 'Number of Assignments: 2', shows a list of assignments with checkboxes and due dates. A red callout box points to the 'Daily Work' assignment in both tables, stating 'Assignments with the same Assignment Name do not copy to the destination section.'

Assignment Name	Due Date
Chapter Review	09/24/2010
Chapter Test	09/30/2010
Chapter PreTest	09/27/2010
Daily Work	09/30/2010

Assignment Name	Due Date
Daily Work	undefined
Extra Credit	10/01/2011

Image 1: Assignment Copier

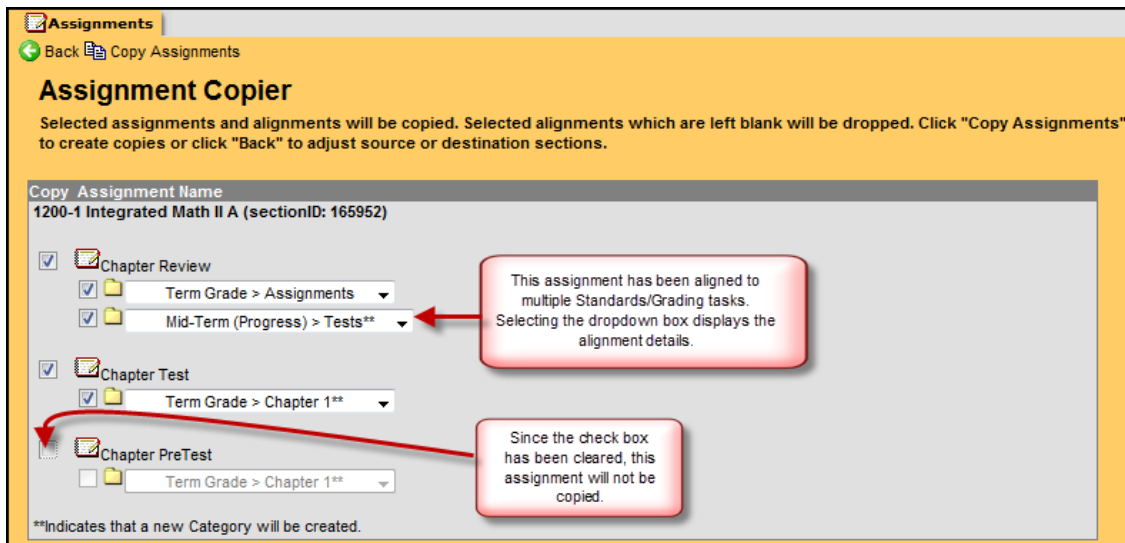



Image 2: Copy Assignment Name editor

Copying Assignments

1. Click the **Copy Assignments** button on the [Assignments](#) page to open the Assignment Copier.
2. Select the section from which to copy assignments in the **Select Source Section** group box. Upon selecting a section, the total number of assignments and details for the assignments aligned to the selected section will 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. Assignments already aligned to the section display below the group box.
5. Click the **Next** button to open the Copy Assignment Name editor.
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. The Assignment Copier duplicates the assignments and assigns them to the destination section. The [Assignments](#) screen appears. To verify the assignments copied correctly, select the calendar and destination section in the Campus toolbar.

 As of the 1130 Release Packs, the Assignment Copier will create Categories for all masked terms, not just the terms necessary to align the copied assignments. Terms Masks are set on the [Grading Tasks](#) tab or the [Standards](#) tab of Scheduling.