

Copy an Assignment

You can copy assignments from one or more classes to another class. For example, if you teach two sections of math, and both sections will use the same assignments, after adding the assignments for the first section, you can copy them for the second section.

1. On the Home screen, click **Classes**.
2. Double-click a class name.
3. Click the **Assignments** tab.
4. Click the **Assignment Type** drop-down list and make a selection.
5. Click **Copy**. The Copy Assignments dialog box displays.
6. Make your filter selections, and select the assignment you want to copy.
7. Click **OK**.