

How to Copy Assignments from One Section to Another

Campus Instruction Beta

September 19, 2014

To copy an assignment from one course/section to another you must first create the assignment in one of your sections. This can be done from the Gradebook or from Planner by using the ADD button.

Infinite Campus

Campus Instruction Beta

Demo

14-15 Eighth Street Middle Sch

Log Off

Message Center

Planner

Grade Book

Attendance

Roster

Seating Charts

Student Groups

Reports (Attendance)

Reports (Grade Book)

Reports (Planner)

Reports (Roster)

Account Settings

My Curriculum

My Schedule

Other Schedules

Print

Settings

Curriculum Planner: Week 7

Today

September 15 - 19, 2014

Month

Week

Day

Mon 9/15 27/179	Tue 9/16 28/179	Wed 9/17 29/179	Thu 9/18 30/179	Fri 9/19 31/179
27.2220003-1 ILP Math -7				
Period 2, Students: 0	Period 2, Students: 0	Period 2, Students: 0	Period 2, Students: 0	Period 2, Students: 0
T1: Test Assignment				
27.0220012-1 Math 7				
Period 3, Students: 0	Period 3, Students: 0	Period 3, Students: 0	Period 3, Students: 0	Period 3, Students: 0
27.0220012-2 Math 7				
Period 5, Students: 0	Period 5, Students: 0	Period 5, Students: 0	Period 5, Students: 0	Period 5, Students: 0
27.0220001-2 Math 7				
Period 6, Students: 0	Period 6, Students: 0	Period 6, Students: 0	Period 6, Students: 0	Period 6, Students: 0
27.0220001-3 Math 7				
Period 7, Students: 0	Period 7, Students: 0	Period 7, Students: 0	Period 7, Students: 0	Period 7, Students: 0

School Calendar

14-15

Eighth Street Middle School

13-14

Curriculum

All

☒ ILP Math -7

☒ 27.2220003-1

☒ Math 7

☒ 27.0220012-1

☒ 27.0220012-2

☒ Math 7

☒ 27.0220001-2

☒ 27.0220001-3

To Do List

Tasks (0)

Completed

Add Task

+

Add

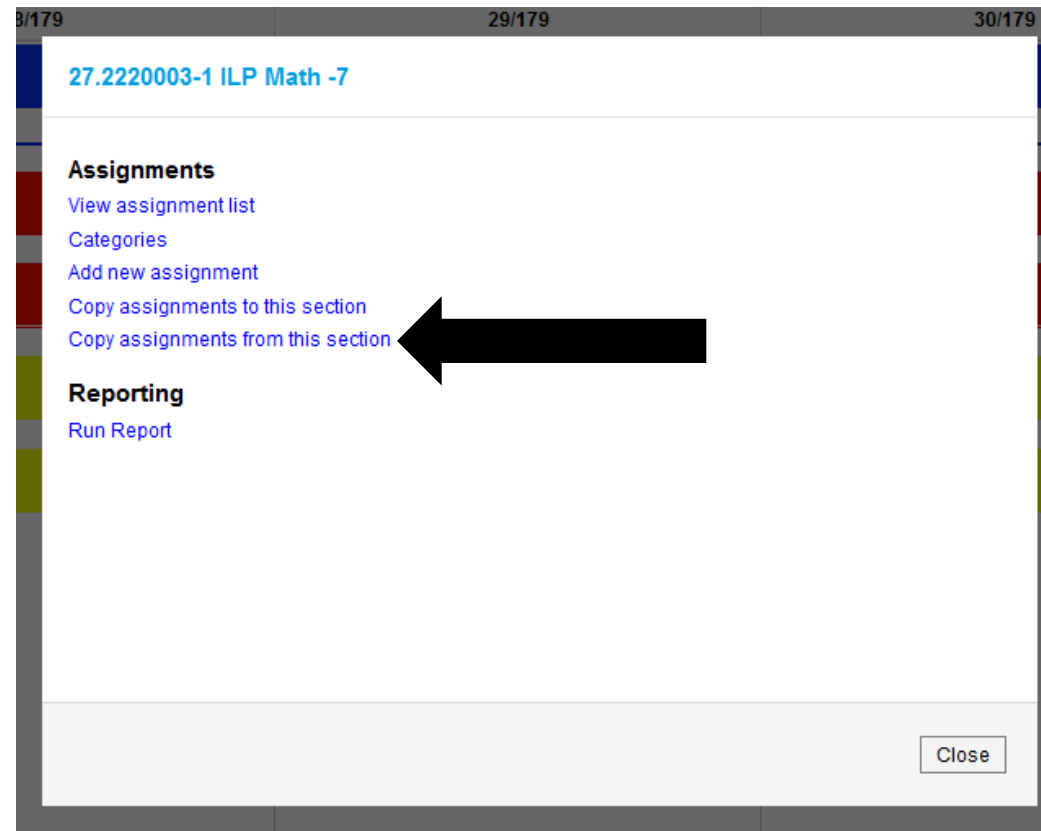
Once you have the assignment created go to the Planner and click on the course number where you created the course.

The screenshot displays the Infinite Campus Curriculum Planner interface. The top navigation bar includes the Infinite Campus logo, 'Campus Instruction Beta', 'Demo', and the school name '14-15 Eighth Street Middle Sch' with a 'Log Off' button. The left sidebar contains a 'Planner' section with a 'Print' button and 'Settings' link, and a list of navigation options: Message Center, Grade Book, Attendance, Roster, Seating Charts, Student Groups, Reports (Attendance), Reports (Grade Book), Reports (Planner), Reports (Roster), and Account Settings. The main content area is titled 'Curriculum Planner: Week 7' and shows a weekly schedule for 'September 15 - 19, 2014'. The schedule is organized by days (Mon 9/15, Tue 9/16, Wed 9/17, Thu 9/18, Fri 9/19) and periods. The first row, highlighted in blue, represents the course '27.2220003-1 ILP Math -7'. A large black arrow points to this course number. The second row, highlighted in red, represents the course '27.0220001-1 Math 7'. The third row, highlighted in yellow, represents the course '27.0220001-2 Math 7'. The fourth row, also highlighted in yellow, represents the course '27.0220001-3 Math 7'. The right sidebar contains a 'School Calendar' section with a dropdown menu showing '14-15', 'Eighth Street Middle School', and '13-14'. Below this is a 'Curriculum' section with a list of courses and their status (checked/unchecked). The bottom right corner has a 'To Do List' section with a 'Tasks (0)' button and an 'Add Task' button.

	Mon 9/15 27/179	Tue 9/16 28/179	Wed 9/17 29/179	Thu 9/18 30/179	Fri 9/19 31/179
27.2220003-1 ILP Math -7	Period 2, Students: 0	Period 2, Students: 0	Period 2, Students: 0	Period 2, Students: 0	Period 2, Students: 0
27.0220001-1 Math 7	Period 3, Students: 0	Period 3, Students: 0	Period 3, Students: 0	Period 3, Students: 0	Period 3, Students: 0
27.0220001-2 Math 7	Period 5, Students: 0	Period 5, Students: 0	Period 5, Students: 0	Period 5, Students: 0	Period 5, Students: 0
27.0220001-3 Math 7	Period 6, Students: 0	Period 6, Students: 0	Period 6, Students: 0	Period 6, Students: 0	Period 6, Students: 0
27.0220001-4 Math 7	Period 7, Students: 0	Period 7, Students: 0	Period 7, Students: 0	Period 7, Students: 0	Period 7, Students: 0

When you click on the course number you will see the screen below.

Click on COPY ASSIGNMENTS FROM THIS SECTION.



The Assignment Copier screen will allow you to choose the section you are copying from and the section you are copying to. You can only copy to one section at a time. To copy to multiple sections you will need to repeat the process.

Assignment Copier

The Assignment Copier is used to copy Assignments from one section to another.

Copy From: 14-15

14-15 Eighth Street Middle Sch (1)

2) 27.2220003-1 ILP Math -7

3) 27.0220012-1 Math 7

5) 27.0220012-2 Math 7

6) 27.0220001-2 Math 7

7) 27.0220001-3 Math 7

Type

All

Number of Assignments: 1 of 1

<input checked="" type="checkbox"/>	Assignment Name	Due ▲
<input checked="" type="checkbox"/>	T1: Test Assignment	09/19/2014

Copy To:

14-15 Eighth Street Middle Sch (1)

2) 27.2220003-1 ILP Math -7

3) 27.0220012-1 Math 7

5) 27.0220012-2 Math 7

6) 27.0220001-2 Math 7

7) 27.0220001-3 Math 7

Eighth Street Middle School 13 (1)

1) 27.0220001-5 Math 7

Number of Assignments: 0

Next

Cancel

The Copy From window on the left should show the section where the assignment was created.

Click on the section on the right that you want to copy the assignment to. Then click NEXT.

Assignment Copier

The Assignment Copier is used to copy Assignments from one section to another.

Copy From: 14-15

14-15 Eighth Street Middle Sch (1)

- 2) 27.2220003-1 ILP Math -7
- 3) 27.0220012-1 Math 7
- 5) 27.0220012-2 Math 7
- 6) 27.0220001-2 Math 7
- 7) 27.0220001-3 Math 7

Type: All

Number of Assignments: 1 of 1

<input checked="" type="checkbox"/>	Assignment Name	Due ▲
<input checked="" type="checkbox"/>	T1: Test Assignment	09/19/2014

Copy To:

14-15 Eighth Street Middle Sch (1)

- 2) 27.2220003-1 ILP Math -7
- 3) 27.0220012-1 Math 7
- 5) 27.0220012-2 Math 7
- 6) 27.0220001-2 Math 7
- 7) 27.0220001-3 Math 7

Eighth Street Middle School 13 (1)

- 1) 27.0220001-5 Math 7


Number of Assignments: 0

Next Cancel

You will see the Assignment Name, Grade Book Alignment, Assigned Date and Due Date. Confirm these options or make changes for this section then click Copy.

Assignment Copier

Copy from 27.2220003-1 ILP Math -7 to 27.0220001-2 Math 7

<input checked="" type="checkbox"/>	Assignment Name	Grade Book Alignment	*Assigned Date	*Due Date ▲
<input checked="" type="checkbox"/>	T1: Test Assignment	 9 Week Grade > Formative**	09/19/2014	09/19/2014

**Indicates that a new Category will be created.

BackCopyCancel

In planner view you will now see the assignment listed under each section it has been copied to.

Infinte Campus Campus Instruction Beta Demo 14-15 Eighth Street Middle Sch Log Off

Message Center My Curriculum My Schedule Other Schedules

Planner Print Settings

Grade Book

Attendance

Roster

Seating Charts

Student Groups

Reports (Attendance)

Reports (Grade Book)

Reports (Planner)

Reports (Roster)

Account Settings

Curriculum Planner: Week 7

Today < >

September 15 - 19, 2014 Month Week Day

Mon 9/15 27/179	Tue 9/16 28/179	Wed 9/17 29/179	Thu 9/18 30/179	Fri 9/19 31/179
27.2220003-1 ILP Math -7 Period 2, Students: 0	Period 2, Students: 0	Period 2, Students: 0		Period 2, Students: 0 T1: Test Assignment
27.0220012-1 Math 7 Period 3, Students: 0	Period 3, Students: 0	Period 3, Students: 0	Period 3, Students: 0	Period 3, Students: 0
27.0220012-2 Math 7 Period 5, Students: 0	Period 5, Students: 0	Period 5, Students: 0	Period 5, Students: 0	Period 5, Students: 0
27.0220001-2 Math 7 Period 6, Students: 0	Period 6, Students: 0	Period 6, Students: 0		Period 6, Students: 0 T1: Test Assignment
27.0220001-3 Math 7 Period 7, Students: 0	Period 7, Students: 0	Period 7, Students: 0	Period 7, Students: 0	Period 7, Students: 0

School Calendar

14-15
Eighth Street Middle School
13-14

Curriculum

All
ILP Math -7
27.2220003-1
Math 7
27.0220012-1
27.0220012-2
Math 7
27.0220001-2
27.0220001-3

To Do List

Tasks (0) Completed

Add Task