How to Copy Assignments from One Section to Another

Campus Instruction Beta

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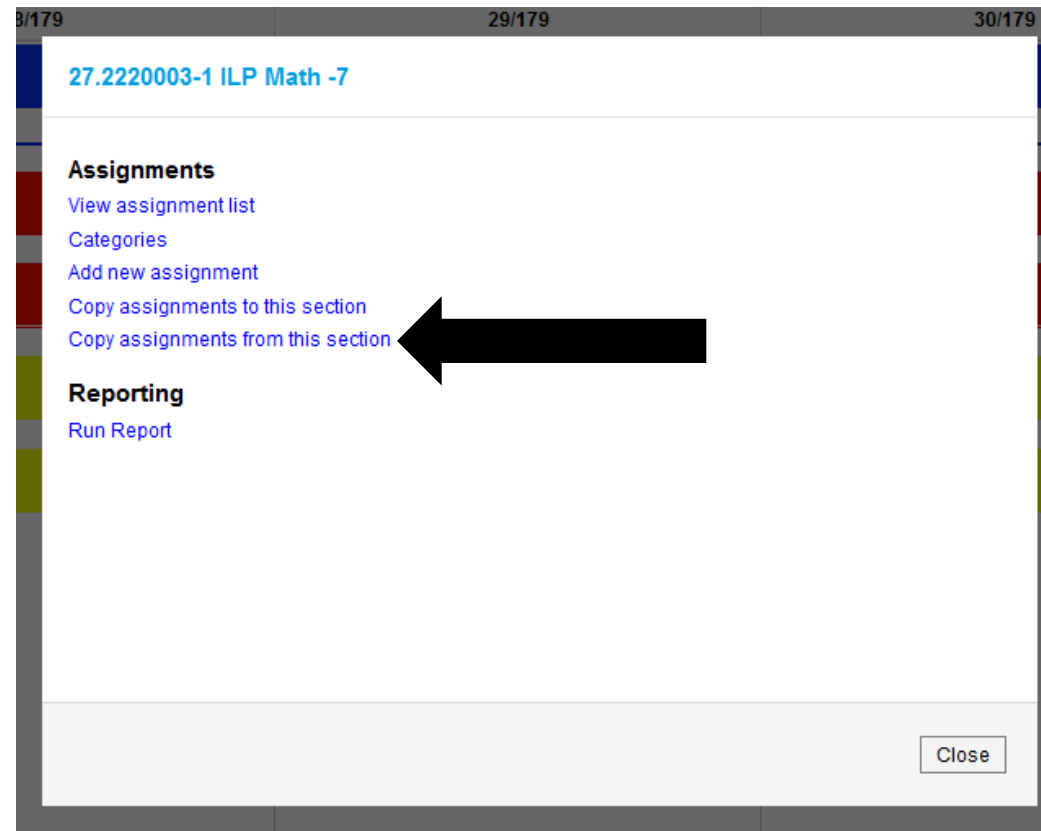
Once you have the assignment created go to the Planner and click on the course number where you created the course.

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.

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.

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.

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