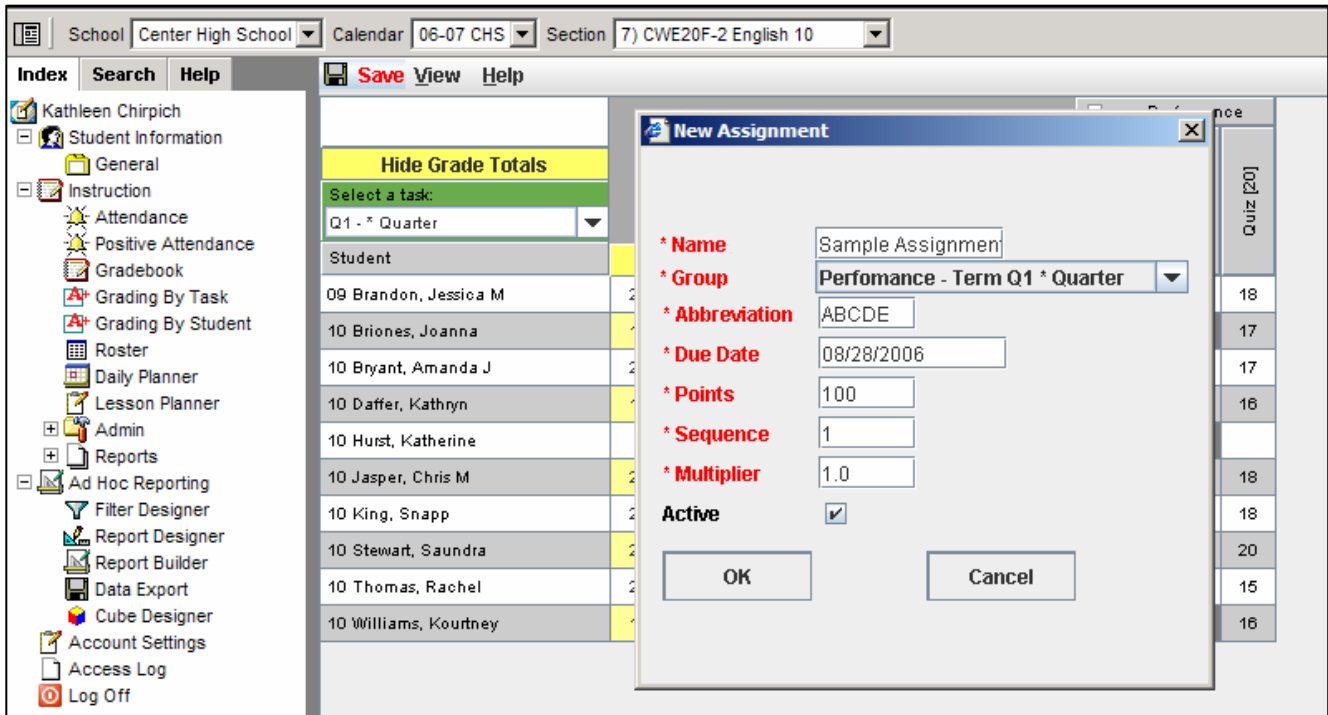
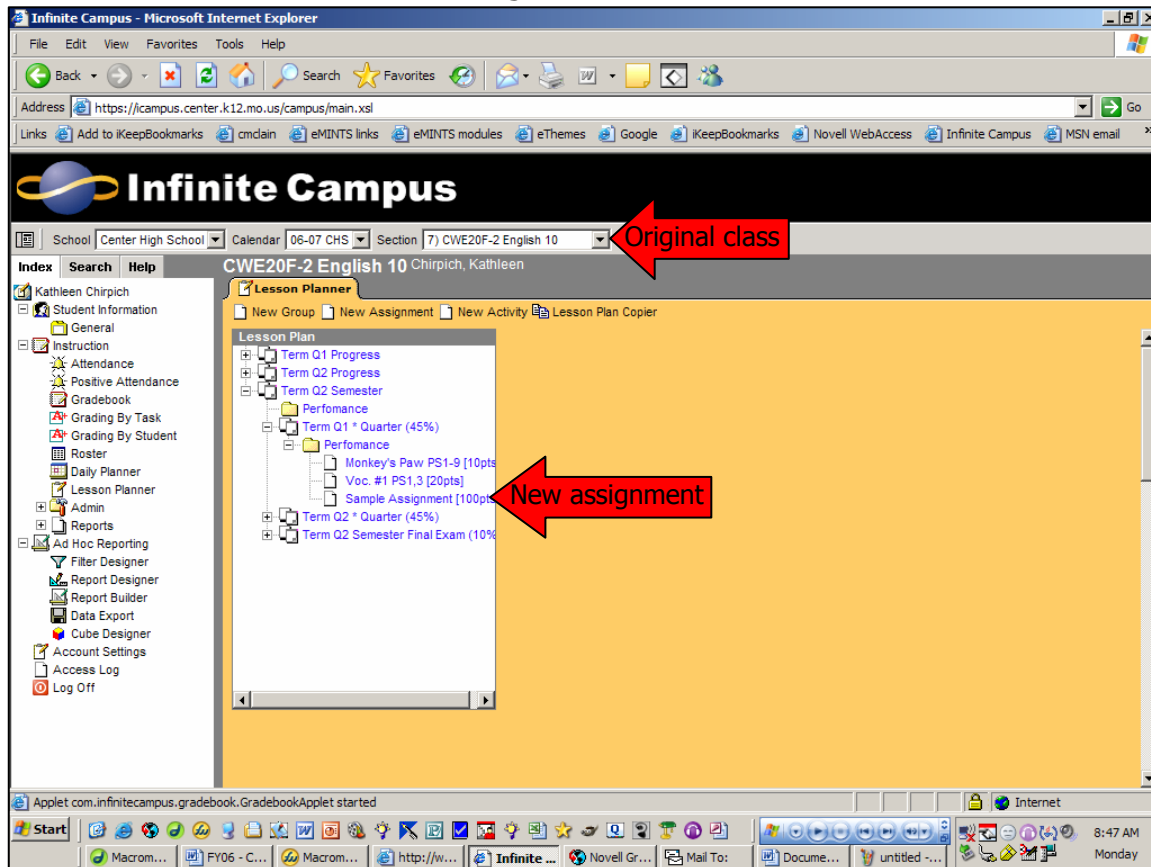


Copying Assignments from class to class, quarter or semester

1. Create an assignment in the original class and save it.



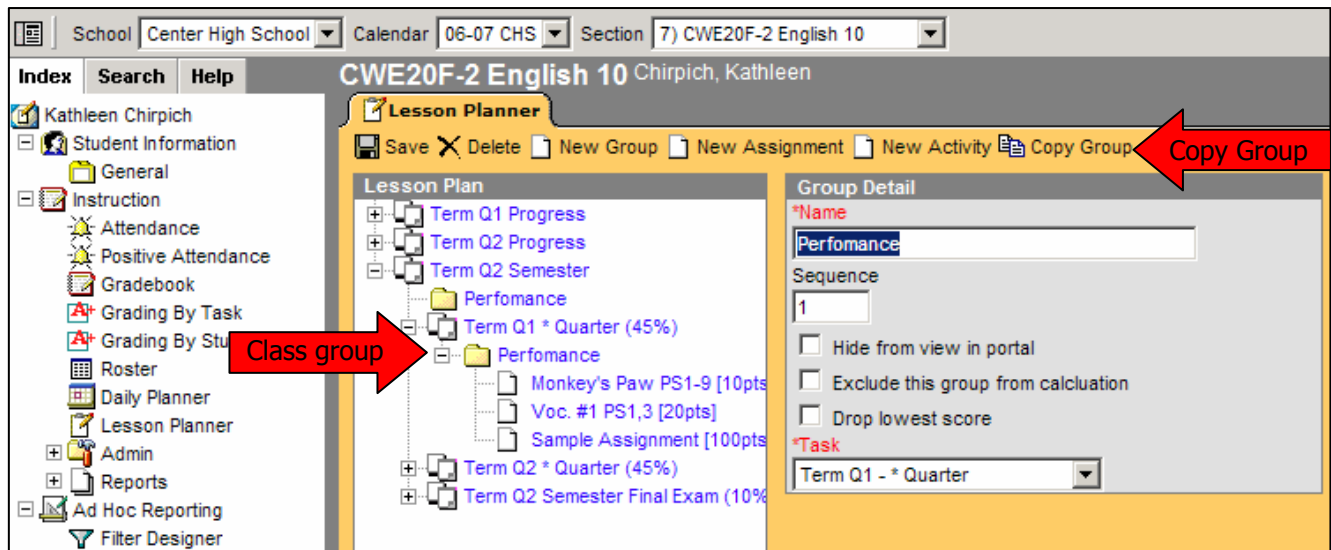
2. Go to the Lesson Planner. The original class section should still be selected.



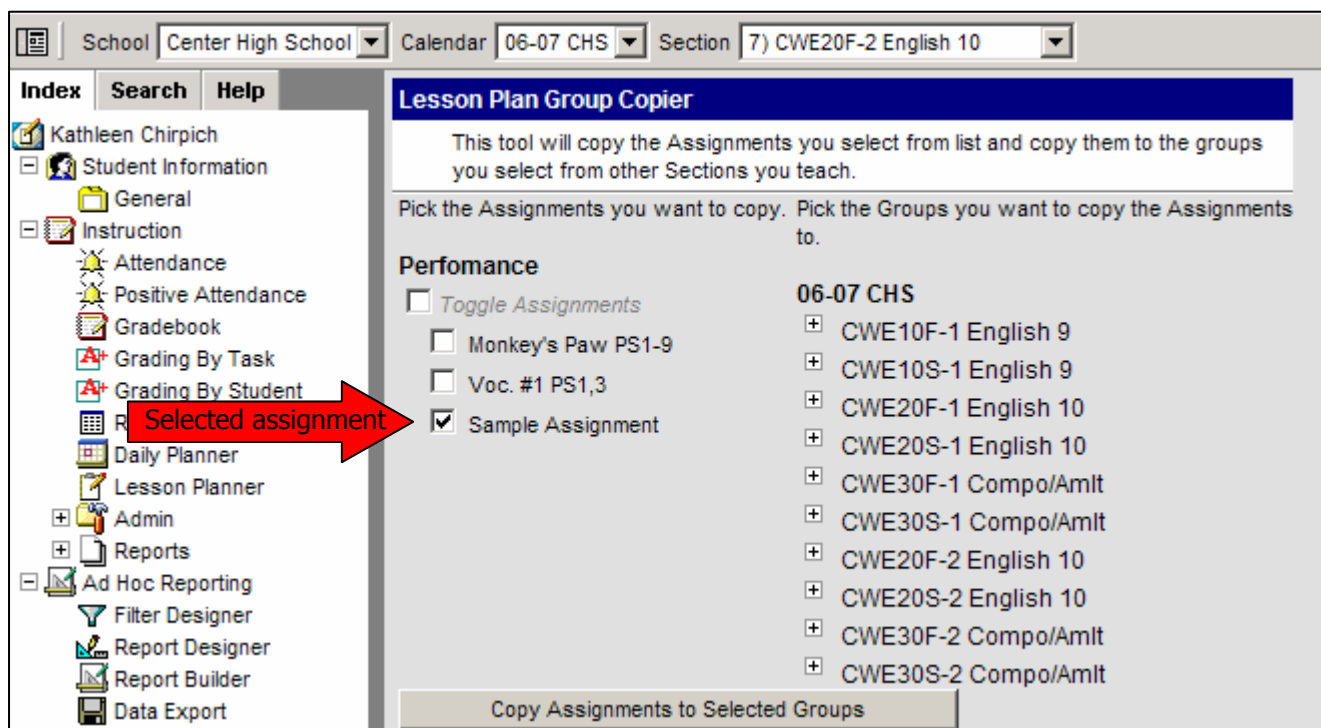
3. Select the

group the assignment was created in. (The group will be what you named your folders - assessment, class work, performance, etc.)

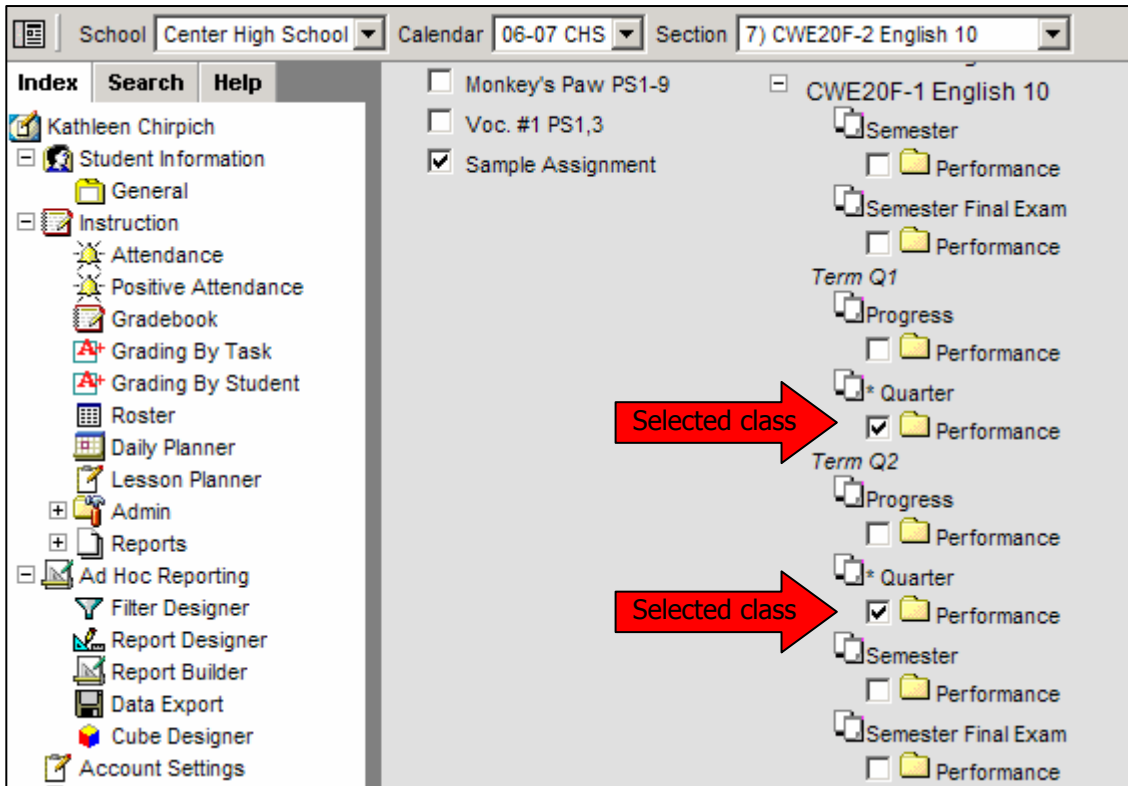
4. Click the Copy Group button.



5. Select the assignment or assignments you want to copy.



6. Then select the classes you want to copy to by using the plus sign to expand classes.



7. Finally scroll to the bottom of the page and click Copy Assignment to Selected Groups.

