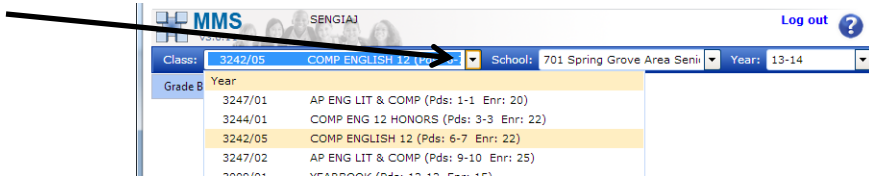
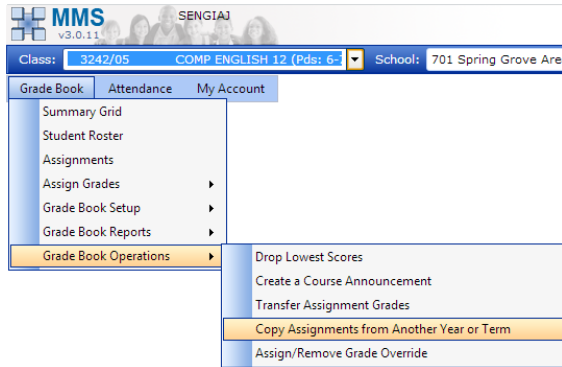


Copy Assignments from Previous Year

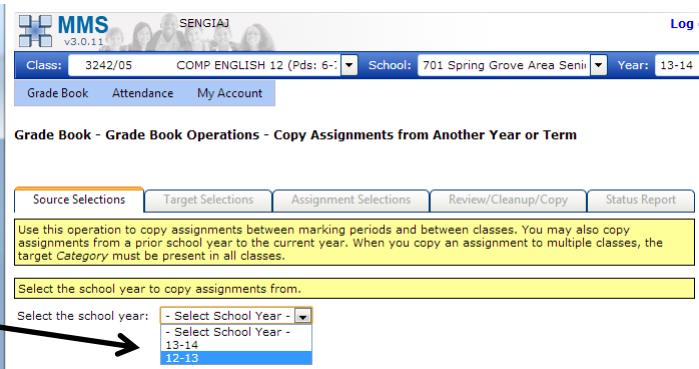
1. Select your class from the drop down menu.



2. Go to **Grade Books** → **Grade Book Operations** → **Copy Assignments from Another Year or Term**

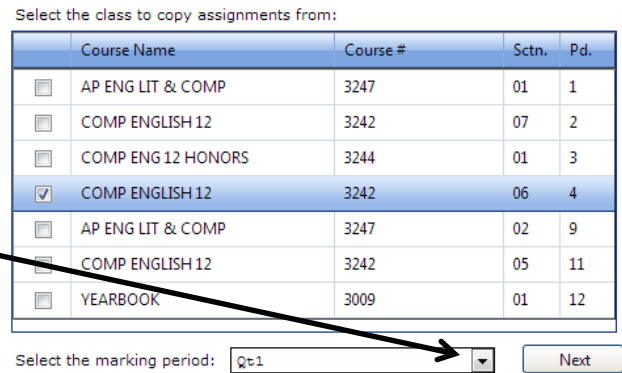


3. Select the previous school year



4. Select the class to copy assignments *from*
5. Select the Trimester to copy *from*
6. Click **Next**

Once you select a class the MP menu will pop up



7. Select the class and Trimester to copy the assignments into (you can select multiple classes)
8. Click **Next**

9. You will see this screen:

Source Selections | Target Selections | **Assignment Selections** | Review/Cleanup/Copy | Status Report

By default all assignments are selected. Uncheck those assignments you do not want to copy.

Note: A category displayed in red signifies that the category is NOT available in all of the target classes. You must either select an alternative category during a later step in this operation or add the missing category through Grade Book Setup/Set Up Categories, otherwise none of the assignments that you have selected can be copied.

Source Selections: School Year: 12-13 Class 3242-06 COMP ENGLISH 12 Marking Period: Qt1
 Target Selections: Current School Year: 13-14 1 Target Class selected: 3242-05 COMP ENGLISH 12 Marking Period: Qt1

Select the assignments to copy:

<input checked="" type="checkbox"/>	Assignment Name	Description	Category	Marking Period	Assigned	Due	Points	Publish	Stnds?	Attchmts?
<input checked="" type="checkbox"/>	P 7-11	Open-Notebook Quiz on pages 7-11, Introduction to the Middle Ages.	Quiz	Qt1	10/03/2012	10/03/2012	10	Yes	No	No
<input checked="" type="checkbox"/>	Reading Log	Response	CW	Qt1	09/24/2012	09/28/2012	10	Yes	No	No
<input checked="" type="checkbox"/>	The Prologue	Quiz identifying the characters from "The Prologue" to The Canterbury Tales.	Quiz	Qt1	10/03/2012	10/05/2012	20	Yes	No	No
<input checked="" type="checkbox"/>	Future Essay	250 word essay on your future plans and what you are doing to make them happen.	ESSAY	Qt1	09/14/2012	09/28/2012	100	Yes	No	No
<input checked="" type="checkbox"/>	Wife of Bath	Wife of Bath's Tale quiz	Quiz	Qt1	10/18/2012	10/19/2012	14	Yes	No	No

Next

Roll Assigned/Due Dates forward 365 days

10. Select the assignments you want to copy (all assignments are selected by default). *Ignore any red words under **Category**, we will take care of it in step 12.*

11. Click **Next**

12. On this screen you can edit the assignment name, description, etc. Two things you need to edit:

- Click on the box **Publish** at the top of the column. This will prevent all of your assignments from being published to students right away.
- Look over the Category Column. If you see any listed as **-No Match Found** click on the dropdown to select a Category for the assignment.

Source Selections | Target Selections | Assignment Selections | **Review/Cleanup/Copy** | Status Report

Review and cleanup assignments. Click 'Copy Assignments' after completing cleanup.

Note: A category displayed as - No Match Found - signifies that the category is NOT available in all of the target classes. You MUST either choose an alternative category from a list or add the missing category through Grade Book Setup/Set Up Categories, otherwise none of the assignments that you have selected can be copied.

Source Selections: School Year: 12-13 Class 3242-06 COMP ENGLISH 12 Marking Period: Qt1
 Target Selections: Current School Year: 13-14 1 Target Class selected: 3242-05 COMP ENGLISH 12 Marking Period: Qt1

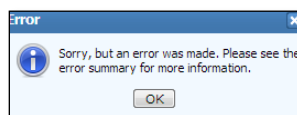
Assignment Name	Description	Category	Marking Period	Assigned	Due	Points	Publish	Stnds?
Rough Draft	Essay on My Future	- No Match Found	Qt1	09/17/2013	09/24/2013	5	<input checked="" type="checkbox"/>	No
P 7-11	Open-Notebook Quiz on pages 7-11, Introduction to the Middle Ages.	- No Match Found	Qt1	10/03/2013	10/03/2013	10	<input checked="" type="checkbox"/>	No
Reading Log	Response	CW CLASS WORK	Qt1	09/24/2013	09/28/2013	10	<input checked="" type="checkbox"/>	No
The Prologue	Quiz identifying the characters from "The Prologue" to The Canterbury Tales.	- No Match Found	Qt1	10/03/2013	10/05/2013	20	<input checked="" type="checkbox"/>	No
Future Essay	250 word essay on your future plans and what you are doing to make them happen.	ESSAY	Qt1	09/14/2013	09/28/2013	100	<input checked="" type="checkbox"/>	No

If assignments already exist with the same name and due date for the selected marking period, do you want to overwrite?
 Yes No

Copy Assignments

13. Click **Copy Assignments** . A report should open stating that the assignments have been copied.

14. If you get an error message like this



scroll down to the bottom to see the source of the error. The most common error is leaving a **-No Match Found** in the category column.