



## Duplicate an Assignment

Instead of re-creating an assignment manually, duplicate an assignment and edit it for use in another class.

1. Click **Grading**
2. Select **Assignment List**
3. In the list of assignments, locate the assignment you just created and click the Edit icon
4. Click **Duplicate** at the bottom of the Edit window
5. Open the Select Classes menu, clear the check box next to the currently selected class, and choose a different class
6. Click outside the Select Classes menu to close it.
7. Edit the duplicated assignment name by deleting the underscore and number that were appended to the end
8. Use the same category, score type, score entry points, description, and publication settings as the original assignment, but change the due date.
9. To save the assignment and close the window, click **Save and Close**
10. To verify that you copied the assignment to a different class, click the name of the currently selected class in the navigation bar at the top of the page and select the class that you copied the assignment to
11. Locate the duplicated assignment in the list of assignments

## Copying Assignments from one term to the next

1. Click **Grading**
2. Click **Assignment List**
3. Click the gear icon to the left of the term menu
4. The gear icon also appears on the Scoresheet page.
5. Click **Copy Assignments**
6. Under From, open the Term menu and select **Semester 1**
7. Under From, open the Class menu and select the class from which you want to copy the assignments
8. Under To, open the Term menu and select **Semester 2**
9. Under To, open the Classes menu and select the class or classes to which you want to copy the assignments
10. Under Copy Options, open the Due Dates menu and choose whether you want to use existing, relational, or custom due dates
11. Under Choose the Assignments, check the box to the left of the Category heading to select all of the assignments, or check individual boxes next to the assignment names to choose a smaller selection
12. If the source class you selected is a PowerTeacher Gradebook class, all assignments will be copied to the classes you select.
13. To complete the process, click **Copy Assignments**
14. Be sure to edit the due dates of the copied assignments.