Copy an Assignment to another class

When you save an assignment, **Duplicate** and **Delete** buttons appear on the Edit window. You can copy the assignment you just created, or delete it.

Create a Duplicate Assignment
To save time, copy existing assignments.
1. On the charms bar, select **Grading**, then select **Assignment List**.
2. Select the **Edit** icon next to the assignment name on the Assignments page.
3. Select **Duplicate**.
4. Edit the assignments details and click **Save**.