Duplicate an Assignment and Assign It to Individual Students

1. Click **Grading**
2. Select **Assignment List**
3. In the list of assignments, click the Edit icon
4. Click **Duplicate** at the bottom of the Edit window
5. Open the Classes menu and select only the class in which the students are enrolled
6. Enter a new assignment name, such as Makeup Homework
7. Use the same category, score type, and points as the original assignment, but change the due date to tomorrow
8. Enter a new description to reflect the change in the content of the assignment, such as Questions 10-20 on page 194
9. Click the Students tab
10. Click **Add/Remove Students**
11. Locate the students in the list and check the boxes next to their names
12. Click **Save and Close**

To verify that you assigned the makeup homework to the students, locate one of the students and check his or her assignments list.

1. Click **Students**
2. Select one of the students who was assigned the new homework
3. Click the arrow at the end of the page name to open the Quick Menu
4. Select **Assignments**
5. Locate the assignment in the list. Use the filter options to narrow the list, or sort the list by clicking the column headers.