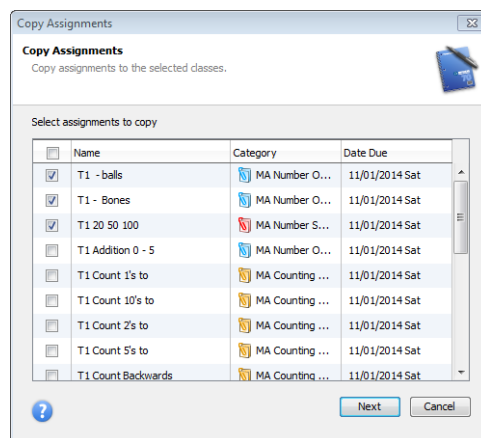


## Copying and Pasting Assignments Between Classes

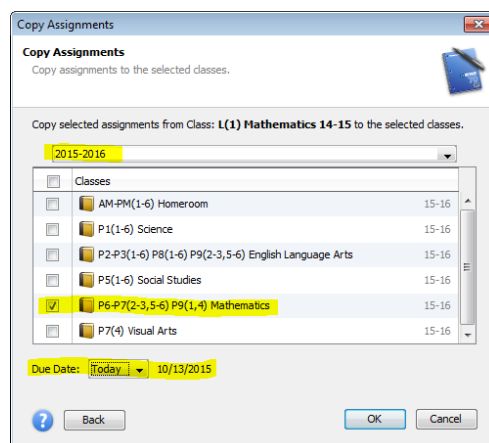
Assignments can be created in one class or term, then copied and pasted into other classes, other terms, and into other years.

Select the class you want to copy one or more assignments from

- Right click on any assignment header and choose Copy Assignment
- Click in the boxes of all the assignments you want to copy, then click Next.



- Then select the class you want to paste the assignment into.



- Note the drop-down box at the top that allows you to choose term or year.
- You can select multiple classes to paste the assignment(s) into.
- You can specify a date for the pasted assignment. Note that if you are pasting multiple assignments, they will all have the same date as specified.
- To finish, go to the assignment in the new class and double click it to make any adjustments as needed (e.g. change categories or standards).