

HOW TO COPY ASSIGNMENTS

IN GRADE BOOK 1-6

#1 - UNDER CLASSES
SELECT THE CLASS YOU
WANT TO COPY
ASSIGNMENTS FROM (LAST
YEAR'S CLASS)

#2 - SELECT THE
ASSIGNMENT TAB IN
GRADE BOOK

#4 - GO TO
THE TOOLS
MENU AND
SELECT COPY
ASSIGNMENTS

#3 BE SURE YOU HAVE
THE CORRECT CLASS
SELECTED UNDER
CLASSES

#6 RETURN TO THIS YEAR'S CLASS
UNDER THE CLASSES MENU AND
SELECT THE CLASS YOU WANT TO
COPY TO

#5 SELECT THE
ASSIGNMENT YOU WANT
TO COPY.. CLIK NEXT

NOTE: WHAT DUE
DATE DO YOU
WANT? YOU MAY
NEED TO EDIT THE
DUE DATES OF
COPIED
ASSIGNMENTS
MANUALLY IF YOU
COPY THE ENTIRE
COURSE. IF YOU
COPY ONE
ASSIGNMENT AT A
TIME USE CUSTOM
OR TODAY

