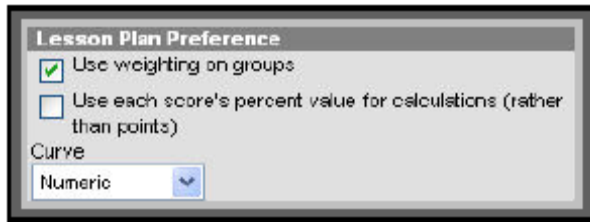
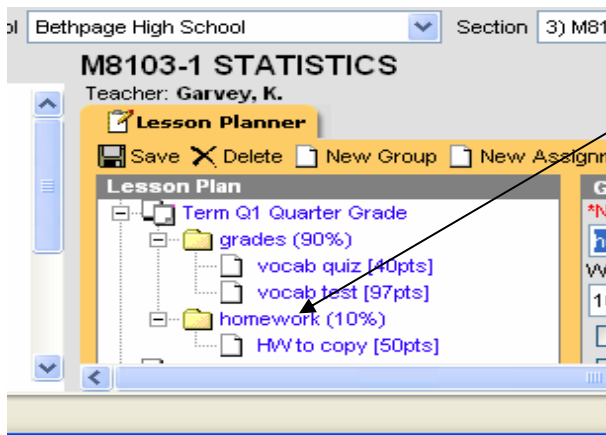


To Copy An Assignment From One Class To Another:

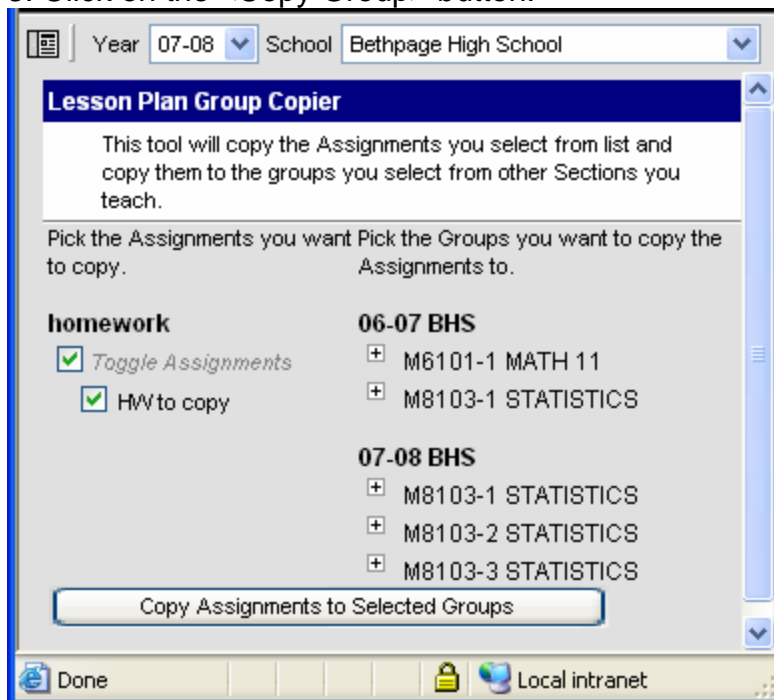
1. You MUST have the preferences and Numeric code selected before you try to copy an assignment for all of your classes in that quarter.



2. Using the Lesson Plan tree, click on the group you want to copy. (In this example it is "homework" The Group Detail screen will display.



3. Click on the <Copy Group> button.



3. The Lesson Plan Group Copier screen will display. The group chosen will display on the left with its assignments. All the course/sections for all years will display on the right.

4. On the left side, in the Pick the Assignment(s) you want to copy section, all the assignment(s) for the chosen Group display pre-checked. Un-check any assignment you don't want to copy.

5. On the right side, in the Pick the Groups you want to copy the Assignments to section, click on the + next to the course/section you want to copy the group assignments to. Then click on the Group(s) you want to copy the assignments to.

6. Click on the <Copy Assignments to Selected Groups> button.

7. Assignments can be edited (names, due dates) by clicking on the assignment name in the Lesson Plan tree (on the left side of the screen).

8. Repeat for all Groups to copy.