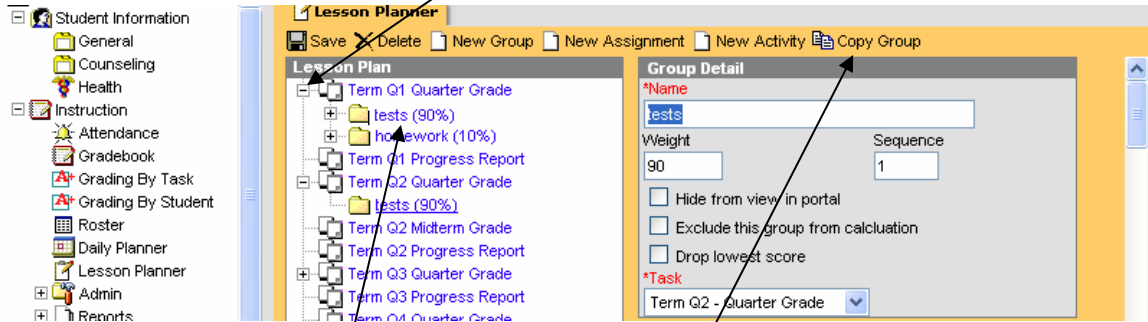
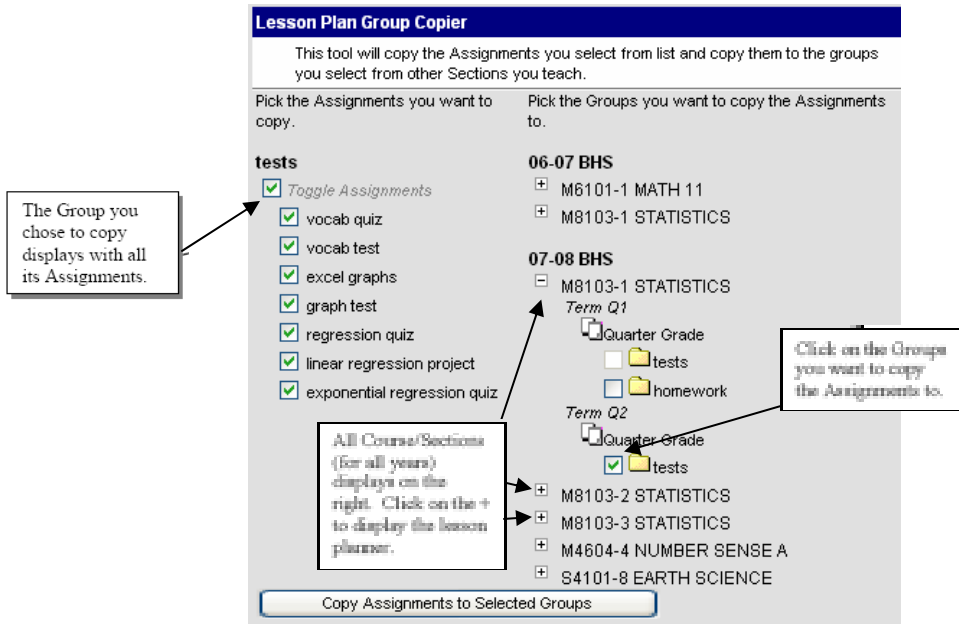


To Copy Your Assignments from Quarter 1 to Quarter 2:

1. Go to Instruction < Lesson Plan
2. Click on the + sign to the left of Term Q1 Quarter Grade



3. There must be a previously existing folder/group in Term Q2 Quarter Grade to copy the assignments into.
4. Click on the name of the group/folder that you want to copy. The Group Detail screen will display on the right of the screen.
5. Click on the <Copy Group> button.
6. The Lesson Plan Group Copier screen will appear. The group chosen will be displayed on the left with its assignments. All the course/sections for all years will display on the right.



7. On the left side, in the “Pick the Assignments you want to copy section” all the assignments for the chosen Group display pre-checked. Un-check any assignment you don't want to copy.
8. On the right side, in the “Pick the Groups you want to copy the Assignments to” section, click on the + next to the class(es) you want to copy the group assignments into.
9. Click on the Group(s)/Folder(s) you want to copy the assignments to. If you have more than one section of a class, you would click on each class' + sign, and click on the appropriate folder in each class section. For example, on this page, both the 2- Statistics and 3- Statistics should have also been opened.
10. Click on the <Copy Assignments to Selected Groups> button.
11. Assignments can be individually edited (names, due dates, etc.)
12. Repeat for all Groups to copy.