

Copy Assignments

You can copy assignments from one class to another.

1. On the Home screen, click **Classes**.
2. In the Class List, select the class you want to copy assignments to.
3. On the toolbar, click **Edit**.
4. Click the **Assignments** tab, and make a selection from the **Subject** drop-down list.
5. Click **Copy**. The Copy Assignments dialog box displays.
6. You can use the filter options to view a specific group of assignments. Select the check box next to each assignment that you want to copy.
7. Click **OK**.