

Copying Assignments via PT Pro

You can copy assignments either from one class/section to another OR copy to a different year. This task cannot be undone, so be sure you make the correct selections!

With your grade book launched and open – select a class from the top left box.

Click on the **Gear** below your name

Click on **Copy Assignments**

Complete the following screen to copy your assignments:

- ✓ Select term and class that you want to copy assignments FROM.
- ✓ Select term and class that you want to copy assignments TO (can be more than 1).
- ✓ Select option for due dates.
- ✓ Check the assignments you are copying.
- ✓ When above is accurate, click on **copy**

PowerTeacher Pro

1(P) Math 6 - S1

Create

Call Testeem

Copy Assignments

S1 has not started.

From

Term: 2019-2020 (19-20)

Class: 1(P) Math 6 S1

To

Term: Semester 1 (19-20)

Classes*: Select Classes

1 Class: 3(P) ACC Math 6

Copy Options

Due Dates: Relational

Proportional Due Dates Relative to Selected Term

Choose the Assignments

Filter

Clear Apply

6 of 6 items

	CATEGORY	ASSIGNMENTS	DUE DATE	SCORE TYPE
<input checked="" type="checkbox"/>	Home	1.Homework 3	8/26/2019	Points pts: 10
<input checked="" type="checkbox"/>	Home	2.Homework 2	8/25/2019	Points pts: 10
<input type="checkbox"/>	Test	3.Test 2	8/22/2019	Points pts: 25
<input type="checkbox"/>	Test	4.Test 1	8/15/2019	Points pts: 25
<input type="checkbox"/>	Quiz	5.Quiz 2	8/13/2019	Points pts: 10
<input type="checkbox"/>	Class	6.Bell Work 722	7/22/2019	Points pts: 5

Legend

Icons * - Required Field

Copy Assignments

Change to that section/subject to verify that the assignments have been copied.