

PowerTeacher

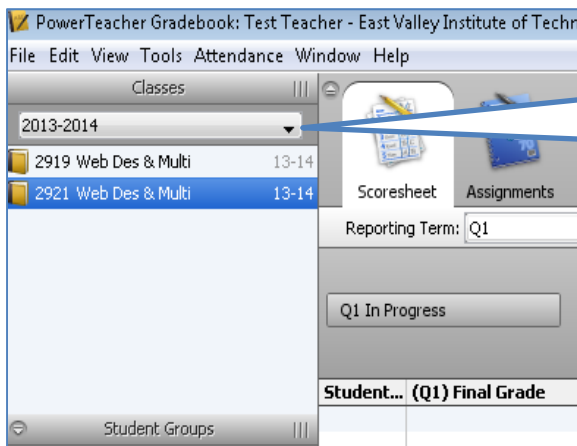
Copy Assignments Procedure

You can use the Copy Assignments function to copy assignments from one class to other classes. You can copy assignments from the Assignments window or the Scoresheet Assignments window using the gradebook menu bar. Alternately, you can right-mouse click if you are using a two-button mouse.

When copying an assignment, the assignment details and publish settings are copied to the new assignment, with the exception of the assignment score. If an assignment with same name or abbreviation already exists in the class you are copying the assignment to, such as "FirstHW", the suffix "_<next larger number>" is appended to the assignment name or abbreviation, such as "FirstHW_1."

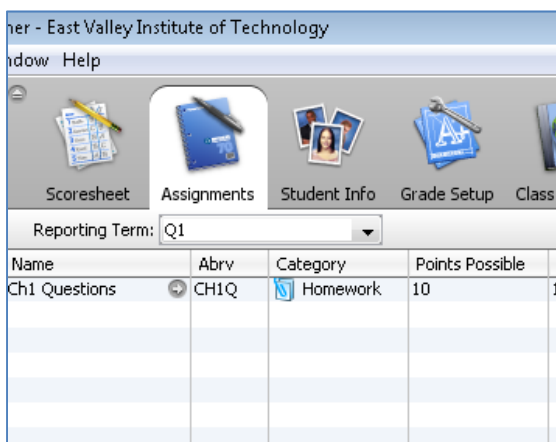
How to Copy Assignments

1. Select the school year and class from the [Classes pane](#) from where you want to copy the assignments.



- You have the option to select and copy assignments from previous years as well.
- Select the appropriate year from the drop-down menu and then select the appropriate class.

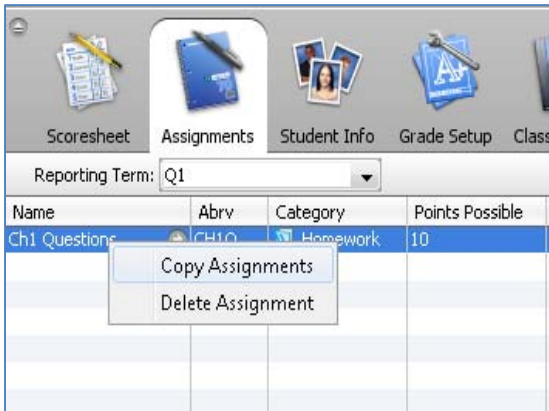
2. Click the **Assignments** tab. The [Assignment window](#) appears.



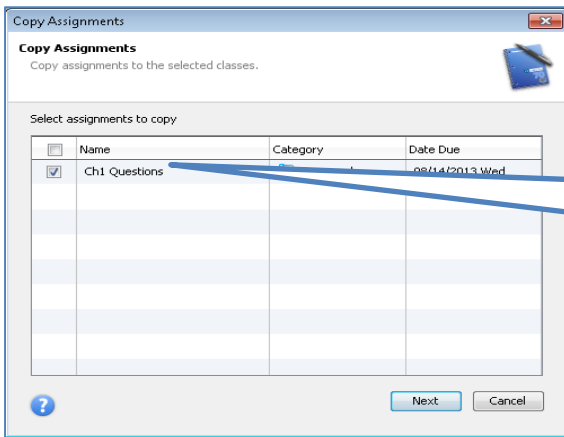
Note: To increase or decrease the size of the contents within the window, choose View > [Zoom](#).

3. Select an assignment.

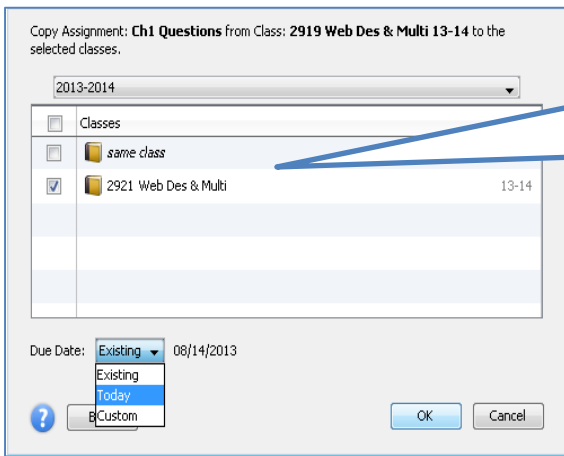
4. Either choose **Tools > Copy Assignments** from the gradebook menu bar or right-mouse click and select **Copy Assignments**.



5. The **Copy Assignments** dialog appears. [Edit the information as needed.](#)



- Check the box next to the assignments that you want to copy.
- Click Next.



- Select the school year to which the assignments will be copied to.
- Check the box next to the course/section that the assignments should be copied to.
- Set the Due Date (this can be changed after they have been copied).
- Click Ok.

6. Click **OK**. The assignment or assignments are copied to the selected classes.

7. Return to the current school year and make any necessary changes or updates, if needed, to the copied assignments, such the total points, due dates, etc...