

How to Copy Assignments from a Previous Year

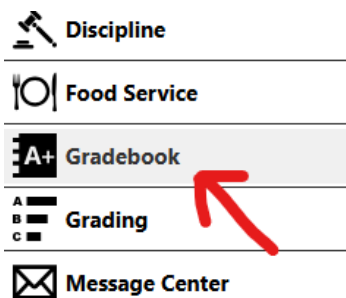
If you reuse a lot (or all) of your assignments from year to year, this can be a huge time saver. Shout out to Jim Click for walking me through this one!

1. Open the class Gradesheet for the class you want to copy assignments into.
2. Click on the green button with the three white lines on the left of the screen.

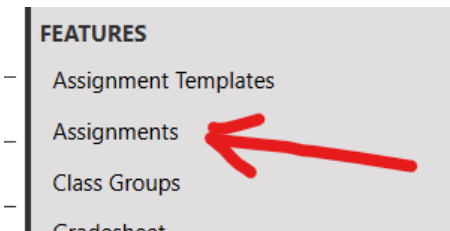


Gradesheet > C

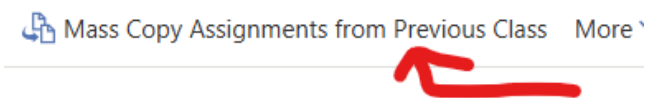
3. Choose Gradebook from the menu on the left



4. Choose Assignments from the Features list in the gray box.



5. Click Mass Copy Assignments from Previous Class on the top right of the window.



6. Choose the school year (default is last year), and the class section you want to copy the assignments from.

ASSIGNMENT DETAILS

*School Year

*Section

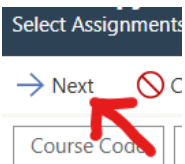
7. Select the assignments you want to copy (if you want them all, choose the checkbox right under the word Select).

ASSIGNMENTS

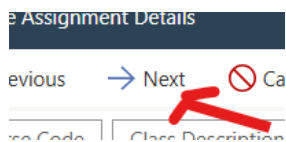
MM/DD/YYYY 31 View: Skyward Default

Select	↑ ³ Assignment Name	↑ ² Category	Assigned Date	↑ ¹ Due Date	Online Assignment	Attachment Count
☒						
☒	Ch.1 Daily Work	DAILY WORK IN CLASS	09/05/2024	09/13/2024	☐	0
☒	Ch.1 Quiz	TEST & QUIZZES	09/13/2024	09/13/2024	☐	0
☒	2.1-2.4 Quiz	TEST & QUIZZES	09/23/2024	09/23/2024	☐	0
☒	2.5-2.8 Quiz	TEST & QUIZZES	10/02/2024	10/02/2024	☐	0
☒	Ch.2 Test	TEST & QUIZZES	10/04/2024	10/04/2024	☐	0

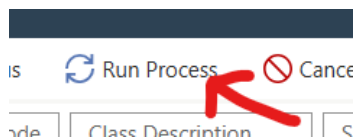
8. Click Next at the top left of the window.



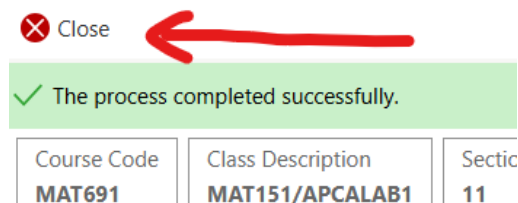
9. The next window allows you to update the details, like dates, point value, etc. These can also be changed later, as you go through the semester if you don't want to do them all now. When you are done (or want to skip this to do it later), click Next at the top of the window.



10. On the next screen, click Run Process to add the assignments to the class you opened.



11. Click close on the next window after the process is complete.



You should now see all of your assignments added to the assignment list. Congratulations!