

# Infinite Campus

Grading Set-up 2011-12

## Step 6: Copy Assignments

Select the school year and your class section

This step will allow you to copy assignments from your last years grade book into this years grade book.

- 1 From the Assignments menu, select “copy assignments”

The screenshot shows the 'Assignments' menu for '3100-6 English 9 A' by teacher 'Lifellearn, Alan'. A circled '1' points to the 'Copy Assignments' button in the top navigation bar. Below the menu, there are filter options for 'Term' (set to '1') and 'Category' (set to 'All Standards/Tasks'). A table with columns for 'Active', 'Hide', 'Assigned Date', 'Due Date', 'Assignment Name', and 'Alignment' is partially visible at the bottom.

- 2 In the left box, scroll down to the previous school year (or previous term) to select the class section **FROM** which you wish to copy assignments. (If the previous year does show up in the list, ask Ron to make it active for you.)

- 3 In the right box, select the class section to which you wish to copy the assignment.

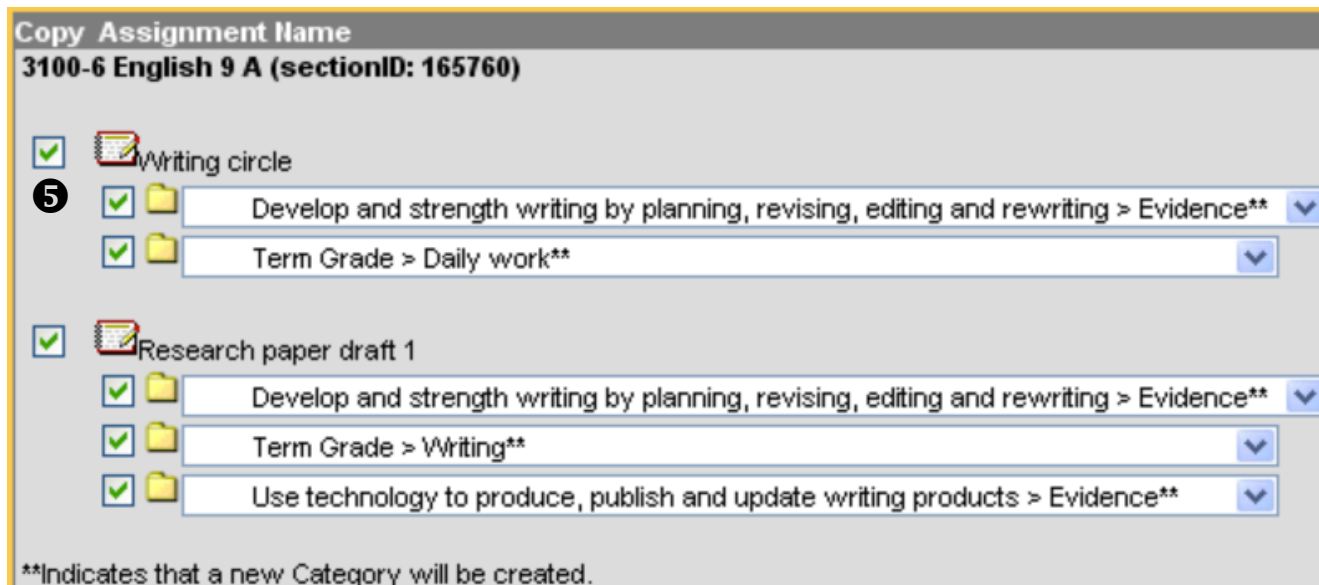
The 'Assignment Copier' interface shows two selection boxes. The 'Select Source Section' box on the left lists sections from '10-11 Harrison High (A)', with '04) 3100-12 English 9 A' selected. The 'Select Destination Section' box on the right lists sections from '11-12 Harrison High (A)'. A circled '2' is on the source box and a circled '3' is on the 'Next' button. The text 'Select assignments to copy from the source section to the destination section' is above the boxes. At the bottom, it says 'Number of Assignments: 2'.

- 4 Click the “Next” button.

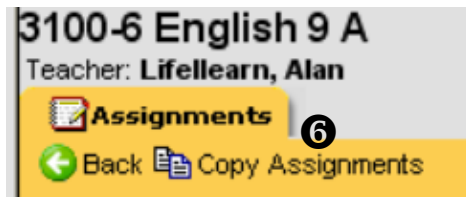
This screenshot shows the 'Assignments' menu for '3100-6 English 9 A' by teacher 'Lifellearn, Alan'. A circled '4' points to the 'Next' button in the bottom navigation bar.

Continued on back

- 5 Check the assignment you wish to have copied.



- 6 Click "Copy Assignments"



Your assignments will now appear, copied to the new section. You will be able to change the assignment parameters such as assigned date and due date.