Infinite Campus

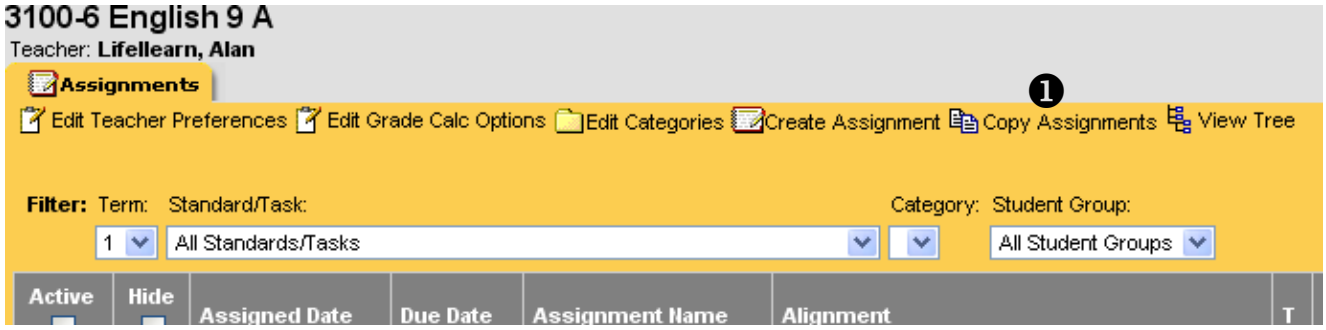
Grading Set-up 2011-12

Step 6: Copy Assignments

Select the school year and your class section

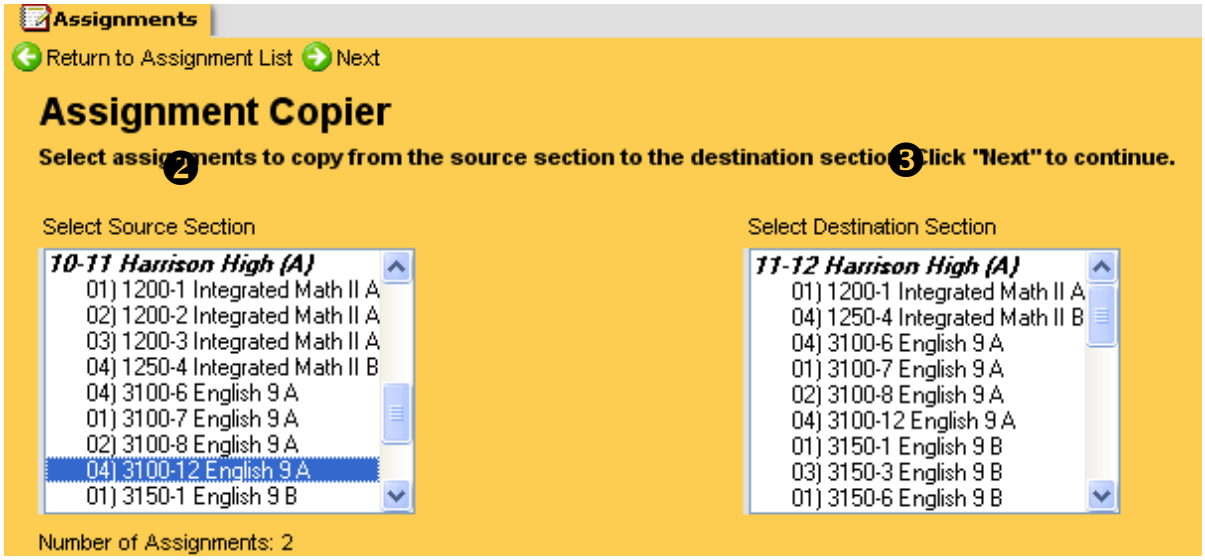
This step will allow you to copy assignments from your last years grade book into this years grade book.

❶ From the Assignments menu, select “copy assignments”

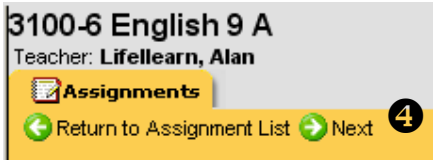


❷ In the left box, scroll down to the previous school year (or previous term) to select the class section **FROM** which you wish to copy assignments. (If the previous year does show up in the list, ask Ron to make it active for you.)

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



❹ Click the “Next” button.



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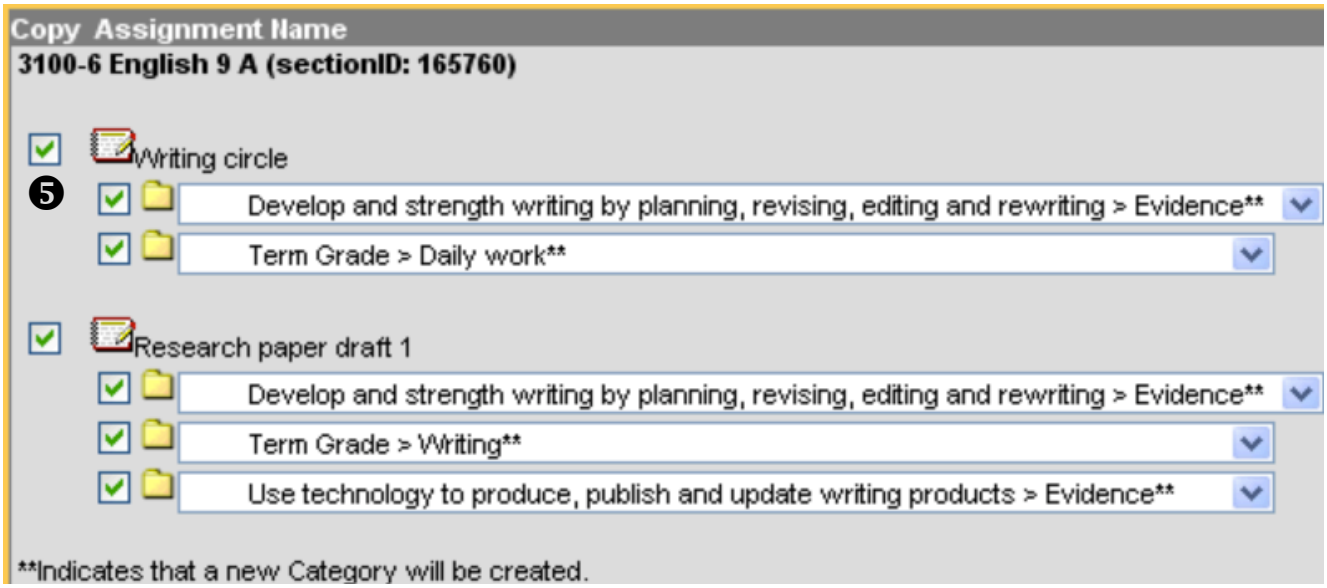
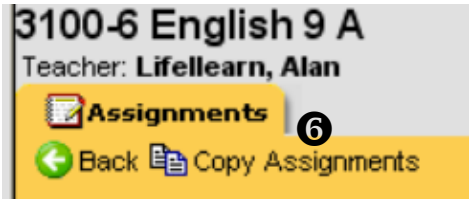
❺Check the assignment you wish to have copied.



❻Click ”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.