

# Copying Assignments

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# Copying Assignments

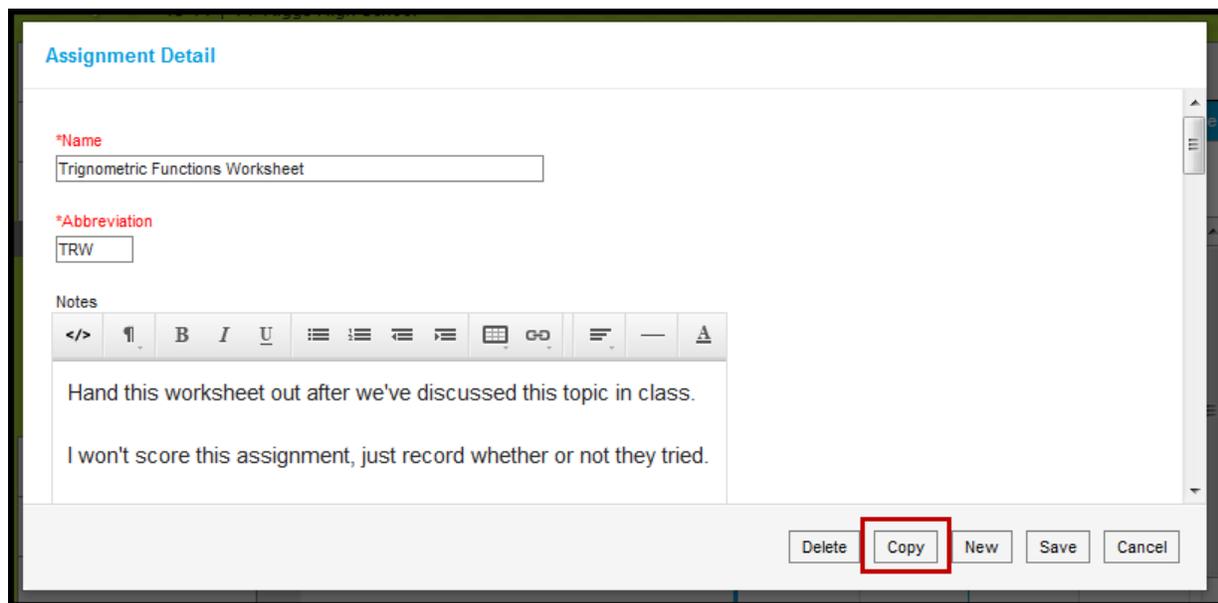
[Copying an Individual Assignment](#) | [Copying Multiple Assignments](#)

There are two ways to copy assignments, through an individual assignment, or through the Planner.

## Copying an Individual Assignment

**PATH:** *Campus Instruction > Planner, Grade Book, Assignment Overview*

Copy assignments by first accessing the assignment editor for the assignment you'd like to copy.



The screenshot shows the 'Assignment Detail' editor interface. At the top, the title 'Assignment Detail' is displayed. Below it, there are two input fields: '\*Name' containing 'Trigonometric Functions Worksheet' and '\*Abbreviation' containing 'TRW'. A 'Notes' section follows, featuring a rich text editor with a toolbar and two lines of text: 'Hand this worksheet out after we've discussed this topic in class.' and 'I won't score this assignment, just record whether or not they tried.' At the bottom right of the editor, there is a row of buttons: 'Delete', 'Copy', 'New', 'Save', and 'Cancel'. The 'Copy' button is highlighted with a red rectangular box.

*Copy an Assignment Using the Copy Button*

Clicking **Copy** opens a copy of the assignment you're currently viewing. All characteristics match the original assignment except "Copy of" is added to the beginning of the Name. Modify the Name and Abbreviation, and then make any changes to the due date or other assignment details.

## Copying Multiple Assignments



**PATH:** *Campus Instruction > Planner > Curriculum View > Section Title > Copy Assignments*

To copy multiple assignments from one section to another, access the Assignment Copier by clicking the name of a section in the Curriculum view of the Planner. From here, you can copy assignments to or from the section you clicked.

The screenshot shows the 'Curriculum Planner: Week 25' interface. On the left, a list of sections is displayed for 'Mon 12/16 (Reg) 12/1/258'. The section '580511-1000 AP Calculus (A)' is highlighted with a red box. A red arrow points from this box to a context menu on the right. The menu has a title '580511-1000 AP Calculus (A)' and is divided into three sections: 'Assignments', 'Reporting', and 'Close'. Under 'Assignments', there are links for 'View assignment list', 'Categories', 'Add new assignment', 'Copy assignments to this section', and 'Copy assignments from this section'. The 'Copy assignments to this section' and 'Copy assignments from this section' links are also highlighted with a red box. Under 'Reporting', there is a link for 'Run Report'. A 'Close' button is located at the bottom right of the menu.

### *Copying Assignment via a Section in the Planner*

In the first screen of the Assignment Copier, select the source section in the *Copy From* list and use the **Type** dropdown list to indicate if you want to copy assignments with Grade Book alignments, assignments that are not aligned, or all. Based on these selections, assignments available to copy are listed.

Select a destination section in the *Copy To* list to view the assignments already in that section.

**Assignment Copier**

The Assignment Copier is used to copy Assignments from one section to another.

Copy From: 13-14

Copy To:

13-14 Buchanan Elementary (Reg)  
PM) 300-0-456 Math  
13-14 T F Riggs High School (Reg)  
01) 1100-1 Pre-Algebra  
02) 580511-1 AP Calculus (A)  
03) 541011-3 Latin I (A)  
05) 580301-12 Advanced Mathematical Conc (A)

13-14 Buchanan Elementary (Reg)  
PM) 300-0-456 Math  
13-14 T F Riggs High School (Reg)  
01) 1100-1 Pre-Algebra  
02) 580511-1 AP Calculus (A)  
03) 541011-3 Latin I (A)  
05) 580301-12 Advanced Mathematical Conc (A)

Type  
All

Number of Assignments: 2 of 3

<input type="checkbox"/>	Assignment Name	Due ▲
<input checked="" type="checkbox"/>	OA: Online Assessment	08/27/2013
<input checked="" type="checkbox"/>	Test1: What do you Know	12/10/2013
<input type="checkbox"/>	Test2: Test2	12/11/2013

Number of Assignments: 13

<input type="checkbox"/>	Assignment Name	Due ▲
<input type="checkbox"/>	BTA: Blue Team Assignment	12/19/2013
<input type="checkbox"/>	GTA: Green Team Assignment	12/19/2013
<input type="checkbox"/>	T1: Test 1	12/19/2013

Next Cancel

### Select the Assignments to Copy

Mark the checkboxes of the assignments in the source section that you would like to copy to the destination section. Click **Next** to proceed.

The next screen allows you to choose the alignments and dates of the copied versions of the assignments. The default alignment matches each assignment's original alignment in the source section, which may require a new [category](#).

### Assignment Copier

Copy from 580511-1 AP Calculus (A) to 580511-1000 AP Calculus (A)

<input checked="" type="checkbox"/>	Assignment Name	Grade Book Alignment	*Assigned Date	*Due Date ▲
<input checked="" type="checkbox"/>	OA: Online Assessment	✕ Quarter Grade seq 2 > Assignments** ▼	08/27/2013 <input type="text"/>	08/27/2013 <input type="text"/>
<input checked="" type="checkbox"/>	Test1: What do you Know	✕ Quarter Grade seq 2 > Assignments** ▼	12/10/2013 <input type="text"/>	12/10/2013 <input type="text"/>

\*\*Indicates that a new Category will be created.

*Selecting the Alignments for Copied Assignments*

Change the alignment if desired. The Alignment dropdown list includes all task/standard and category combinations in the destination section. Also update the **Assigned** and **Due Dates** if desired.

Click **Copy** to finish copying the selected assignments.