Copying Assignments from One Course to Another While in the Grade Book

1. Log in to Infinite Campus – Instruction Application view.
2. Click **Grade Book** in left column.
3. Click on the arrows next to Settings.
4. Click **Assignment Copier**.

5. **STEP 1:**
   a. Select the **Source** by choosing the Year, Section, and Term from the drop-down menus. The assignments that are associated with your choices will automatically populate.
   b. Check the box by **Name** to select all assignments listed to be copied. You can deselect assignments that you do not want to copy. OR, you can select individual assignments by clicking in the box next to each assignment name.
   c. Select the **Destination** by choosing the Year, Section, and Term from the drop-down menus. Any existing assignments will automatically populate based on your selections. You will want to make sure that none of the assignments you are copying already exist to keep from having duplicate assignments.
   d. Click **Next**.
6. **STEP 2:**
   
a. Review and edit the **Start** and **End** dates for each assignment. The dates will be the same as those listed on the original assignment that is being copied. If you need to change a date, click on the date to get a box to type in and to get the pop-up calendar option. A dot will appear to the right to indicate you have made a change.

b. Click **Next**.

7. **STEP 3:**
   
a. Make sure you have chosen to **Set** assignment grading individually.

b. Review and edit the Grading options (**Category**, **Standard/Grading Task**, **Total Points**, and **Multiplier**) for each assignment that you are copying.

c. Click **Save**.
8. You will see a Progress Bar while the copying takes place. When it is finished, you will get a **Copy Complete** confirmation screen.

   ![Progress Bar](image1)

9. You can choose to copy the assignment(s) to another section or **Close** this screen if you are finished.

   ![Copy Complete](image2)

10. You will now see the copied assignments in the Task spreadsheet in the section they were copied to.

   ![Task Spreadsheet](image3)