Copying an Assignment From One Course to Another

Follow these steps:

1. From within the **Courses** tab, click the title of the course that contains the assignment to be copied.
2. Click the **Assignments** tab.
3. Click the title of the assignment or click on the box to the left of the assignment title to be copied.
4. Click the **Copy** button located in the top right of the **Assignment Details** tab.
5. Select a **Term** from the dropdown menu.
6. Select the checkbox(es) to the left of each course(s) to which the assignment should be copied.
7. Click the **Copy to Courses** button.
8. Click on the "**modify date**" to reset the "**Date Assigned**".
9. Click on the "**modify date**" to reset the "**Due Date**".
10. When finished click "**Yes**" under "**Are you sure**?"

About Copying Assignments

Course assignments may be copied to other course sections within the same term or in different terms. Revisions to the assignment maybe necessary once copied over. You have the ability to select multiple assignments from one course section and copy them to a single course or to multiple course sections. This is beneficial if there are multiple sections of the same course, and all sections have common assignments. You also are able to copy assignments from a course in one term to multiple courses in a subsequent term. The Office of DoIT must upload courses before assignments can be duplicated and associated with the course.