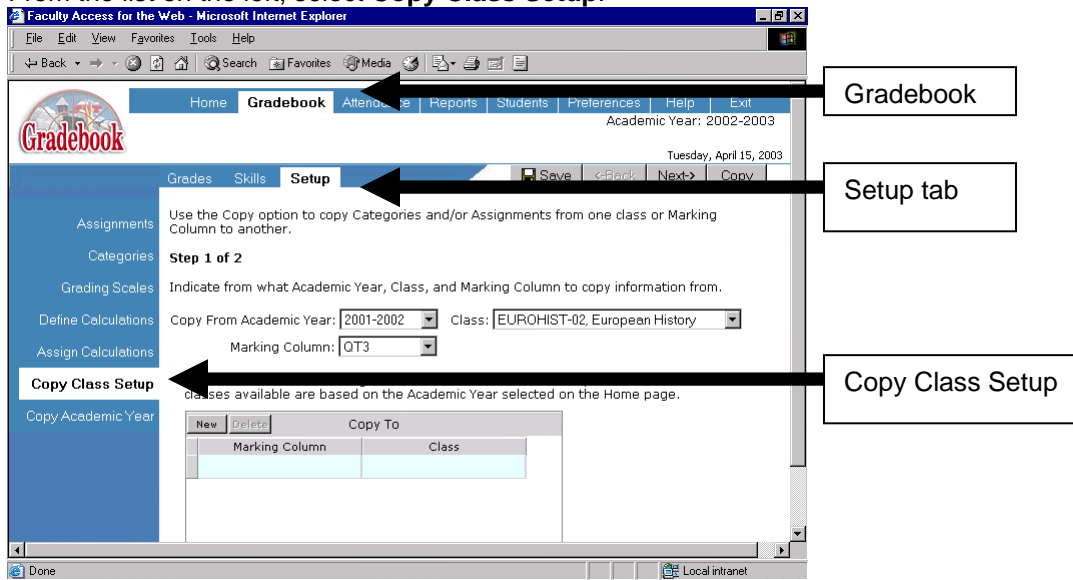


## Copying Categories and Assignments

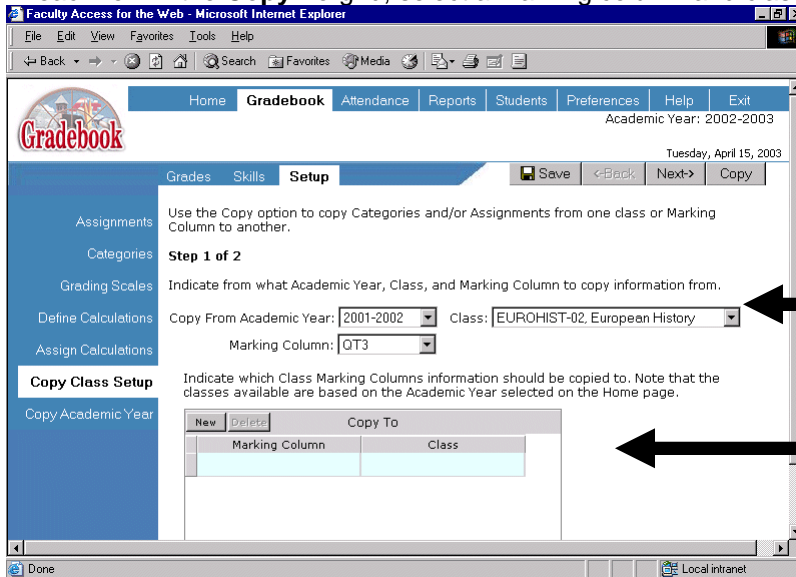
To save time when setting up and maintaining classes using similar categories and assignments, you can copy categories and assignments. With **Copy Class Setup**, you can select specific categories and assignments to copy, copy from previous academic years, and copy to multiple marking columns and classes in an academic year. You can copy assignments and categories separately and use it during initial setup or as new assignments are added. Duplicate categories and assignments are not copied.

1. On the Home page, select the academic year containing the classes and marking columns to which you are copying categories and assignments.
2. On the navigation bar, click **Gradebook**. The gradebook opens to the Grades tab.
3. Select the Setup tab.
4. From the list on the left, select **Copy Class Setup**.

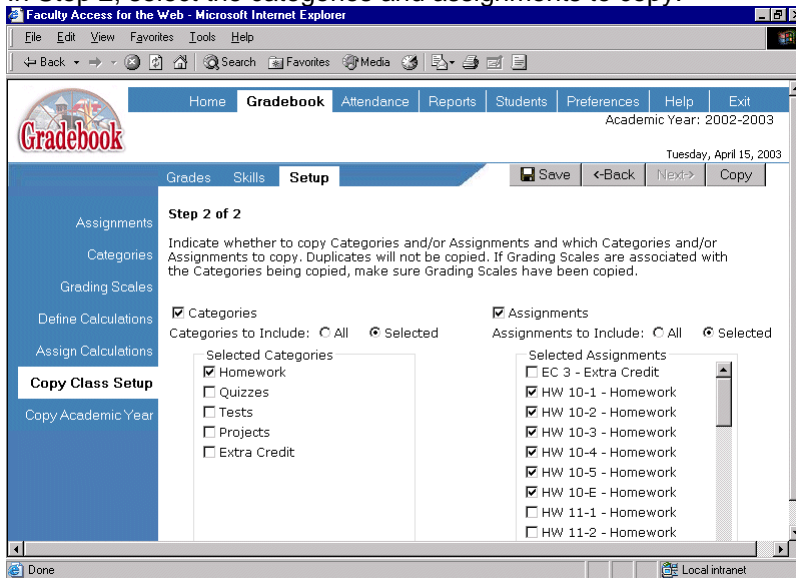


5. Select the academic year, class, and marking column from which to copy.

- In each row in the **Copy To** grid, select a marking column and class to copy information to.

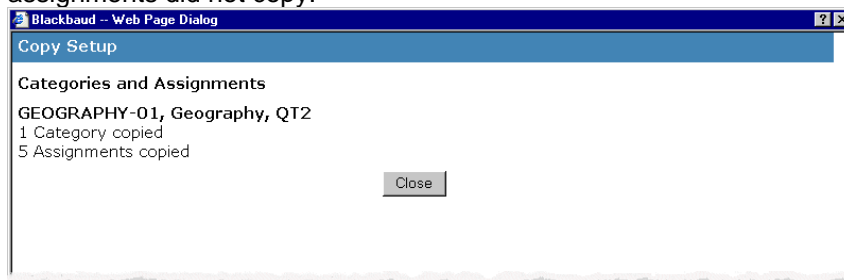


- Click **Next**.
- In **Step 2**, select the categories and assignments to copy.



- To include categories, mark **Categories**. To include all categories, mark **All**. To include selected categories, mark **Selected** and mark checkboxes for the categories to include.
- To include assignments, mark **Assignments**. To include all assignments, mark **All**. To include selected assignments, mark **Selected** and mark checkboxes for the assignments to include.
- When you are ready to copy, click **Save** to save the parameters.

12. Click **Copy**. When copying is complete, the Copy Setup screen appears. For each marking column and class you copied information to, the Copy Setup screen lists the number of categories copied, the number of assignments copied, what categories did not copy, and what assignments did not copy.



13. To return to the Copy Class Setup page, click **Close**.