




Copy and Paste Assignments

Copy and Paste Assignments between Courses

1. From your homepage, click the 'Courses'  icon from the toolbar on the left of the window to display a list of the courses you are a teacher on.

OR

Click the **Go to** menu in the top toolbar and select 'My Courses' 



2. Click the title of the course from which you wish to copy an assignment.
3. Click the 'Assignments'  icon from the toolbar on the right of the course homepage to list the assignments that have been created in this course.
4. Select (tick to left) the assignment(s) to copy.

Example / Assignments log out

new edit save view copy copy more paste delete

Course Home Assignments Markbook

select	name	Start Date	Deadline	Complete
<input type="checkbox"/>	Coursework	01 Mar 2007 00:00	01 Mar 2007 00:00	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Online Test	01 April 2007 00:00	30 April 2007 00:00	<input type="checkbox"/>
<input type="checkbox"/>	Essay	01 May 2007 00:00	01 May 2007 00:00	<input type="checkbox"/>

5. Click the **copy** button from the toolbar above.
The message **1 assignment copied OK** will be displayed to confirm the copy
6. Go to the course you wish to paste the copied assignment(s) to by clicking the **Go to** menu  in the top toolbar and selecting 'My Courses'
7. Go into the course and click on the 'Assignments'  icon from the toolbar on the right

Example / Assignments log out

new edit save view copy copy more **paste** delete

Course Home Assignments Markbook

select	name	Start Date	Deadline	Complete
<input type="checkbox"/>	Coursework	01 Mar 2007 00:00	01 Mar 2007 00:00	<input type="checkbox"/>
<input type="checkbox"/>	Online Test	01 April 2007 00:00	30 April 2007 00:00	<input type="checkbox"/>

8. Click the **paste** button from the toolbar to paste the copied assignment(s).

To copy several assignments from various courses and paste into a course

1. Select the assignment(s) as explained above and then click the **copy more** button.

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2. Continue to go into other courses required, select the assignment(s) and **copy more**.
(If you click **copy** you will lose any previously collected assignments)
3. Go into the course and paste the assignments as explained above.