

## Option 1

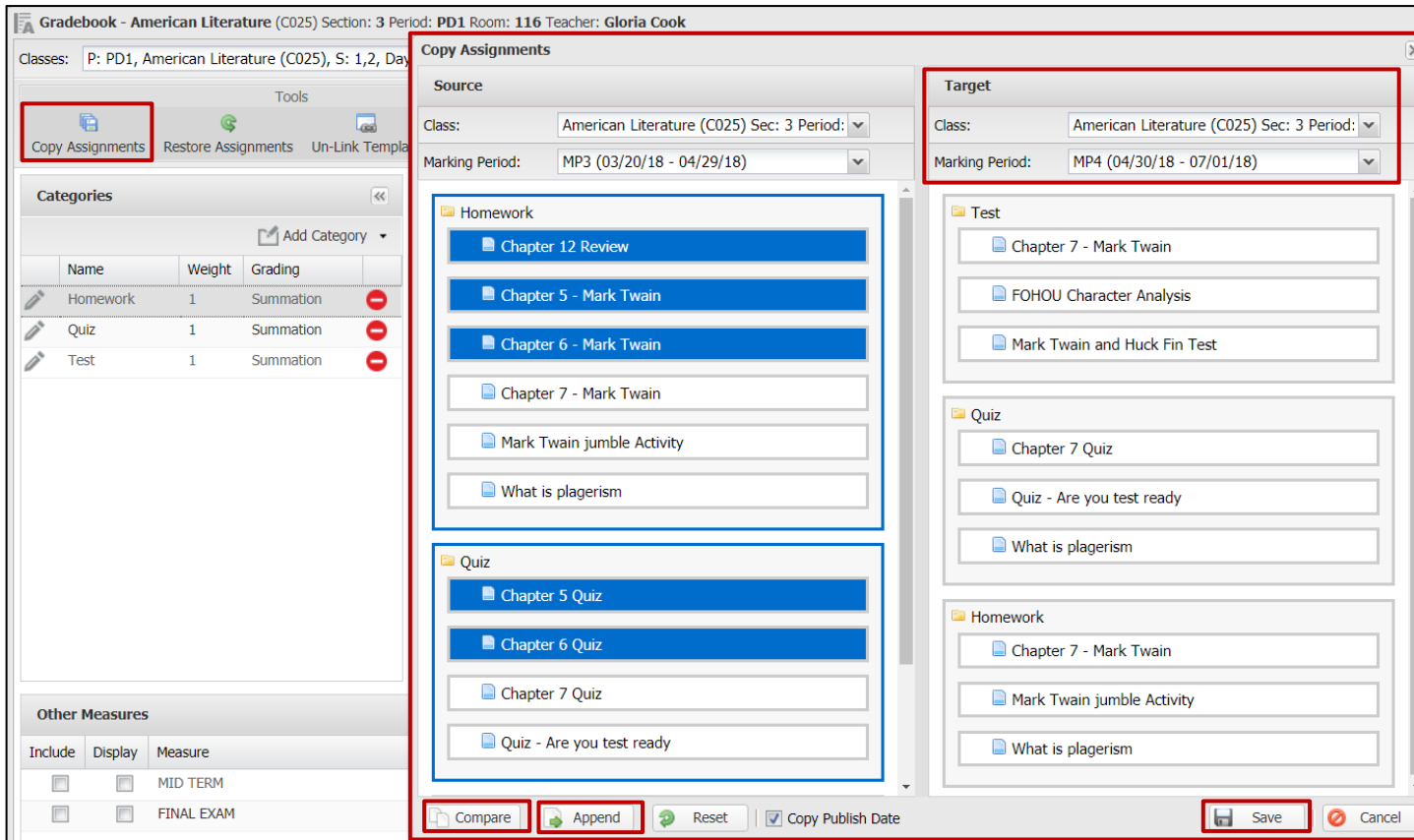
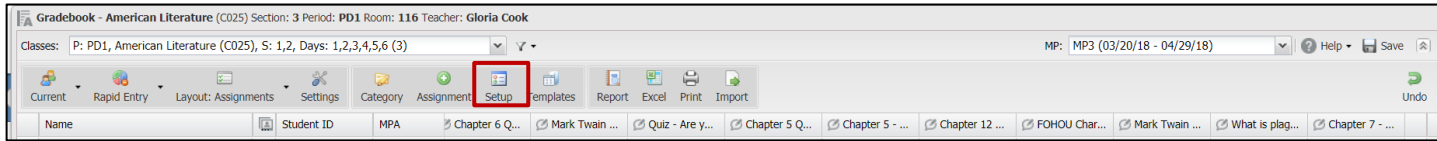
### Save and Copy Assignment

1. From the Teacher Connect Gradebook click the **Assignment** icon to add a new assignment.

**Note:** Save & Copy is also available when editing an assignment.

2. Complete required fields (\*) and then click **Save & Copy**.
3. **Select** the course(s) to copy the assignment to and update assignment **due date** if needed.
4. Click **Apply**.
5. A **"Saved Successfully"** Message will display once the assignment is saved.

Course	Section	Period	Semester	Day	Due Date
<input type="checkbox"/> Honors English Language Arts 9 (C003)	1	2 - 2	1,2	1,2,3,4,5,6	04/09/2018
<input checked="" type="checkbox"/> American Literature (C025)	1	3 - 3	1,2	1,2,3,4,5,6	04/26/2018
<input type="checkbox"/> British Literature (C037)	2	4 - 4	1,2	1,2,3,4,5,6	04/09/2018
<input type="checkbox"/> British Literature (C037)	1	5 - 5	1,2	1,2,3,4,5,6	04/09/2018



## Option 2

### Copy Assignments

1. From the Gradebook click the **Setup** button.
2. Click **Copy Assignments**.
3. Select the **Target Class** and **Marking Period**.
4. Click **Compare** to compare the source class to the target class.

**Note** - Assignments that are **NOT** in the target class will be highlighted blue. To **exclude** an assignment from copying to the target class click on any assignment to remove the highlight.

5. Click **Append** to move the highlighted assignments to the target class.

**Note** - **Reset** deselects all assignments.

6. Click **Save** to complete the copy process.

**\*\*Important\*\*** this method of copying assignments does **NOT** allow a due date selection for the target class.