

# Administer Categories

The Administer Categories page allows you to establish categories that describe the types of assignments you will use in the selected semester and course section. An initial set of categories, defined by the campus, is set at the beginning of the year. If you have an assignment that falls under a category that is not included in the list, you can create a new category, if allowed by the campus. The category you create is added to the master list and will be available for all instructors to use. The list of categories will continue to grow as you and the other instructors add categories.

For your selected categories, you must specify the type of weighting to use for calculating averages (e.g., percent-based, point-based, or multiplier-based). You can also assign your own category colors to enable color-coding of assignments on the Assignment Grades page.

From the page, you can also copy categories from one course to other course sections.

## Notes for Apple mobile device users:

- The drag-and-drop functionality is not available for mobile devices. Instead, click a category under **Available Categories** to send it to the **Selected Categories** list.
- If the list of categories under **Available Categories** exceeds one screen, you can view the additional categories by using two fingers to scroll through the categories.

**Note:** This page is disabled for standards-based/skills-referenced courses, because categories are not used for these courses.

## Settings > Administer Categories

**Administer Categories**

**Weighting Type**  
Assignment grades have been entered for this semester, the weighting type may not be modified.

Percentage  Point  Multiplier

**Available Categories**  
Drag and drop (or outline click) categories from this list onto the selected categories table.

- 6 Weeks Test
- Activity Assignment Quiz
- Chapter Test
- Classwork
- Computer Project
- Daily

[Add new category type](#)

Selected Categories								
			Cycle 1 (closed)		Cycle 2		Cycle 3	
Delete	Category name	Color	% Weight	# Drop	% Weight	# Drop	% Weight	# Drop
	Classwork		25	0	25	0	25	0
	Homework		25	0	25	1	25	1
	Tests and Projects		25	0	25	0	25	0
	Interactive Notebook		25	0	25	2	25	2
	<b>Totals</b>		100		100	>>	100	

PIN:  [Save](#)

[Copy categories to other course sections...](#)

**To select the weighting type for the course section:**

Select the semester and course section for which you want to administer categories. Then under **Weighting Type**, select the weighting type you want to use for the categories.

**Note:** You must use the same weighting type for all cycles in a semester and for all semesters of a course.

- If you select **Percentage**, you will assign percentages to each category. The percentages must total 100%.
- If you select **Point**, you will provide point values for each category. The point values must equal the total number of points for the cycle. When using point-based weighting, the categories are only used for grouping similar assignments. The calculation is based on the total points, not weighting.
- If you select **Multiplier**, you will provide a multiplier number (between 1-9) for each category. For multipliers greater than one, the individual assignment grades are counted multiple times. Multiplier-based weighting is often used in elementary schools.

The following applies to weighting types:

- Each weighting type is only displayed if the campus allows the weighting type (or if the instructor has already started using the weighting type before the restriction was put in place). Any weighting types not allowed by the campus are not displayed.

If you are using a weighting type that the campus decides to disallow partway through the current year, the following applies:

- You can continue to use the weighting type until the end of the current year. After the current year, that weighting type will no longer be available.
- If you select another weighting type during the current year, you will not be able to reselect the disallowed weighting type.
- (TxEIS only) If a category is specific to a particular weighting type (as specified in Grade Reporting on the Maintenance > Gradebook Options > Campus > Categories tab in the **Weight Type** field), the category is only displayed on this page if the appropriate weighting type is selected.

For a detailed explanation of the formulas used to calculate working cycle averages, see Appendix A - Calculating Averages at the end of this guide.

**Note:** If you post an override cycle grade for a student even if there are no categories for the course, the weighting type is automatically set to percentage.

**To create a new category:**

1. To add a new category to the list of available categories, click **Add new category type**. The **Add Category** section is displayed below the available categories.

**Note:** If the campus does not allow instructors to add categories, the **Add new category type** button is disabled, and you cannot add new categories; you must use the categories established by the campus.

**Administer Categories**

**Weighting Type**  
Assignment grades have been entered for this semester, the weighting type may not be modified.

Percentage  Point  Multiplier

**Available Categories**  
Drag and drop (or double click) categories from this list onto the selected categories table.

- 6 Weeks Test
- Activity Assignment Quiz
- Chapter Test
- Classwork
- Computer Project
- Daily

**Add Category** ←

Category Name:

PIN:

**Selected Categories**

Delete	Category name	Color	Cycle 1 (closed)		Cycle 2		Cycle 3	
			% Weight	# Drop	% Weight	# Drop	% Weight	# Drop
	Classwork		25	0	25	0	25	0
	Homework		25	0	25	1	25	1
	Tests and Projects		25	0	25	0	25	0
	Interactive Notebook		25	0	25	2	25	2
	<b>Totals</b>		100		100	>>	100	

PIN:

[Copy categories to other course sections...](#)

- In the **Category Name** field, type the name of the new category. You cannot type a name that is already included in the list of available categories. Please type carefully to avoid spelling errors.

Category names are not case-sensitive (e.g., if quiz already appears in the list, you cannot add Quiz).

- In the **PIN** field, type your four-digit PIN, and then click **Add**. The new category is displayed in the list of available categories in alphabetical order. You can then double-click or drag it to your category list.

**Note:** Once a category is added to the list of available categories, it cannot be deleted from the list. If you add a category by mistake, you must contact the campus administrator to have it removed at the campus level. The category cannot be removed if it has assignments associated with it.

### To add a category to a course:

If a cycle is closed, the column heading for the cycle displays (closed), and the data cannot be changed.

- To add one of the available categories to your category list, click on the available category and drag it to your category list. Or, double-click the available category. The category is displayed at the bottom of your category list. If there is a default or locked weight for the category, it is copied to the open cycles.

**Note:** If a category weight is locked (as specified by the **Lock Weight** field on the campus-level categories maintenance page), a lock icon is displayed next to the category name. The weight specified by the campus must be used and cannot be changed.

2. Under **Selected Categories**, the table changes according to your selection in the **Weighting Type** field. For each cycle, the column heading is **% Weight**, **Points**, or **Multiplier**, according to your selection. For each category you add to your list, type the appropriate values.

- If you selected **Percentage** for weighting type, the percentages must total 100%.
- If you selected **Point** for weighting type, you cannot enter the total point values in the **Points** field. The field automatically displays the sum of the total points entered for all assignments for the category. For example, on the Administer Assignments page, if you enter five quizzes in the Quiz category, each with total points set to 100, the field displays 500.
- If you selected **Multiplier** for weighting type, you must type a value between 1-9 for the **Multiplier** field.

If you selected a category created at the campus level, and the campus entered a weight for the category, the weight is displayed in the **% Weight** field for the category. You can change the weight, unless the campus locked the weight for the category. If the weight is locked, the weight is displayed in the field and cannot be changed.

3. Under **Selected Categories** in the **Color** column, click  to select a color for the category. A dialog box opens allowing you to select a color. Click a color to select it. The color is used to color-code assignments on the Assignment Grades page. By default, no color is assigned to the category. The color can be changed any time.



4. Under **Selected Categories** in the **# Drop** column for each cycle, type the number of items that can be dropped during a cycle. For example, you may want to drop the student’s three lowest grades from the homework category.

**Warning:** If all assignments in the category do not have the same total points value (as entered on the Administer Assignments page), the calculations for dropping a specified number of assignments for the category may result in an average that is different than expected. If the total points value varies, then the grade with the lowest number of points may not necessarily be the lowest grade.

- Only nonexcluded grades are dropped. If you exclude an assignment for a student on the Assignment Grades page, the assignment is not counted as one of the grades that will be dropped.
- If you do not want to drop any grades from the category, type 0.
- If the **# Drop** field is set to a value other than 0 for any categories, the student’s average will reflect the dropped grades.

5. Before you leave the page, you must save your changes. Type your PIN, and then click **Save**.

### To remove a category from a course:

To remove a category from your category list, click **x** beside that category in the **Delete** column.

**Note:** You cannot delete a category that has assignments associated with it. The **x** is not displayed for the categories.

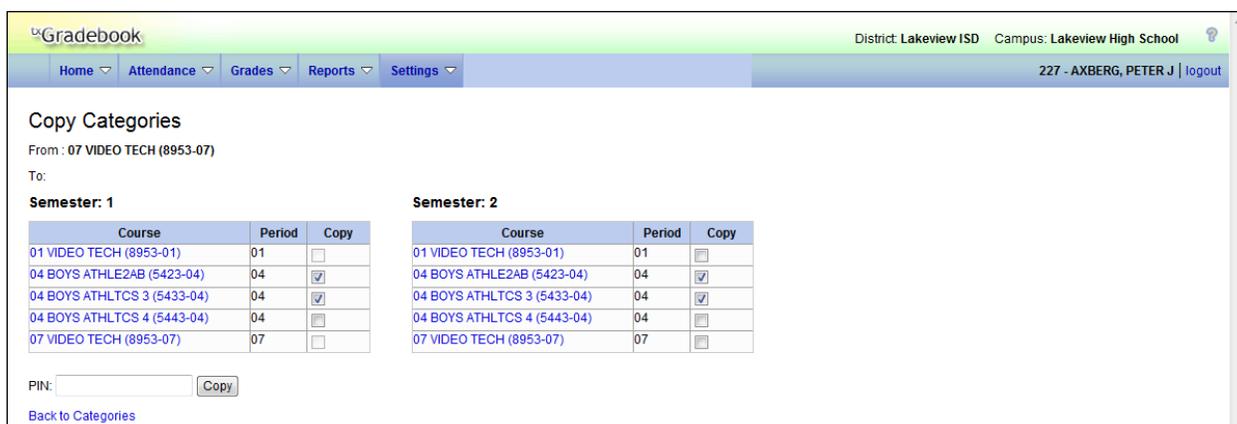
### To copy categories from one cycle to another:

After you enter the weighting type value and number of assignments to drop for cycle 1, you can click  to copy the values to cycles 2 and 3.

### To copy categories to another course section:

Once you save the categories for a course, you can copy the categories to another course section. The category color-coding is also copied.

1. Select the semester and course section from which you want to copy categories, and then click **Copy categories to other course sections**. The Copy Categories page is displayed.



txGradebook District: Lakeview ISD Campus: Lakeview High School 227 - AXBERG, PETER J | logout

Home Attendance Grades Reports Settings

### Copy Categories

From : 07 VIDEO TECH (8953-07)

To:

Semester: 1			Semester: 2		
Course	Period	Copy	Course	Period	Copy
01 VIDEO TECH (8953-01)	01	<input type="checkbox"/>	01 VIDEO TECH (8953-01)	01	<input type="checkbox"/>
04 BOYS ATHLE2AB (5423-04)	04	<input checked="" type="checkbox"/>	04 BOYS ATHLE2AB (5423-04)	04	<input checked="" type="checkbox"/>
04 BOYS ATHLTCS 3 (5433-04)	04	<input checked="" type="checkbox"/>	04 BOYS ATHLTCS 3 (5433-04)	04	<input checked="" type="checkbox"/>
04 BOYS ATHLTCS 4 (5443-04)	04	<input type="checkbox"/>	04 BOYS ATHLTCS 4 (5443-04)	04	<input type="checkbox"/>
07 VIDEO TECH (8953-07)	07	<input type="checkbox"/>	07 VIDEO TECH (8953-07)	07	<input type="checkbox"/>

PIN:

[Back to Categories](#)

The **From** field displays the course from which you are copying assignments. In the table, all of your active courses are displayed with check boxes.

2. Under **Copy**, select one or more courses to which you want to copy the categories. If any of your other courses have categories that have assignments, you cannot copy to those courses. The **Copy** check boxes for the courses are grayed out, and you cannot select the courses.
  - All categories for a course must be copied as a group to the other course; you cannot copy individual categories. The categories for a course section cannot be copied to itself.
  - You can click a course title to view the existing categories for the course.
3. Type your PIN, and then click **Copy** to copy the categories.

If the categories are successfully copied, the page reloads and displays a list of courses to which your categories were copied. The changes are saved to the database.

**Copy Categories**

Categories for 04 BOYS ATHLE2AB (5423-04), semester 1, have been successfully saved.  
 Categories for 04 BOYS ATHLTCS 3 (5433-04), semester 1, have been successfully saved.  
 Categories for 04 BOYS ATHLE2AB (5423-04), semester 2, have been successfully saved.  
 Categories for 04 BOYS ATHLTCS 3 (5433-04), semester 2, have been successfully saved.

From : 07 VIDEO TECH (8953-07)  
 To:

Semester: 1			Semester: 2		
Course	Period	Copy	Course	Period	Copy
01 VIDEO TECH (8953-01)	01	<input type="checkbox"/>	01 VIDEO TECH (8953-01)	01	<input type="checkbox"/>
04 BOYS ATHLE2AB (5423-04)	04	<input checked="" type="checkbox"/>	04 BOYS ATHLE2AB (5423-04)	04	<input checked="" type="checkbox"/>
04 BOYS ATHLTCS 3 (5433-04)	04	<input checked="" type="checkbox"/>	04 BOYS ATHLTCS 3 (5433-04)	04	<input checked="" type="checkbox"/>
04 BOYS ATHLTCS 4 (5443-04)	04	<input type="checkbox"/>	04 BOYS ATHLTCS 4 (5443-04)	04	<input type="checkbox"/>
07 VIDEO TECH (8953-07)	07	<input type="checkbox"/>	07 VIDEO TECH (8953-07)	07	<input type="checkbox"/>

PIN:

[Back to Categories](#)

If you attempt to copy categories to a course that already has categories (but no assignments), a message is displayed warning that you will override any categories that are already set up for the other course(s).

04 BOYS ATHLE2AB (5423-04), for semester 2, already has categories set up. Continuing will overwrite the pre-existing categories. Do you wish to continue?

Click **Continue** to continue.

4. Click **Back to Categories** to return to the Administer Categories page, or make another selection from the menu.

### Changing the weighting type:

- You cannot change the weighting type if you have entered assignment grades for any category.
- You cannot change the weighting type for the second semester of a two-semester course. The weighting type must be the same for all semesters of a course.

### To add course notes:

To enter optional comments and notes about the course that will be viewable in txConnect, see the Administer Courses section of this guide.

# Administer Assignments

The Administer Assignments page allows you to enter course assignments for your active courses, including extra credit assignments. You can also copy assignments to other courses.

The page allows you to administer assignments for both category-based (i.e., regular) courses and standards-based/skills-referenced courses; different fields are displayed according to the type of course.

- You can only enter assignments for active courses.
- Categories must be established for the course before you can enter assignments.
- For percentage-based weighting, assignments cannot be added unless category weights are set up and total 100. Otherwise, an error message is displayed.
- For each assignment you create, you must specify an assignment category and enter an assignment description and total number of possible points for the assignment. You can also enter the assignment date and due date, which are helpful when sorting grades on the Assignment Grades page.
- Assignment names must be unique within each category.
- You cannot make changes to assignments once the cycle is closed.
- For courses that are part of a course group, any changes to an assignment will apply to all courses in the group. An assignment can only be modified or deleted if no grades exist for the assignment for any course in the group.

## Settings > Administer Assignments

**Administer Assignments**

This course is part of the group: Printing Tech. All maintenance to it will be done to other courses within its group.

Delete	Assignment Name	Category	Date Assigned	Date Due	Total Points	Extra Credit	Rubric	Notes
	Chapter 1 Printing techniques pgs 1 - 50	Homework Classwork Daily	Date: <input type="text"/>	Date: <input type="text"/>	75	<input type="checkbox"/>		<input type="text"/>
<input checked="" type="checkbox"/>	Questions 1 - 25 odd only	Homework Classwork Daily	Date: <input type="text"/>	Date: <input type="text"/>	300	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input checked="" type="checkbox"/>	Printing Techniques Quiz	Activity Assignment Quiz	Date: <input type="text"/>	Date: <input type="text"/>	300	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input checked="" type="checkbox"/>	Notebook 1	Interactive Notebook	Date: <input type="text"/>	Date: <input type="text"/>	300	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

PIN:

[Copy assignments to another course section / cycle...](#)

**To add an assignment:**

You can enter assignments from day to day, or you can enter assignments for an entire cycle at once.

1. Select the semester, cycle, and course section for which you want to add an assignment. All assignments that were previously entered for the semester/cycle/course section are displayed. If no assignments were entered, a blank row is displayed allowing you to add an assignment.
2. To add a new assignment if a blank row is not available, click **Add New Assignment**. You can also press TAB from the last field on the previous row. A new row is displayed at the bottom of the assignments list.
3. In the **Assignment Name** field, type a name for the assignment (e.g., Pop Quiz 1). The field can be up to 50 characters.

**Notes:**

- It is helpful to keep the assignment name as brief as possible; however, the name should be descriptive enough to distinguish it from other assignments. Longer assignment names will require more space on the Assignment Grades page, which may result in a more cumbersome page. Assignment names can be changed at any time, as needed.
  - You cannot add duplicate assignment names within a category. If you attempt to enter an assignment name that already exists for the category, a message is displayed indicating that there is an assignment with the same name.
  - See the Special Characters and Copy/Paste section of Appendix C for more information on characters that can be entered.
4. In the **Category** field, select a category for the assignment. The categories are established on the Administer Categories page.

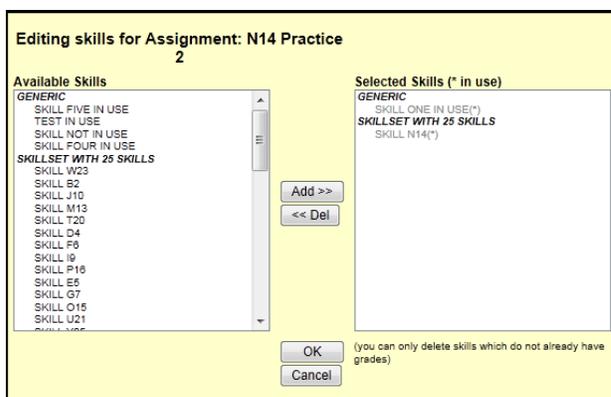
If a color has been assigned to the category on the Administer Categories page, the drop down displays the assigned color.

**Note:** The **Category** field is not displayed for standards-based/skills-referenced courses; the **Edit Standards/Skills** field is displayed instead.

5. For standards-based/skills-referenced courses, in the **Edit Standards/Skills** field, the number of standards/skills currently associated for the assignment is displayed. To view or edit the standards/skills, click the **# Standards/# Skills** link.

Delete	Assignment Name	Edit Standards	Date Assigned	Date Due	Notes
	Basic Sentence Parts	5 Standards	Date: <input type="text"/>	Date: <input type="text"/>	
	Basic Sentence Parts 2	5 Standards	Date: <input type="text"/>	Date: <input type="text"/>	
	Understanding Setting	1 Standards	Date: <input type="text"/>	Date: <input type="text"/>	

The Editing standard/skills for Assignment: *Assignment Name* dialog box is displayed.



- Under **Available Skills**, all available skillsets and associated skills are displayed. Select the skills you want to associate with the assignment. An assignment cannot be saved unless it has at least one skill associated with it.
  - Click a skill once to select it.
  - To select multiple consecutive skills, click the first skill, and then press and hold SHIFT while clicking the last skill in the range.
  - To select multiple nonconsecutive skills, click a skill, and then press and hold CTRL while clicking the other skills.
- Click **Add >>** to associate the selected skills with the assignment. The skills are displayed under **Selected Skills** under the appropriate skillset name.
- To remove a skill for an assignment, select the skill under **Selected Skills**, and then click **<< Del**. The skill is displayed under **Available Skills** and is no longer associated with the assignment.

**Note:** You cannot delete a skill if there are any assignment grades for the skill.

- Click **OK** to close the dialog box and retain the changes. Otherwise, click **Cancel** to close the dialog box without retaining the changes.

The **Edit Skills** field is updated to reflect the number of skills associated with the assignment.

**Note:** The **Edit Skills** field is only displayed for standards-based/skills-referenced courses; the **Category** field is displayed for category-based (i.e., regular) courses.

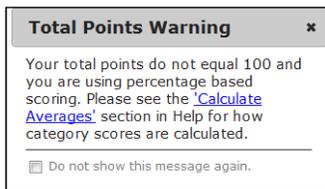
6. In the **Date Assigned** field, type the date the assignment is due in the MMDDYYYY format, or click  to select a valid date from the calendar. To close the calendar, you must click a valid date on the calendar, or click the calendar icon.
7. In the **Date Due** field, type the date the assignment is due in the MMDDYYYY format, or click  to select a valid date from the calendar. To close the calendar, you must click a valid date on the calendar, or click the calendar icon.

You can set a default date for this field on the Update Profile page in the **Default Assignment Due Date** field. Valid options are no default date, the current date, or up to five days in the future. You can override the default date as needed.

8. In the **Total Points** field, type the total number of possible points for the assignment. The **Total Points** field cannot be zero, unless it is an extra credit assignment. The default value for the field is 100.

**Notes:**

- This field is not displayed for standards-based/skills-referenced courses.
- If you are using percentage-based weighting, if the field is not set to 100,  is displayed next to the **Total Points** field. When you click , the Total Point Warning dialog box is displayed indicating that you should review Appendix A - Calculating Averages to understand how the grades are calculated in this situation.



The Total Point Warning dialog box is also displayed when you click **Save** if the points are not set to 100. Select **Do not show this message again** if you do not want to receive this reminder every time you click **Save**.

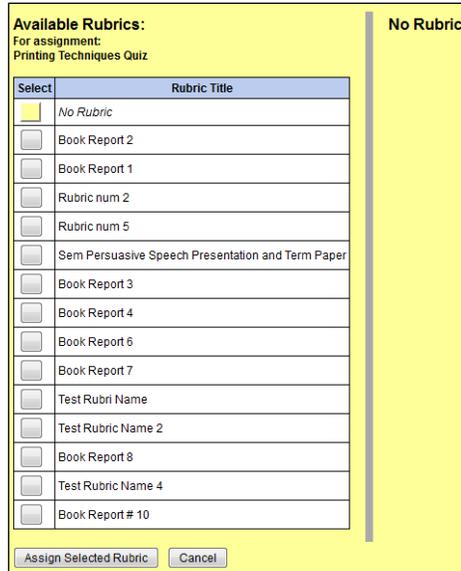
- If you have assigned a rubric chart to this assignment, this field displays the total possible points for the rubric chart and cannot be updated.

**Warning:** If all assignments in a category do not have the same total points value, the calculations for dropping a specified number of assignments for the category (as indicated in the **# Drop** field on the Administer Categories page) may result in an average that is different than expected. If the total points value varies, the grade with the lowest number of points may not necessarily be the lowest grade.

9. Select **Extra Credit** if the assignment is an extra credit assignment. If the assignment is for extra credit, the **Total Points** field must be set to zero. This field is not displayed for standards-based/skills-referenced courses or assignments that have a rubric chart assigned.

Extra credit assignments add points to the average for the category selected. If a student has no grade or a zero for the extra credit assignment, it does not count against him when his average is calculated. For more information on calculating extra credit in a student's working cycle average, see the **Extra Credit** section in Appendix A - Calculating Averages at the end of this guide.

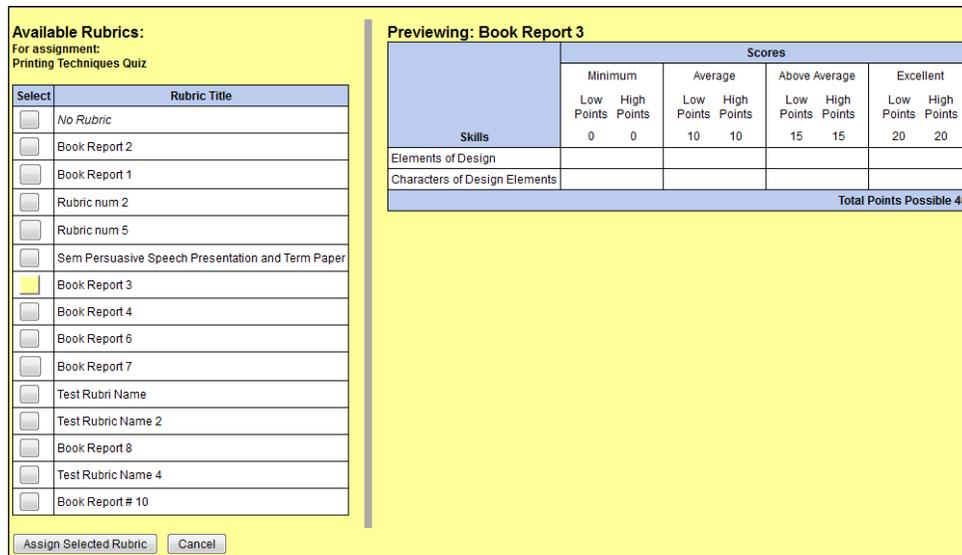
10. (TxEIS only) In the **Rubric** field, you can assign a rubric chart to the assignment, which allows you to grade the assignment using a rubric chart. The rubric charts are creating on Settings > Rubric Setup.
  - If a rubric chart is not currently associated with the assignment, the  icon (three black squares) is displayed.
    - Click  to associate a rubric chart with the assignment. The rubric chart dialog box is displayed.



Only rubric charts that you have created, and that have at least one skill and one score, are listed.

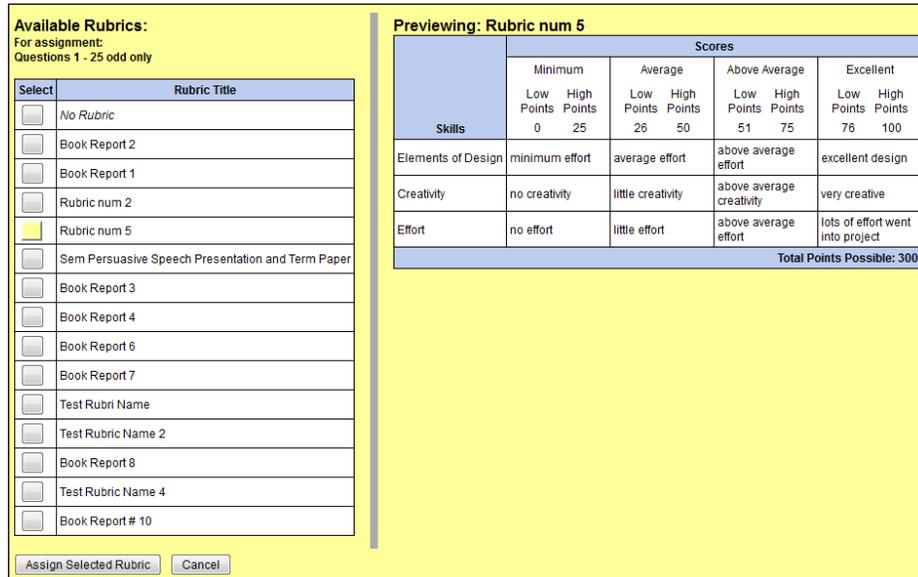
- Under **Available Rubrics**, click  for the rubric chart you want to use. The box becomes yellow  to indicate that it is selected.

The selected rubric chart is displayed under **Previewing: Rubric Name**, where **Rubric Name** is the name of the selected rubric chart.



- Click **Assign Selected Rubric**. The dialog box closes, and the rubric chart is associated with the assignment.
  - The rubric icon changes to (four multicolored squares).
  - The **Total Points** field for the assignment changes to display the maximum possible points for the rubric chart (maximum possible points x skill count) and is read-only.

- If a rubric chart is currently associated with the assignment, the  icon (four multicolored squares) is displayed.
- Click  to change or remove the rubric chart with the assignment. The rubric chart dialog box is displayed.



**Available Rubrics:**  
For assignment:  
Questions 1 - 25 odd only

Select	Rubric Title
<input type="checkbox"/>	No Rubric
<input type="checkbox"/>	Book Report 2
<input type="checkbox"/>	Book Report 1
<input type="checkbox"/>	Rubric num 2
<input checked="" type="checkbox"/>	Rubric num 5
<input type="checkbox"/>	Sem Persuasive Speech Presentation and Term Paper
<input type="checkbox"/>	Book Report 3
<input type="checkbox"/>	Book Report 4
<input type="checkbox"/>	Book Report 6
<input type="checkbox"/>	Book Report 7
<input type="checkbox"/>	Test Rubri Name
<input type="checkbox"/>	Test Rubric Name 2
<input type="checkbox"/>	Book Report 8
<input type="checkbox"/>	Test Rubric Name 4
<input type="checkbox"/>	Book Report # 10

**Previewing: Rubric num 5**

Skills	Scores							
	Minimum		Average		Above Average		Excellent	
	Low Points	High Points	Low Points	High Points	Low Points	High Points	Low Points	High Points
	0	25	26	50	51	75	76	100
Elements of Design	minimum effort		average effort		above average effort		excellent design	
Creativity	no creativity		little creativity		above average creativity		very creative	
Effort	no effort		little effort		above average effort		lots of effort went into project	
<b>Total Points Possible: 300</b>								

Assign Selected Rubric Cancel

- Under **Available Rubrics**, click  for the rubric chart you want to use. Or, select *No Rubric* to remove the rubric chart from the assignment. The box becomes yellow to indicate that it is selected.

The selected rubric chart is displayed under **Previewing: Rubric Name**, where **Rubric Name** is the name of the selected rubric chart. Or, the message “No Rubric” is displayed if you selected *No Rubric*.

- Click **Assign Selected Rubric**. The dialog box closes, and the **Rubric** and **Total Points** fields are updated according to your selection.

**Note:** You can change the rubric chart assigned to an assignment only if no grades exist for the rubric chart.

11. In the **Notes** field, click  to add optional notes for the assignment. If entered, the notes are viewable in <sup>tx</sup>Connect. Add the note in the Note dialog box, and then click **Ok**. The Note dialog box closes, and the note icon is yellow  to indicate that a note was entered.

12. Before you leave the page, you must save your changes.

- Type your PIN, and then click **Save**.
- If your changes were saved successfully, the page reloads, and a message is displayed indicating that the assignments were saved successfully.

**To edit an assignment:**

1. To modify data for an assignment, type over the existing data with the new information.

2. In the **Notes** field, the icon is gray  if there are no notes currently entered, or the icon is yellow  if there are notes currently entered. Click  to add, or click  to update optional notes for the assignment. If entered, the notes are viewable in txConnect.
  - Add or update the note in the Note dialog box, and then click **Ok**. The Note dialog box closes, and the note icon is yellow  to indicate that a note was entered.
  - To clear the note for the assignment, click **Clear**. The Note dialog box closes, and the note icon is gray  to indicate that there are no notes entered.
3. Before you leave the page, you must save your changes.
  - Type your PIN, and then click **Save**.
  - If your changes were saved successfully, the page reloads, and a message is displayed indicating that the assignments were saved successfully.

### To delete an assignment:

1. To delete an assignment, click **x** under **Delete** for the assignment. You cannot delete an assignment if grades were posted for the assignment. The **x** is not displayed for the assignments.

If you delete grades on the Assignment Grades page in order to delete an assignment, you must be sure to delete the grade for any withdrawn students.

2. Before you leave the page, you must save your changes.
  - Type your PIN, and then click **Save**.
  - If your changes were saved successfully, the page reloads, and a message is displayed indicating that the assignments were saved successfully.

### To copy assignments to another course section:

Once you save assignments for a course, you can copy the assignments to another course section. Assignment notes are also copied with the assignments.

1. Select the semester, cycle, and course section from which you want to copy assignments. Click **Copy assignments to another course section/cycle**. The Copy Assignments page is displayed.

**Copy Assignments**  
From course: 07 VIDEO TECH (8953-07) semester: 1 cycle: 2

**Assignments to copy**

Check all Assignments

- Questions Chapt 2 1-15
- Handout #12
- Week 3 notes
- Week 4 notes
- Week 5 notes
- Chapter 1
- Questions 1 - 25
- Chapter 1 test
- Week 1 notes
- Week 2 notes

**Course Sections to which to copy**

Semester: 1				Semester: 2					
Course	Period	Cycles			Course	Period	Cycles		
		1	2	3			1	2	3
01 VIDEO TECH (8953-01)	01	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	01 VIDEO TECH (8953-01)	01	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
04 BOYS ATHLE2AB (5423-04)	04	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	04 BOYS ATHLE2AB (5423-04)	04	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
04 BOYS ATHLTCS 3 (5433-04)	04	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	04 BOYS ATHLTCS 3 (5433-04)	04	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
04 BOYS ATHLTCS 4 (5443-04)	04	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	04 BOYS ATHLTCS 4 (5443-04)	04	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07 VIDEO TECH (8953-07)	07	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	07 VIDEO TECH (8953-07)	07	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PIN:

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The **From course** field displays the course, semester, and cycle displayed on the previous page. This is the course from which you are copying categories.

2. Under **Assignments to copy**, all assignments for the selected course are displayed. You can select specific assignments, or you can select **Check all Assignments** to select all assignments.
3. Under **Course Sections to which to copy**, all course sections for all cycles are displayed. You can select specific course sections, or you can select the box at the top of the cycle column to select all course sections for the cycle.
4. After your selections are made, type your PIN, and then click **Copy**.

If the assignments were successfully copied, the page reloads, and a list of assignments and the courses to which the assignments were copied is displayed. The changes are saved to the database.

**Copy Assignments**  
 From course: 07 VIDEO TECH (8953-07) semester: 1 cycle: 2

Week 3 notes was successfully copied to 01 VIDEO TECH (8953-01) cycle 2.  
 Week 4 notes was successfully copied to 01 VIDEO TECH (8953-01) cycle 2.  
 Week 5 notes was successfully copied to 01 VIDEO TECH (8953-01) cycle 2.

Week 3 notes was successfully copied to 01 VIDEO TECH (8953-01) cycle 3.  
 Week 4 notes was successfully copied to 01 VIDEO TECH (8953-01) cycle 3.  
 Week 5 notes was successfully copied to 01 VIDEO TECH (8953-01) cycle 3.

Week 3 notes was successfully copied to 01 VIDEO TECH (8953-01) cycle 1.  
 Week 4 notes was successfully copied to 01 VIDEO TECH (8953-01) cycle 1.  
 Week 5 notes was successfully copied to 01 VIDEO TECH (8953-01) cycle 1.

Week 3 notes was successfully copied to 01 VIDEO TECH (8953-01) cycle 2.  
 Week 4 notes was successfully copied to 01 VIDEO TECH (8953-01) cycle 2.  
 Week 5 notes was successfully copied to 01 VIDEO TECH (8953-01) cycle 2.

Week 3 notes was successfully copied to 01 VIDEO TECH (8953-01) cycle 3.  
 Week 4 notes was successfully copied to 01 VIDEO TECH (8953-01) cycle 3.  
 Week 5 notes was successfully copied to 01 VIDEO TECH (8953-01) cycle 3.

**Assignments to copy**  
 Check all Assignments

- Questions Chapt 2 1-15
- Handout #12
- Week 3 notes
- Week 4 notes
- Week 5 notes
- Chapter 1
- Questions 1 - 25
- Chapter 1 test
- Week 1 notes
- Week 2 notes

**Course Sections to which to copy**

Semester: 1				Semester: 2					
Course	Period	Cycles			Course	Period	Cycles		
		1	2	3			1	2	3
01 VIDEO TECH (8953-01)	01	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	01 VIDEO TECH (8953-01)	01	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
04 BOYS ATHLE2AB (5423-04)	04	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	04 BOYS ATHLE2AB (5423-04)	04	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
04 BOYS ATHLTCS 3 (5433-04)	04	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	04 BOYS ATHLTCS 3 (5433-04)	04	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
04 BOYS ATHLTCS 4 (5443-04)	04	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	04 BOYS ATHLTCS 4 (5443-04)	04	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07 VIDEO TECH (8953-07)	07	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	07 VIDEO TECH (8953-07)	07	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PIN:

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If you are copying assignments for the current semester/cycle, the entire assignment record is copied, including the assignment date, due date, and assignment notes. If you are copying assignments to a future semester/cycle, the assignment record is copied without the assignment date and due date. The assignment notes are copied to the future semester/cycle.

5. To return to the Administer Assignments page, click **Back to Assignments**.