

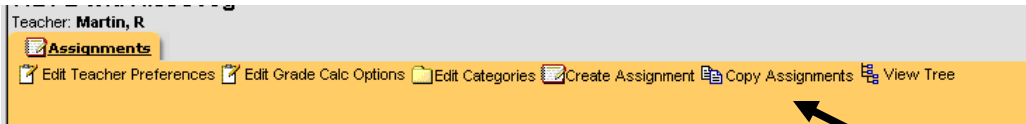
Using the NEW 2011 Updated Infinite Campus Grade Book

Copying Assignments

1. In the new update for IC, copying assignments takes on a different role. If you just want Test #1 to show up in three of your classes, you can designate those classes when you first create the item in **Assignment**. If you change your mind and now want it to show in all five classes, go back to the assignment and click to add it to the other classes. The **create assignment** feature will allow you to include the same assignment into any class with the same name.

The **Copy Assignment** menu feature is designed for you to be able to do things like the following:

- A. Copy an assignment(s) from one class to another class with a different name (i.e. Test #1 in your *T.V. Production* class is also the name of a test you want to give in *Advanced Drama* class.)
- B. Copy an assignment from your 1st quarter exploratory to your 2nd quarter exploratory (i.e. you want to grade using the same assignments in your new Quarter 2 Public Speaking class that you used in Quarter 1 Public Speaking class).
- C. You loved how well you set up your class last year and want to copy the set of graded items you used last year in Physical Education class again this year in your new Physical Education class.
- D. Copy assignments(s) from another class you teach at a different school (i.e. You want to use the grading item Concert Performance Score #1 you entered in Advanced Choir at West Ranch in your grade book for Beginning Chorus at Rancho Pico Junior High)



Return to Assignment List Next

Select assignments to copy from the source section to the destination section. Click "Next" to continue.

Select Source Section ← → Select Destination Section

02) 9115-2 Homeroom
10-11 Rancho Pico Junior High (ALL)
 01) 4121-2 Wld Hist/Geog
 01) 4121-3 Wld Hist/Geog
 01) 4121-6 Wld Hist/Geog
 01) 4121-10 Wld Hist/Geog
 01) 4121-14 Wld Hist/Geog
 01) 9113-6 Student Service
 01) 9113-127 Student Service
 01) 9113-167 Student Service

11-12 Rancho Pico Junior High (ALL)
 01) 4121-2 Wld Hist/Geog
 01) 4121-3 Wld Hist/Geog
 01) 4121-6 Wld Hist/Geog
 01) 4121-10 Wld Hist/Geog
 01) 4121-14 Wld Hist/Geog
 01) 9113-6 Student Service
 01) 9113-127 Student Service
 01) 9113-167 Student Service
 01) 9113-186 Student Service

Number of Assignments: 14

<input type="checkbox"/>	Assignment Name	Due Date
<input checked="" type="checkbox"/>	Personal Historical Timeline (due Aug 20/23)	08/20/2010
<input checked="" type="checkbox"/>	Text Survey - (due Aug.16/17)	08/17/2010
<input checked="" type="checkbox"/>	World Map Test (taken in class August 24 0 / 25 E)	08/24/2010
<input checked="" type="checkbox"/>	Ch.1:2 Red/Blue Outline (due Aug 26odd/27even)	08/26/2010
<input checked="" type="checkbox"/>	Rome's Ruin Video Notes (In-class Aug. 30/31)	08/30/2010
<input checked="" type="checkbox"/>	Byzantium Intro Video Notes	09/01/2010

Select **Assignments** from the menu on left. Then click on **Copy Assignments**.

From the *Select Source Section* choose the course from which you want to use assignments.

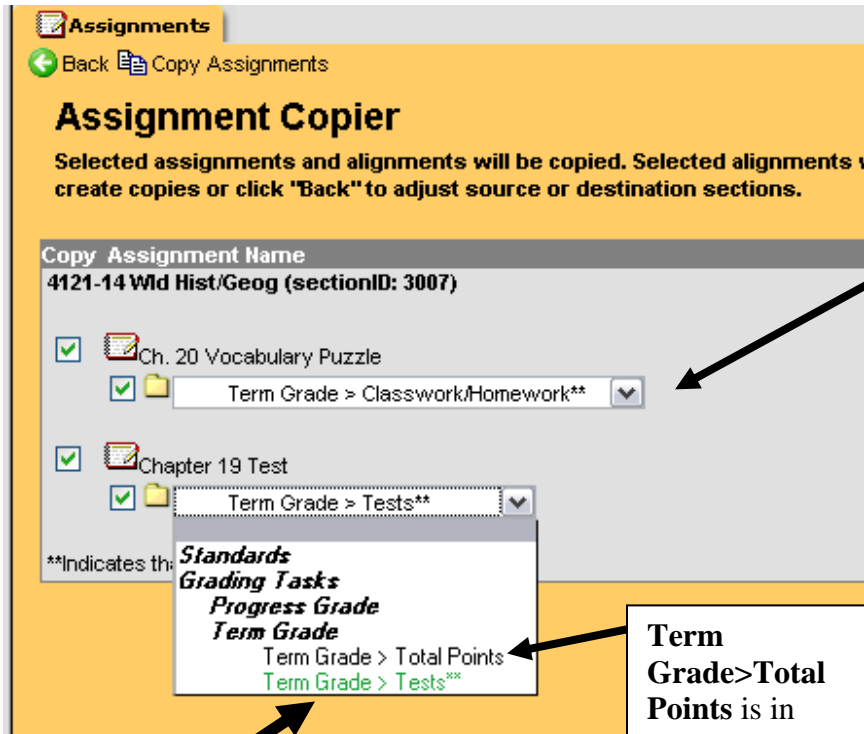
When you click on course name all of the assignments in that course will appear at bottom. All will default as selected, so you can turn off assignments you don't want copied.

Then click on the course you want them copied to from the **Select Destination Section**

At top of gold screen click on **Next**.

After clicking **Next** you will get a screen that shows the assignments you selected to move and the folder they will be placed for grade calculation.

After verifying what folder you want the assignments placed click on **Copy Assignments** at the top of the gold screen.



Below the name of each assignment you are transferring there will be a folder icon with the name of the term calculation folder it is attached to. If there are ** after the name it means you don't have that folder in your class you are moving it to.

You can let that folder stay and IC will create it in your new class. Or you can pull down and select where you want the item to go.

In this case the Chapter 19 Test is going into a class that is being calculated with Total Points instead of a set of categories. I should select Total Points unless I plan on adding more categories.

Term Grade>Tests** shows in green because it is a folder not available but IC will create it for me if I select it.

Term Grade>Total Points is in black which means it is already an available folder in my class.