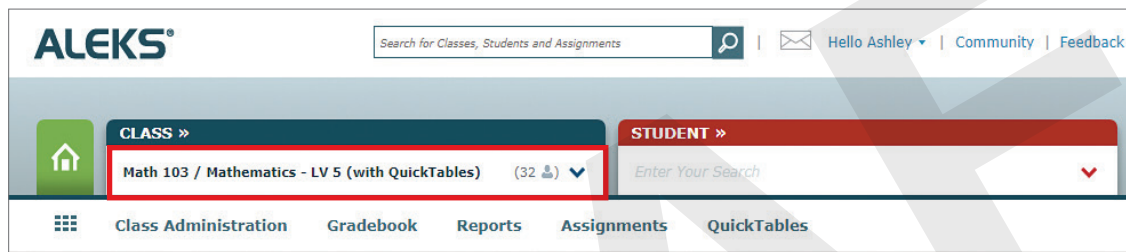


COPYING AN ASSIGNMENT

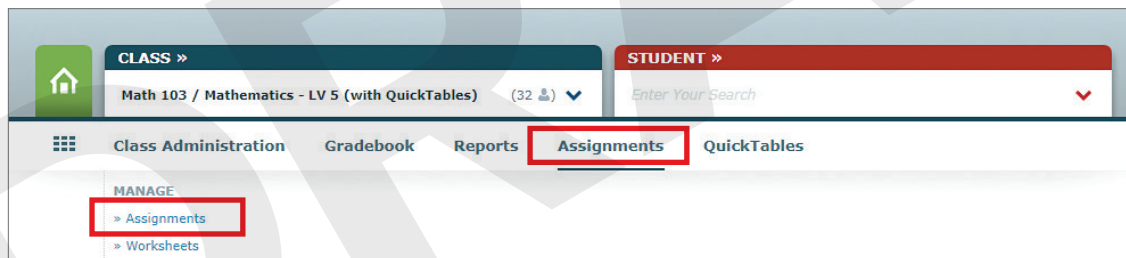
Learn how to copy assignments you've already created as an instructor. School administrators can copy these assignments across all instructors.

As an instructor, you might have multiple periods of the same class (e.g., five periods of Algebra 1) and want all classes to have the same assignments. Now you can create the assignment under one class and copy it to all others. **First, you will need to create and save the assignment, then follow the steps below.**

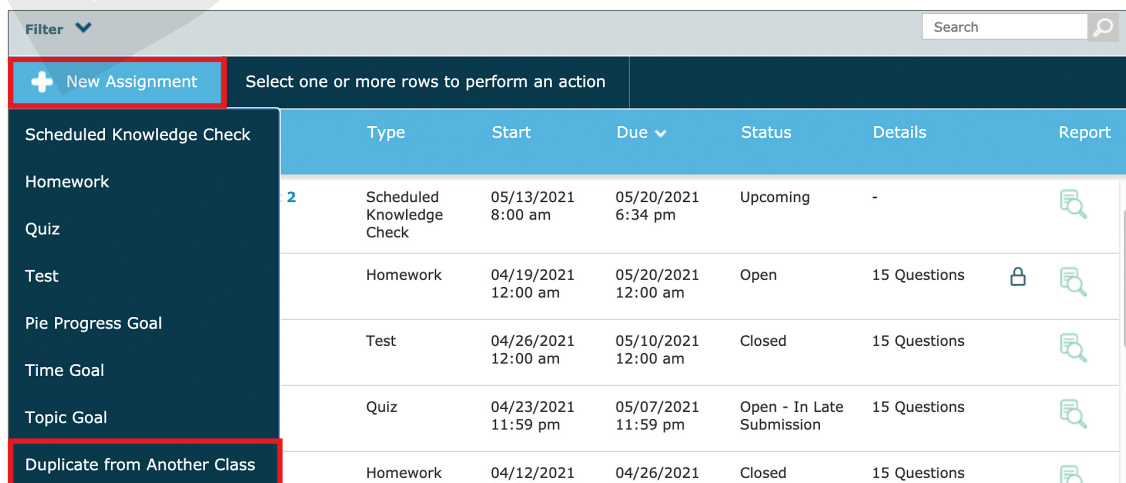
1. Select the class to which you want to copy the assignment from the **Class** drop-down menu.



2. Hover over **Assignments** and select **Assignments**.



3. Click **+ New Assignment** and select **Duplicate from Another Class** from the drop-down menu.



4. From the **(a) Select a Class** drop-down menu, choose the class from which you want to copy the assignment.

Put a **(b)** checkmark next to the assignment(s) you would like to copy.

Once the assignment(s) have been selected, click **(c) Duplicate**.

Note: Administrators will first select the instructor under which the assignment is located, and then the class.

The screenshot shows the ALEKS interface for selecting a class and duplicating an assignment. A dropdown menu labeled 'Math 133' is open, showing 'Select a Class...' and 'Math 133'. A red circle 'a' is around the dropdown. A red circle 'c' is around the 'Duplicate' button. A red circle 'b' is around the 'Test 2' assignment, which has a checkmark in the checkbox column. The table below shows the list of assignments.

Name	Type	Start	End	Goal Details	Status
Scheduled Assessment 3	Scheduled Knowledge Check	07/18/2019	07/25/2019	-	Current
Test 2	Test	07/01/2019	07/15/2019	-	Completed

5. After confirming the duplication of the selected assignment(s), it will appear in your assignments list for the class to which you copied it. The content, start and end dates, and all other settings will be the same as the original. If you wish to edit any of the information, click on the name of the assignment, or on the **Quick Edit** link. Clicking the assignment name will allow full editing options; the Quick Edit link will allow limited options.

The screenshot shows the ALEKS interface for the 'Test 2' assignment. The table below shows the list of assignments. The 'Test 2' assignment is highlighted in green. The 'Quick Edit' link is highlighted in red.

Name	Type	Start	End	Goal Details	Status	Report
Scheduled Assessment 3	Scheduled Knowledge Check	07/18/2019 8:00 am	07/25/2019 11:59 pm	-	Current	
Test 2	Test	07/01/2019 12:00 am	07/15/2019 12:00 am	-	Completed	