**Teacher Tutorial: How to Copy Assignments and Assignment Categories**

In your word processing program, you can customize this document for teacher training sessions. For comprehensive information about teacher tasks in Faculty Access for the Web 7, see the User’s Guide for Faculty Access for the Web on The Education Edge User Guides page at: [http://www.blackbaud.com/support/guides/ee.aspx](http://www.blackbaud.com/support/guides/ee.aspx).

**Copy Categories and Assignments**

In *Faculty Access for the Web*, you can copy categories, assignments, and non-assignment documents from one academic year, session, marking column, and class to one or more classes.

You can copy:

- From classes in one academic year to another academic year
- From classes in the same academic year
- From one marking column to another

For assignments, if you copy from and to the same marking column (even in different academic years) date fields copy. Review and edit assignment dates after you copy.

1. From the navigation bar, under *Gradebook*, click *Copy categories/assignments*. The Copy categories/assignments page appears.

![Copy categories/assignments](image)
2. On the **General** tab, you select the classes to copy. In the **Copy From** frame, select the academic year, session, marking column, and class to copy from. If you teach in more than one school, select the school also.

3. In the **Copy To** frame, the academic year and session default based on the current academic year and session selected on the Home page in **Settings**.

4. Select the marking column to which you want to copy gradebook information.

5. Select the class to which you want to copy gradebook information.

6. If needed, to add a new row in which you can copy to another class, click **New**.

7. Click the **Gradebook information** tab.

8. Before you copy categories, copy the grading scales associated with the categories you need to copy.

9. Select if you want to copy documents associated with the class. These documents have no association to assignments.

10. Select if you want to copy categories. You can copy all or selected categories.

11. Select if you want to copy assignments. You can copy all or selected assignments.

12. Click **Copy**. The **Results** tab appears.

13. Review the number of successful and unsuccessful copies of categories and assignments.