



Copy Class Information

Copy detailed class information, such as term dates, grades, and student enrollment, from one class to another using the Copy Class Info From option on the Utilities menu.

Note: For general class information, choose Windows > Class Information. For more information, see the section "Class Information."

Either insert the items from the other class into the currently opened class or replace information for the class that is currently open.

How to Copy Class Information

1. Choose an available class from the Classes menu. The class page for the selected class appears.

Note: If you make changes or new entries to the class spreadsheet, choose File > Save before copying class information.

2. Choose Utilities > Copy Class Info. The Open Class page appears.

| 1st Day | Term | Exp. | Class Name | Group |
|---------|------|------|------------|-------|
| 1/20/02 | 02 | 1(A) | Algebra I | |
| 8/28/02 | S1 | 2(A) | Algebra I | |
| 1/20/03 | 03 | 3(A) | Algebra I | |
| 8/28/02 | S1 | 3(A) | Algebra I | |
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3. Select the class from which you want to copy information. Be sure to select the class from the appropriate term.
4. Click OK. The Copy Class Information page appears.

Copy Class Information

Which information would you like to copy from AP Calculus?

☒ Categories ☒ Gradescale(s)

☐ Assignments ☐ Final grade setup

☐ Add the item to whatever already exists in this class

☒ Replace the item completely in this class with the item from the other class

Cancel Copy

5. Use the following table to enter information in the fields:

| Field | Description |
|-----------------------|--|
| [Information Type] | <p>Select the checkbox(es) to indicate which type of information you want to copy. For example, to copy assignments and final grade setup from one class to another, select the appropriate checkboxes.</p> <p>The types of information you can copy include:</p> <ul style="list-style-type: none"> • Categories • Assignments • Gradescale(s) • Final grade setup |
| [Add or Replace Item] | <p>Select how you want the information copied:</p> <ul style="list-style-type: none"> • "Add the item to whatever already exists in this class." For example, select this option if you want to add an assignment from another class to the open class. • "Replace the item completely in this class with the item from the other class." For example, select this option if you want to replace an assignment on the open class with one copied from another class. |

6. Click Copy to copy the selected categories to the open class. The updated class spreadsheet displays the new information.

Note: When you replace the data from one class to the selected class, the original information and all student scores are completely replaced.