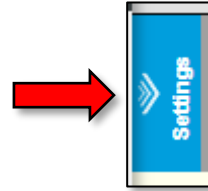# Copy an Assignment in your LMS

In Campus Learning, you can copy your Assignments from one term to the next or from one school year to the next. This tutorial will show you how to copy an Assignment and your LMS content.

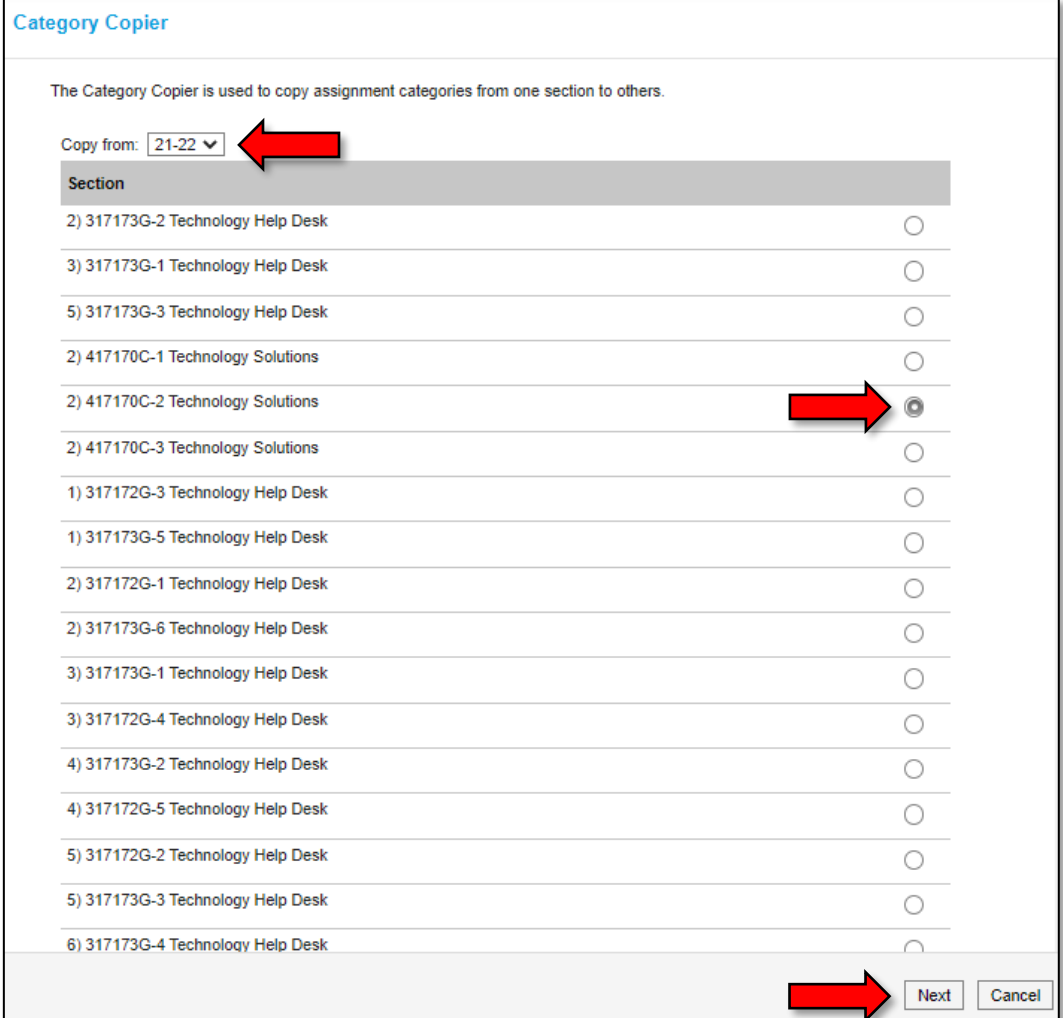1. In your Grade Book, expand the **Settings** sliding window to view your **Settings** choices.

2. Click **Category Copier**.

3. In the **Copy from:** drop-down menu, choose the **school year** you are wanting to copy a **Category** from.
*(**Note:** you cannot copy/create an Assignment unless you have a Category for the Assignment to link to.)*

4. Choose the **Section** you would like to copy content from.

Category Copier

The Category Copier is used to copy assignment categories from one section to others.

Copy from: 21-22

Section	
2) 317173G-2 Technology Help Desk	○
3) 317173G-1 Technology Help Desk	○
5) 317173G-3 Technology Help Desk	○
2) 417170C-1 Technology Solutions	○
2) 417170C-2 Technology Solutions	◉
2) 417170C-3 Technology Solutions	○
1) 317172G-3 Technology Help Desk	○
1) 317173G-5 Technology Help Desk	○
2) 317172G-1 Technology Help Desk	○
2) 317173G-6 Technology Help Desk	○
3) 317173G-1 Technology Help Desk	○
3) 317172G-4 Technology Help Desk	○
4) 317173G-2 Technology Help Desk	○
4) 317172G-5 Technology Help Desk	○
5) 317172G-2 Technology Help Desk	○
5) 317173G-3 Technology Help Desk	○
6) 317173G-4 Technology Help Desk	○

5. Click **Next**.

Next Cancel

6. From the **Select section(s) to copy to.** window that opens, select the **section(s)** you would like to copy your category to.
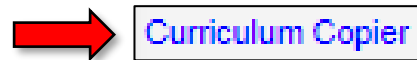
Category Copier

Select section(s) to copy to.

Section	
2) 317173G-2 Technology Help Desk	☐
2) 417170C-1 Technology Solutions	☐
2) 417170C-2 Technology Solutions	☐
2) 417170C-3 Technology Solutions	☑
3) 317173G-1 Technology Help Desk	☐
5) 317173G-3 Technology Help Desk	☐
21-22 Western Dubuque HS	
1) 317172G-3 Technology Help Desk	☐
1) 317173G-5 Technology Help Desk	☐
2) 317172G-1 Technology Help Desk	☐
2) 317173G-6 Technology Help Desk	☐
3) 317172G-4 Technology Help Desk	☐
3) 317173G-1 Technology Help Desk	☐
3) 417170C-15 Technology Solutions	☐
4) 317172G-5 Technology Help Desk	☐
4) 317173G-2 Technology Help Desk	☐
4) 417170C-10 Technology Solutions	☐
4) 417170C-14 Technology Solutions	☐
4) 417170C-16 Technology Solutions	☑
5) 317172G-2 Technology Help Desk	☐

7. Click **Copy**.

Copy   Cancel

8. From the **Settings** window that you accessed in Step 1, click **Curriculum Copier**.

Curriculum Copier

In this example, you have entered content into your Campus Learning LMS for the current school year. When the new school year opens and your new year's courses have become active, use the following steps to copy your LMS content. (This will be the case for the 2021-2022 school year where you will enter content to existing Assignments and then, once July 2022 arrives, you can copy content to the 2022-2023 school year.)

9. In the left **Source** window, **A.** in the drop-down menu, choose the **School Year** you are copying your Assignment from. **B.** Choose the **Section** you are copying the Assignment from. **C.** In the **Source Curriculum** section, select any curriculum you would like to copy. In the right **Destination** window, **D.** in the drop-down menu, choose the **School Year** you would like to copy your content to. **E.** Choose the **Section** you are copying the Assignment to. **F.** If you have **Destination Curriculum** to add to, select it. **G.** Click **Next** .

10. Make changes *(Visible to Class, Start/End Dates, etc.)* to the copied Assignment/LMS content.

Curriculum Copier

Curriculum in 417170C-3 Technology Sections

Collapse All

Copying Invalid (0) All

		Name	Visible to Class	Start/End Date MM/DD/...	MM/DD/...	Grading Fill
✕	• ▼ 📁	0) Chapter 0: Safety Procedures & Env. Concerns (NEW)	☑	MM/DD/...	MM/DD/...	
✕	• 📄	Chapter 0 Activity 1 (NEW)	☑	3/1/2022	6/10/2022	3 Points
✕	• 📄	Chapter 0 Activity 2 (NEW)	☑	3/1/2022	6/10/2022	3 Points
✕	• 📄	Chapter 0 Activity 3 (NEW)	☑	3/1/2022	6/10/2022	3 Points
✕	• 📝	Chapter 0 Activity 4 (NEW)	☑	3/1/2022	6/10/2022	3 Points
✕	• 📄	Chapter 0 Activity 5 (NEW)	☑	3/1/2022	6/10/2022	12 Points
✕	• 📋	Chapter 0 Activity 6 (NEW)	☑	3/1/2022	6/10/2022	10 Points
✕	• ▼ 📁	1) Chapter 1: Computer Parts & Tools (NEW)	☑	MM/DD/...	MM/DD/...	
✕	• 🖥	USB Types (NEW)	☑	MM/DD/...	MM/DD/...	Grading Setup
✕	• 📄	Chapter 1 Activity 1 (NEW)	☑	3/1/2022	6/10/2022	3 Points

Save

11. Once completed, click **Save**.

12. If everything you selected has been copied, a **Success** window will appear. Click **OK**.

Success

Copy Successful!

OK

One of the many positive aspects of using Campus Learning as our LMS is that you have access to past year's courses and sections. At any time during the school year, you can copy content from a past school year to the new school year. No content or course is archived or removed unless you, or a co-teacher, removes it.