

## Duplicate (Copy an Assignment or Resource)

## Path: From an assignment, click the arrow next to the Edit button and select Duplicate

Duplicate an assignment or resource to create an exact copy of it. Use the Curriculum Copier to copy multiple items at a time.

■ 3) 3200-12 English 10 > Week 1 Reading Check	+ Add •	✔ Edit ✓ Score X Close
		📑 Duplicate 🕅
		Move
Week 1 Reading Check Start: 02/26/2021 12:00 AM End: 02/26/2021 11:59 PM		Telete
Summary	S	ection Settings
Click Duplicate to create a copy of an assignment or resource.		

To duplicate an assignment open it in the Grade Book, Planner, or anywhere else you access assignments in Campus. Click the arrow next to the Edit button and select **Duplicate.** The copied assignment matches the original with the addition of "Copy of" before the title.

All details are copied from the original assignment, including dates, grading, other sections, content, and tasks. Modify fields as desired and click Save when finished. See the Assignments & Resources article for more information about the fields in this editor.

Use Duplicate to copy an assignment with a Scoring Rubric to reuse the rubric.