

Category Copier (Instruction)

Last Modified on 10/22/2022 9:30 am CDT

PATH: Campus Instruction > Grade Book > Settings > Category Copier

Use the Category Copier to copy your existing categories to other sections. Categories can be copied from any section you teach, including past and future sections.

Settings		2	Save	Totals		
Grade	Book Setup	ttings	Save	e 🖉 Percer	nt Grade F	:ill
Assignment Marks	Catagory Cardina	ω. 		Percer		
Categories Curriculum List	Category Copier					
Filter Defaults	The Category Copier is us	ad to convigesionm	ent categories from on	e section to others		
Grade Calc Options	The category copier is us	ed to copy assignin	ent categories from on	le section to others.		
Grading Scales	Copy from: 17-18					
Section Groups	Section					
Curriculum Copier	4) 3700-2 American & B	ritish Literature			0	
Category Copier Multi-Post Grades	1) 3600-4 AP Literature				۲	
Induit-Fost Grades	3) 3200-12 English 10				0	
Help	6) 3200-13 English 10				0	
Web Site Address	7) 3100-11 English 9				0	
Display Sparkline Grap						
Pass/Fail Coloring for G	Number of Categories: 3	out of 3				
Pass/Fail Coloring for S	Category Name					
Save Alert Assignments Per Page	Homework					
	Projects					
Grade Book Last Upda	Tests					
Preferences Last Modi						
					Next	Cancel

Copying categories between sections

Copy Categories

- 1. From the Grade Book Settings menu, click the Category Copier.
- 2. Select the source Section from which you'd like to copy categories.
- 3. Select the **Categories** you'd like to copy.
- 4. Click **Next** to continue.
- 5. In the next screen, select the destination **Section(s)** that will receive the categories.
- 6. Click **Copy** to complete.

When you perform these actions, categories are copied but assignments are not.

