

Curriculum Copier

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

Users must have Campus Learning and the *Enhanced Curriculum* tool right to access advanced curriculum options such as folders and resources.

Classic View: *Open an assignment from anywhere in Instruction and click **Copy**; Instruction > Grade Book > Settings > Curriculum/Assignment Copier; Instruction > Planner > click section name > Copy Curriculum*

Search Terms: Grade Book

The Curriculum Copier allows teachers to copy curriculum items, such as assignments, resources, and folders, from one of their sections to another. This tool can be especially useful at the beginning of the school year to copy last year's class materials to the new year.

Use the [Duplicate](#) option to copy individual curriculum items.

Curriculum Copier

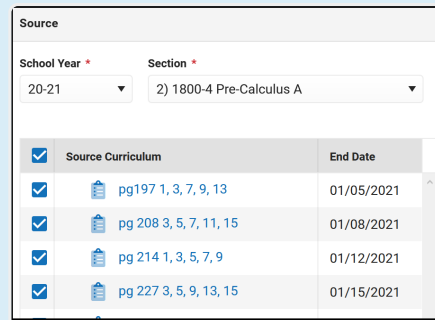
Source		Destination	
School Year *	Section *	School Year *	Section *
19-20	1) 3200-5 English 10	20-21	6) 3200-13 English 10
Folder		Folder	
None		None	
Expand All		Expand All	
<input type="checkbox"/>	Source Curriculum	<input type="checkbox"/>	Destination Curriculum
<input type="checkbox"/>	Course Syllabus		
<input checked="" type="checkbox"/>	The Great Gatsby	<input checked="" type="checkbox"/>	To Kill a Mockingbird
<input checked="" type="checkbox"/>	Gatsby Character Quiz		
<input checked="" type="checkbox"/>	Gatsby Symbolism Discussion		
<input checked="" type="checkbox"/>	Great Gatsby Essay		
<input checked="" type="checkbox"/>	To Kill a Mockingbird		
	End Date		End Date
	12/23/2019		01/29/2021
	12/14/2019		
	12/18/2019		
	12/22/2019		
	01/29/2020		

Copy curriculum from one section to another.

Access the copier by clicking the **Copy** button in the top corner of an assignment, resource, or folder. Alternately, find the tool in the Grade Book Settings menu or by clicking the name of a section in the Planner.

Teachers who do not have [Campus Learning](#) and the *Enhanced Curriculum* tool right do not have access to advanced curriculum features.

The copy process is the same, but you'll only see assignments, not folder and resources with their unique icons.



Source Curriculum	End Date
<input checked="" type="checkbox"/> pg197 1, 3, 7, 9, 13	01/05/2021
<input checked="" type="checkbox"/> pg 208 3, 5, 7, 11, 15	01/08/2021
<input checked="" type="checkbox"/> pg 214 1, 3, 5, 7, 9	01/12/2021
<input checked="" type="checkbox"/> pg 227 3, 5, 9, 13, 15	01/15/2021

Copier without Enhanced Curriculum

Step 1 - Select Items

The first step of copying curriculum is selecting the source and destination sections and which items should be copied.

The *Source* School Year and Section default to the context where you opened the copier. Select a **School Year** and **Section** for the *Destination* section. The Destination Curriculum list populates with existing curriculum in that section. The Source Curriculum list populates will all curriculum in that section, but items that are already in the destination section display with an uneditable checkmark.

Mark the checkbox next to curriculum in the source section to copy to the destination. Click the arrow next to folders to view what's inside them. If desired, select a Folder in the destination section to receive the copied curriculum.

Click **Next** to proceed.

Step 2 - Item Dates & Grading

In step 2, modify dates and grading setup as desired.

Click the black arrow next to folders to expand.

Curriculum in 3200-13 English 10

Expand All Copying Invalid (2) All

	Name	Visible to Class	Start/End Date		Grading	Fill
		<input type="checkbox"/>	month/da ...	month/da ...		
<input type="checkbox"/>	The Great Gatsby NEW	<input checked="" type="checkbox"/>	12/9/2020	12/23/20 ...		
<input type="checkbox"/>	Gatsby Character Quiz NEW	<input checked="" type="checkbox"/>	12/14/2020	12/14/20 ...	5 Points	
<input type="checkbox"/>	Gatsby Symbolism Discussion NEW	<input checked="" type="checkbox"/>	12/16/2020	12/18/20 ...	Multiple Alignments	
<input type="checkbox"/>	Great Gatsby Essay NEW	<input checked="" type="checkbox"/>	12/22/2020	12/22/20 ...	Multiple Alignments	

In the second screen, modify visibility, dates, and grading.

Click the red next to an item to remove it from the copy list. Click the name of an item to view a read-only version of it. Indicate if the item should be **Visible** on [Campus Student](#) and [Campus Parent](#) using the checkbox.

Fill the visibility status or dates of all items using the fields in the table header.

Dates	Grading
<p>Modify Start and End Dates by clicking the date to type or select another day. To set both dates easily, click the date to open the calendar, then click the Start Date you want and then the End Date, without closing the calendar. Click the clock icons to set times for the assignment.</p> <p>If copying an item from a previous year, the dates are calculated by determining what day of the term the item was originally scheduled and setting the date for the copied item to match that day in the destination section. For example, if an assignment has a Date of the 20th day of school in Term 1 and it's copied to Term 2, the Date defaults to the 20th day of Term 2.</p>	<p>Click the Grading link to view the grading setup for the item. Resources are not scored; click Grading Setup for a resource to change it to an assignment and set up grading.</p> <p>If the grading setup of the source assignment is not valid in the destination section, a red warning icon displays. For example, an assignment may be aligned to a standard that isn't assessed in the destination section. Any invalid alignments will be removed when the copy process is finished; valid alignments will copy.</p>

Click **Save** to finish copying.

When assignments are copied, sequence order is maintained but sequence numbers are updated to be consecutive starting at 1. If the destination section already has assignments, copied assignments are sequenced starting with one value higher than the highest existing sequence.

Student Group selections are not copied between sections or calendars.

