Copy Assignments

- As a lead teacher or a co-teacher, you can **copy assignments** from different classes in the current or next year.
- All matching **reporting terms** will be copied as well.
- If you have **standards** associated to the assignment, the standards **are copied along with the assignment details,** if the standards already exist in the target school year.
- If a **lock icon** appears at the top of the assignment column, the **reporting term or class is locked**.
- You are **unable to copy** an assignment to a **locked term or class**.

To Copy Assignments:

1. On the **Assignments page** or **Scoresheet page**, click the gear ⚙, and then choose **Copy Assignments**.
2. In the **From section**, select the **Term** and **Class** from which you want to copy assignments.
3. In the **To section**, select the **Term** and **Classes** to which you want to copy assignments.
4. In the **Copy Options** section, select how you want to impact the **due date** for the assignments you are copying.

The Options Are:

- **Existing** - The copied assignments receive valid due dates relative to the selected term.
  - ➤ This option works best when copying into the same term, or overlapping terms.
- **Relational** - The copied assignments receive valid proportional due dates relative to the selected term.
  - ➤ The due dates are calculated based on the start date and end date of the term.
  - ➤ This option works best if you want PowerSchool to automatically calculate the due dates for different terms.
- **Custom** - The copied assignments receive a specific due date that you assign.
  - ➤ This works best for assignments that you want to repeat multiple times within a term on specific dates.

    1. In the **Choose the Assignments section**, select the box next to the assignments you want to copy, or select the box in the heading (next to **Category**) to select all assignments.
    2. Click **Copy Assignments**.
    3. **Verify** the due dates for all assignments you copied. Be sure to review the assignments in each of the target classes and terms.
       - **Note**: If the source class you selected is a **PowerTeacher Gradebook** class, **all assignments** will be copied to the classes you select.