Copy an Assignment

Last Modified on 11/10/2023 4:17 pm CST

Copy an Assignment

D2L allows faculty to copy assignment folders within a course. This feature copies over most of the original folder's settings, but does not include gradebook associations or Turnitin settings.

- 1. Click the [Course Activities] menu in the navbar, then choose [Assignments].
- 2. Click the arrow beside the folder you want to copy. Select [Copy Assignment] from the context menu.

ŀ	Assi	ignme	View Submissions	
	New I	Folder	Edit Folder	Actions
			Hide from Users	
	🌮 Bul	k Edit	Delete Assignment	
			Copy Assignment	
		No Catego	Submission Log	
		Landscapes	~	
			~	

3. Locate the new assignment folder at the bottom of your assignment folder list. The new folder will have the word "copy" in front of the title.

∞ ∨ ∞
~
Copy of Landscapes 🗸

- 4. Make necessary edits (https://vtac.lonestar.edu/help/a035) to the copied folder.
 - Associate the new assignment folder to a gradebook item.
 - Update Turnitin settings where applicable.
- 5. Click [Save and Close].

Copy Assignment to other Courses

D2L allows faculty to copy assignment folders to other courses.

- 1. Click the [Course Activities] menu in the navbar, then choose [Assignments].
- 2. Click the arrow beside the folder you want to copy. Select [Copy Assignment] from the context menu.

Course Management ~ Cor	itent Grades Course Activitie	S → Collaboration →	VTAC Support	Ally Cour	se Report	
Assignment Fo	View Submissions					🕑 Help
,	Edit Folder					
New Folder Edit Categ	Hide from Users					
	Delete Assignment					
🌮 Bulk Edit	Copy Assignment					
0	Copy to Other Courses		New Submissions	Completed	Evaluated	Feedback Published
No Category	Submission Log					
For the Record Quiz	~ Ŷ					
Due on Sep 25, 2023 10: Aug 28Sep 25	00 PM			19/25	21/25	21/25

3. If you desire to copy also the assignments grade item or the rubric associated with the assignment select the appropriate checkbox. To better locate the destination course we suggest you to filter the course list by Semester.

Copy Assignment	×
For the Record Quiz HIST-1301 1 United States History I (018502-05-1238-1-1) Include 0 Rubrics Include Grade Item	
Choose Destinations: 0/10	
Search for a course	Q Semester 🗸
HIST-1301-1014-2013-Summer-75071136-Laura-W HIST-1301-1014-2013-Summer-75071136	Clear Search Q
HIST-1302-1011-2013-Fall-10591138-Laura-Whisle HIST-1302-1011-2013-Fall-10591138	2016 Fall
Community Group: HIST 1301 NH Master Course CG_792_1392837606	2016 Spring
Community Group: History Resources	2017 Fall
CG_2312_1596138002	2017 Spring
HIST-1301 5048 1 United States History I 018502-05-1231-1-5048	2018 Fall
HIST-1301 5013 1 United States History I	2018 Spring
Next	<i>k</i>

4. Select the Course you want to copy the assignment to then click [Next].

Copy Assignment	×
For the Record Quiz HIST-1301 1 United States History I (018502-05-1238-1-5) Include 0 Rubrics Include Grade Item	
Choose Destinations: (1/10)	
Search for a course Q	Semester 🗸
HIST-1301-1014-2013-Summer-7 HIST-1301-1014-2013-Summer-75071136-Laura-Whisler	Þ
HIST-1302-1011-2013-Fall-1 HIST-1302-1011-2013-Fall-10591138-Laura-Whisler	Þ
Community Group: HIST 1301 CG_792_1392837606	Þ
Community Group: History Resources CG_2312_1596138002	Þ
HIST-1301 5048 1 United States History I 018502-051-5048	¢
HIST-1301 5013 1 United States History I	•
	h.

5. To confirm your selection click **[Copy]**.

Copy Assignment	>
A01: History of Coffee Timeline	
Community Group: Adriana Novaes Coffee Course (CG_372654_1694817466)	
Include 0 Rubrics Include Grade Item	
A01	
Choose Destinations: (1/10)	
Community Group: Novaes Chapters	~
CG_372654_1658257874 • 🕲	^
Copy Back	

6. Wait until you receive the message Copy Complete, then click [Done].

Copy Assignment		
A01: History of Coffee Timeline Community Group: Adriana Novaes Coffee Course (CG_372654_1694817466) Include 0 Rubrics Include Grade Item Copying To: Community Group: Novaes Chapters Copy Complete	Copy Assignment	×
Community Group: Adriana Novaes Coffee Course (CG_372654_1694817466) Include 0 Rubrics Include Grade Item Copying To: Community Group: Novaes Chapters Copy Complete Community Group: Novaes Chapters Copy Complete Community Group: Novaes Chapters Community Group: Nova	A01: History of Coffee Timeline	
Include O Rubrics Include Grade Item Copying To: Copy Complete Copy Complete Community Group: Novaes Chapters Community Group: Novaes Chapters Copy Complete Community Group: Novaes Chapters Community Group: Novaes Chapters Copy Complete Community Group: Novaes Chapters Copy Complete Community Group: Novaes Chapters Copy Complete Community Group: Novaes Chapters Community	Community Group: Adriana Novaes Coffee Course (CG_372654_1694817466)	
Converse Constant Service Constant Servi	Include 0 Rubrics Include Grade Item	
Community Group: Novaes Chapters	Copying To:	
	Community Group: Novaes Chapters	\odot
	Jupy complete	
	1	
Done		
Done		
Done	N N	
Done		
Done	Dana	
	Done	
		/

The copied assignment will now be found under **Assignments** in the destination course.