

# Category Copier (Instruction)

Last Modified on 04/04/2024 4:08 pm CDT

Location: [Grade Book](#) > [expand Settings menu](#) > [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**

**Grade Book Setup**

Assignment Marks  
Categories  
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**Category Copier**

The Category Copier is used to copy assignment categories from one section to others.

Copy from: 17-18

Section	
4) 3700-2 American & British Literature	<input type="radio"/>
1) 3600-4 AP Literature	<input checked="" type="radio"/>
3) 3200-12 English 10	<input type="radio"/>
6) 3200-13 English 10	<input type="radio"/>
7) 3100-11 English 9	<input type="radio"/>

Number of Categories: 3 out of 3

Category Name	
Homework	<input checked="" type="checkbox"/>
Projects	<input checked="" type="checkbox"/>
Tests	<input checked="" type="checkbox"/>

Next Cancel

*Copying categories between sections*

Category Copier tool rights grant full access to this tool.

## 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.