Category Copier (Instruction)

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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.

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.