

# Curriculum Copier

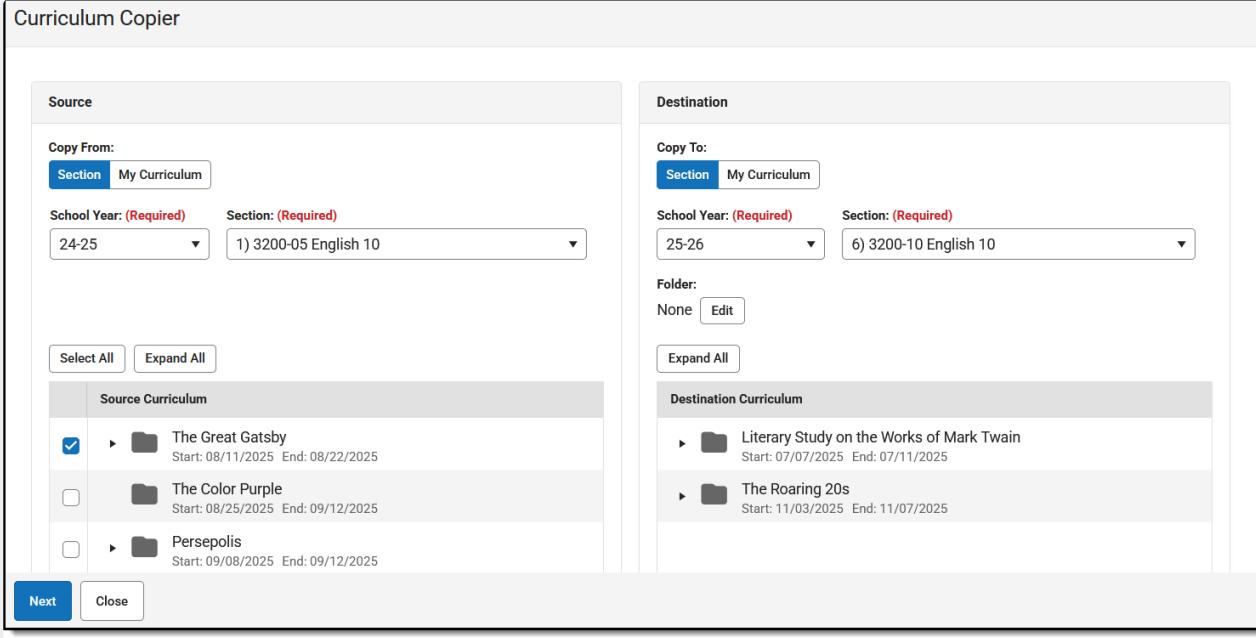
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Users must have Campus Learning and the *Enhanced Curriculum* tool right to access advanced curriculum options such as folders and resources.

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

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 make copies of individual curriculum items.



The screenshot shows the 'Curriculum Copier' dialog box. The 'Source' section on the left has 'Copy From:' set to 'Section' (highlighted in blue) and 'My Curriculum'. It shows 'School Year: (Required)' as '24-25' and 'Section: (Required)' as '1) 3200-05 English 10'. The 'Destination' section on the right has 'Copy To:' set to 'Section' (highlighted in blue) and 'My Curriculum'. It shows 'School Year: (Required)' as '25-26' and 'Section: (Required)' as '6) 3200-10 English 10'. Under 'Source Curriculum', there are three items: 'The Great Gatsby' (checked), 'The Color Purple', and 'Persepolis'. Under 'Destination Curriculum', there are two items: 'Literary Study on the Works of Mark Twain' and 'The Roaring 20s'. At the bottom are 'Next' and 'Close' buttons, and a footer message: '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		
School Year *	Section *	
20-21	2) 1800-4 Pre-Calculus A	
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 and which items should be copied. These instructions cover copying from a section to another section. For more information about copying to My Curriculum, see the [Copy Curriculum to My Curriculum](#) article.

1. In the **Copy From** and **Copy To** fields, indicate if you're copying curriculum to and from a specific section or the My Curriculum tool.
2. 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 with all curriculum in that section, but items that are already in the destination section display with an uneditable checkmark.
3. 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.
4. To add the selected curriculum to a specific folder in the destination section, click **Edit** under the destination section and select a **Folder**.
5. Click **Next** to proceed.

Note: Only curriculum created in Campus can be copied. Curriculum created in another program, such as Canvas or Schoology, won't show up in the Copier and cannot be copied.

## 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
 The Great Gatsby 	<input checked="" type="checkbox"/>	12/9/2020  12/23/2020 		
 Gatsby Character Quiz 	<input checked="" type="checkbox"/>	12/14/2020  12/14/2020 	5 Points	
 Gatsby Symbolism Discussion 	<input checked="" type="checkbox"/>	12/16/2020  12/18/2020 	Multiple Alignments 	
 Great Gatsby Essay 	<input checked="" type="checkbox"/>	12/22/2020  12/22/2020 	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 <b>Start</b> and <b>End Dates</b> by clicking the date to type or select another day. 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 <b>Grading</b> link to view the <a href="#">grading setup</a> 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> <p>If the destination section doesn't have any alignments, or any alignments in common with the source section, assignments are copied as resources, with Grading turned off. Toggle grading on and add an alignment to score those items.</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.