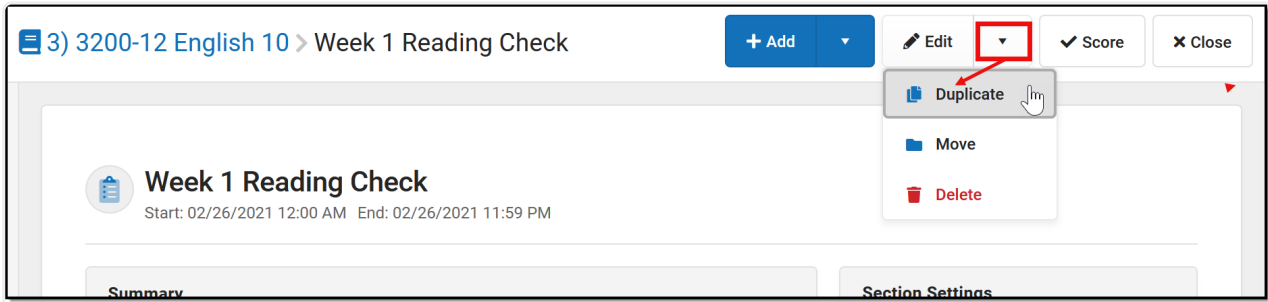


Duplicate (Copy an Assignment or Resource)

Last Modified on 12/14/2025 8:45 pm CST

Location: Open an assignment > click the arrow next to the Edit button > select **Duplicate**

Duplicate an assignment or resource to create an exact copy of it. Use the [Curriculum Copier](#) to copy multiple items at a time or to copy curriculum between sections or terms.



The screenshot shows the Infinite Campus interface for an assignment titled "3) 3200-12 English 10 > Week 1 Reading Check". At the top right, there are buttons for "+ Add", "Edit", "Score", and "Close". The "Edit" button has a dropdown arrow next to it, which is highlighted with a red box. A dropdown menu is open, showing three options: "Duplicate" (with a document icon), "Move" (with a folder icon), and "Delete" (with a trash can icon). A red arrow points to the "Duplicate" option. Below the assignment title, there is a "Summary" tab and a "Section Settings" tab. At the bottom, a text box says "Click Duplicate to create a copy of an assignment or resource."

Access to assignments requires tool rights to a grading tool, such as Grade Book, Planner, or Progress Monitor. Additionally, the **Enhanced Curriculum** tool right in Additional Access Rights > Instruction Tools grants access to advanced assignment options. See the [Instruction Tool Rights](#) article for more information.

To duplicate an assignment open it in the Grade Book, Planner, or anywhere else you access assignments in Campus. Click the arrow next to the Edit button and select **Duplicate**. The copied assignment matches the original with the addition of "Copy of" before the title.

All details are copied from the original assignment, including dates, grading, other sections, content, and tasks. Modify fields as desired and click Save when finished. See the [Assignments & Resources](#) article for more information about the fields in this editor.

Use Duplicate to copy an assignment with a [Scoring Rubric](#) to reuse the rubric.