Copy Curriculum to My Curriculum

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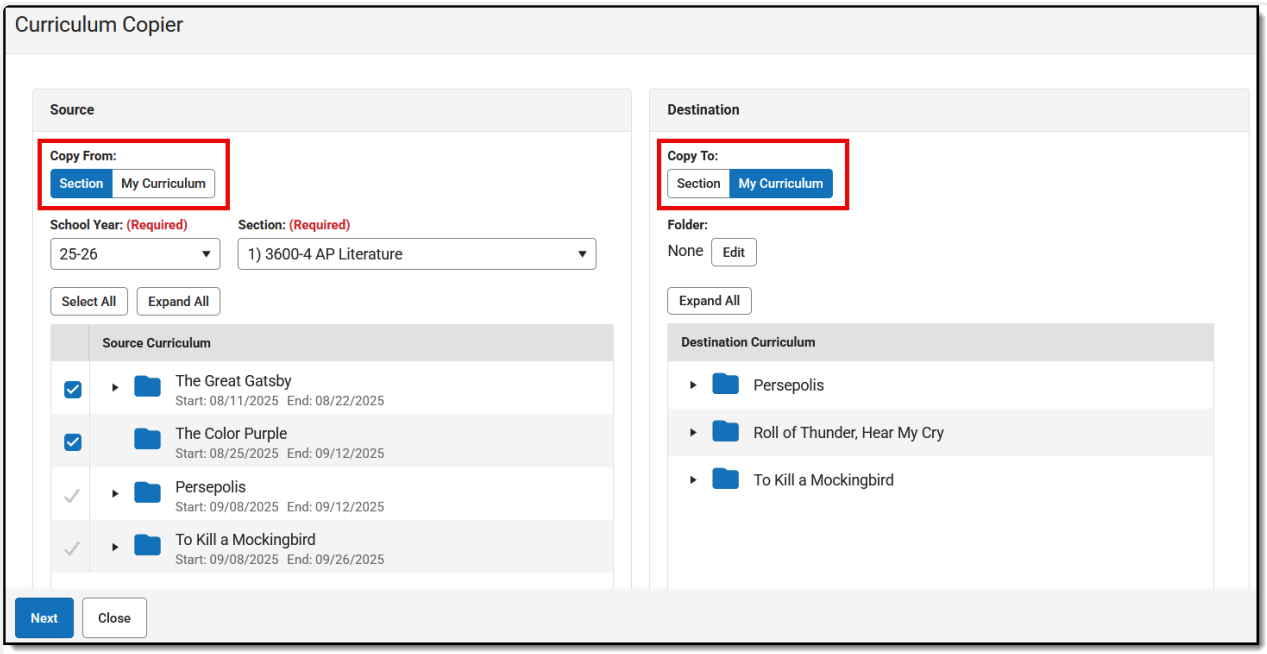
This tool is available with Campus Learning Suite.

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

Use the Curriculum Copier to copy curriculum from one of your sections into My Curriculum. Using this copy option, you can move curriculum you've created in your section into the new My Curriculum tool, where you can work on it outside of the context of a section and build up your own bank of curriculum to be used in your sections.

You can also use the Curriculum Copier to copy curriculum between sections. Or use the Duplicate option to make copies of individual curriculum items.



Copy curriculum from a section to My Curriculum

Step 1 - Select Items

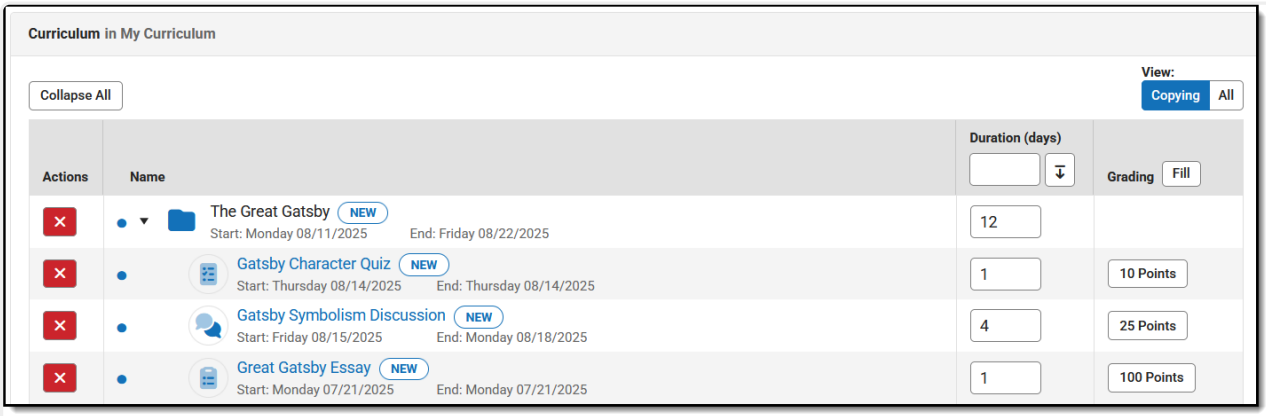
1. When copying from a **Section** to **My Curriculum**, select a **School Year** and **Section** in the *Source* section. Don't select a Year or Section in the *Destination* section because curriculum in My Curriculum is not in the context of a section.
    - The Destination Curriculum list populates with existing curriculum in My Curriculum. The Source Curriculum list populates with all curriculum in the selected section, but items that are already in the destination section display with an uneditable checkmark.
2. Mark the checkbox next to curriculum in the Source Curriculum to copy to My Curriculum. Click the arrow next to folders to view what's inside them.

3. To add the selected curriculum to a specific folder in My Curriculum, click **Edit** under the destination section and select a **Folder**.
4. 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 Duration & Grading

On the second screen, modify Duration and Grading setup as desired. Curriculum going to My Curriculum does not have Start and End dates or the Visible to Class option available when copying between sections.



In the second screen, view details and modify Duration and Grading as needed.

- Click the red X button next to an item to remove it from the copy list.
- Click the black arrow next to folders to expand or collapse the view of items inside it.
- Click the name of an item to view a read-only version of it.
- Use the fill options in the table header if desired.
- Modify **Duration** if desired.
- Click the **Grading** link to view the grading setup for the item. Resources are not scored; click Grading Setup for a resource to change it to an assignment and set up grading.

Click **Save** to finish copying. Copied curriculum is now available in your My Curriculum tool.