

Faculty Access for the Web 7

Teacher Tutorial: How to Copy Assignments and Assignment Categories

In your word processing program, you can customize this document for teacher training sessions. For comprehensive information about teacher tasks in Faculty Access for the Web 7, see the User's Guide for Faculty Access for the Web on The Education Edge User Guides page at: <http://www.blackbaud.com/support/guides/ee.aspx>.

Copy Categories and Assignments

In *Faculty Access for the Web*, you can copy categories, assignments, and non-assignment documents from one academic year, session, marking column, and class to one or more classes.

You can copy:

- ♦ From classes in one academic year to another academic year
- ♦ From classes in the same academic year
- ♦ From one marking column to another

For assignments, if you copy from and to the same marking column (even in different academic years) date fields copy. Review and edit assignment dates after you copy.

1. From the navigation bar, under **Gradebook**, click **Copy categories/assignments**. The Copy categories/assignments page appears.

Copy categories/assignments Copy

General Gradebook information

Use the Copy option to copy categories and/or assignments:

- From classes in one year to another
- From classes in the same year
- From one marking column to another

Copy From

Academic year: Session:

Marking column: Class:

Copy To

Academic year: 2010-2011 Session: Regular

New Delete	
Marking column	Class
Tri 2	6th ENG-1, 6th Grade English

- On the **General** tab, you select the classes to copy. In the **Copy From** frame, select the academic year, session, marking column, and class to copy from. If you teach in more than one school, select the school also.
- In the **Copy To** frame, the academic year and session default based on the current academic year and session selected on the Home page in **Settings**.
- Select the marking column to which you want to copy gradebook information.
- Select the class to which you want to copy gradebook information.
- If needed, to add a new row in which you can copy to another class, click **New**.
- Click the **Gradebook information** tab.

Copy categories/assignments Copy

General Gradebook information

Duplicates will not be copied.

If grading scales are associated with the categories being copied, make sure grading scales have already been copied.

Copy non-assignment documents

Copy categories

Categories to include: All Selected

Selected categories

Homework

Exam

Lab

Copy assignments

Assignments to include: All Selected

Selected assignments

Test - Homework

StudyGuide - Homework

NewNew - Homework

Essay Feb - Exam

HW - Homework

Testfff - Homework

7 - Homework

Test #11 - Exam

JL HW1 - Exam



Before you copy categories, copy the grading scales associated with the categories you need to copy.

- Select if you want to copy documents associated with the class. These documents have no association to assignments.
- Select if you want to copy categories. You can copy all or selected categories.
- Select if you want to copy assignments. You can copy all or selected assignments.
- Click **Copy**. The **Results** tab appears.

Copy categories/assignments

General Gradebook information Results

6th ENG - 1, Tri 2

Successful categories: 0

Successful assignments: 9

Unsuccessful categories: 3 Exam, Homework, Lab

Unsuccessful assignments: 0

- Review the number of successful and unsuccessful copies of categories and assignments.