

Copy Groups	
	<p>Copy Groups will copy the Assignments selected from the list and copy them to the groups selected from other sections.</p> <ol style="list-style-type: none"> 1. Select a Group from the Lesson Plan tree. A Copy Group icon will appear in the action bar. 2. Select the Copy Group icon. A wizard-type screen will appear. 3. Under the Group Name section select the Assignments to copy from the left-hand column. 4. In the right-hand column, select the sections (Standards) into which the assignments will be copied. This information is separated by calendar, then term, then assignment. (<i>Click the '+' to expand the list.</i>) 5. Put check marks into the boxes next to the name of the Group (folder) under each of the standards that you want to copy the assignment to. You can select multiple standards in multiple class sections. 6. Click the Copy Assignments to Selected Groups button at the bottom of the screen. All selected assignments will be copied into the selected group.

Training videos are located at:
<http://techtraining.dpsk12.org/ic/>