How to copy assignments?

1. In Campus Beta, choose ‘Planner’ and then the section you want to add or copy assignments from.

2. This screen will allow you to copy assignments to or from the section that you choose.
3. This screen allows you to choose the year, the section, the assignment and what section you want the assignment to copy into.

4. If you have the correct assignments you want to copy, click ‘copy’.