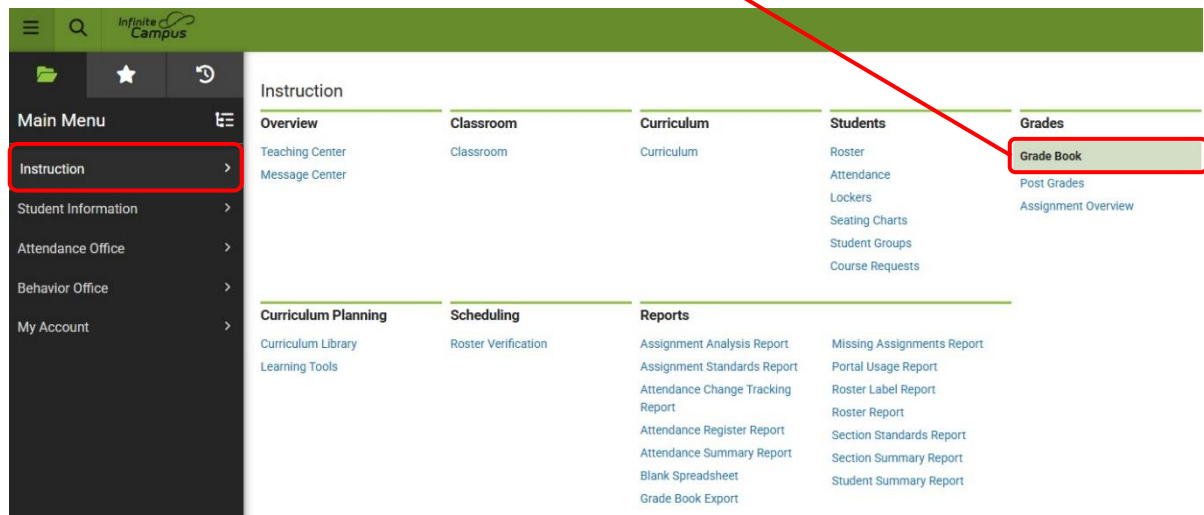The **Category Copier** can be used to copy your existing Categories to other sections. Categories can be copied from any section that you teach, including past and future sections.

Grade Book Tool
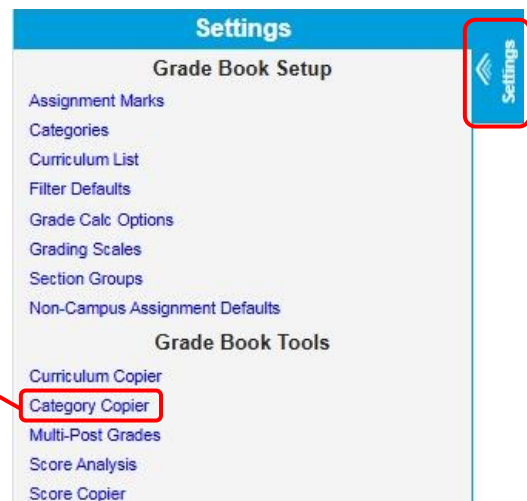To open the **Grade Book** tool through the **Main Menu**:
1. From the **Main** Menu, click on **Instruction**.
2. From the **Instruction** window, click on the **Grade Book** tool under the **Grades** category.

Category Copier

To open the **Category Copier** tool:
1. From the **Grade Book**, click on the **Settings** menu.
2. From the **Grade Book Tools** menu, click on **Category Copier**.

From the **Category Copier** window that appears:
1. If necessary, click on the drop-dwon menu to the right of the **Copy from** field, and then select the year from which you want to copy the Categories.
2. Select the source **Section** from which you would like ot copy Categories.
3. Select the **Categories** that you want to copy.

4. Click **Next** to continue.

5. Select the **Section(s)** that you want the categories copied to.
6. Click **Copy**.

IT Support

Category Copier Tool:
If you have issues Copying Categories after completing the steps above, please submit a support request via email to epssupport@eriesd.org.