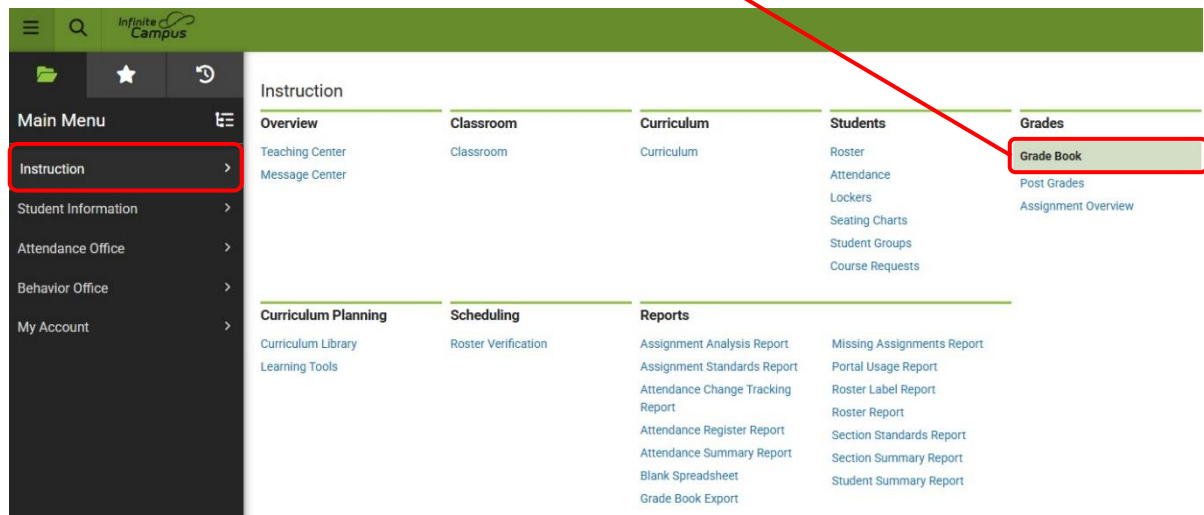


The **Category Copier** can be used to copy your existing Categories to other sections. Categories can be copied from any section that you teach, including past and future sections.

Grade Book Tool

To open the **Grade Book** tool through the **Main Menu**:

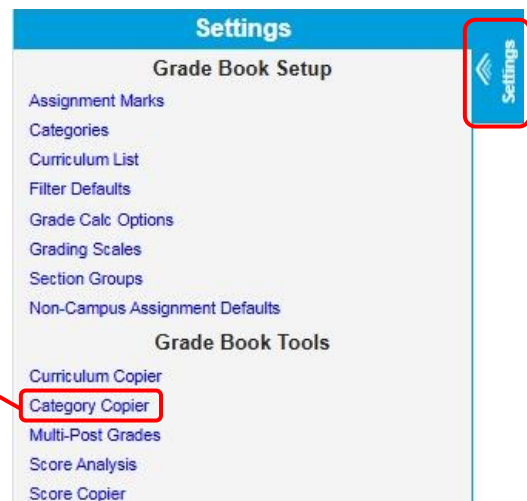
1. From the **Main Menu**, click on **Instruction**.
2. From the **Instruction** window, click on the **Grade Book** tool under the **Grades** category.



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-down 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 to copy Categories.
3. Select the **Categories** that you want to copy.

Category Copier

The Category Copier is used to copy assignment categories from one section to others.

Copy from: 24-25

Section	
ANCHOR) 9980-300 ANCHOR	<input type="radio"/>
01) HR02-2212 HOMEROOM GR 02	<input type="radio"/>
01) 0204-2212 MATH 2	<input checked="" type="radio"/>
01) 0201-2212 READING 2	<input type="radio"/>
01) 0205-2212 SCIENCE 2	<input type="radio"/>
01) 0203-2212 SOCIAL STUDIES 2	<input type="radio"/>
01) 0202-2212 WRITING 2	<input type="radio"/>

Number of Categories: 1 out of 1

Category Name	
Assignments/Quizzes, Tests	<input checked="" type="checkbox"/>

Next Cancel

4. Click **Next** to continue.

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

Category Copier

Select section(s) to copy to.

Section	
JEFFERSON 24-25	<input type="checkbox"/>
01) 0201-2212 READING 2	<input checked="" type="checkbox"/>
01) 0202-2212 WRITING 2	<input checked="" type="checkbox"/>
01) 0203-2212 SOCIAL STUDIES 2	<input type="checkbox"/>
01) 0204-2212 MATH 2	<input type="checkbox"/>
01) 0205-2212 SCIENCE 2	<input checked="" type="checkbox"/>

Back Copy Cancel

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.