

Copying Content to Other Classes or Sharing Content with Other Teachers

1. Once you have one of your classes set-up you can copy any of the content over to your other classes
2. Click on the class you want to copy (completed class)
3. First click on the **Manage Class** button in the top right
4. Click Save As and New Class
 - a. Choose All Page Content
 - b. And select all or choose what to carry over
5. Give the Class a name (name it after the class you want it to become, Computer Pub and Graphics S1 P3 2014-15)
6. Name all your classes using the period, semester, and year it is held so they are easy to identify
7. Next, click on Manage Class and choose Roster
8. Link in the sections for the class
 - a. Now you have your class for next year with the students you need!

