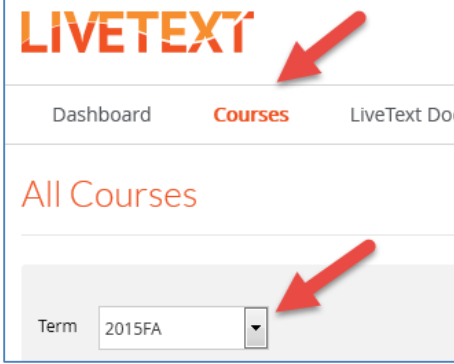
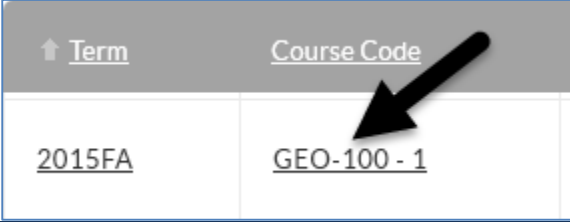
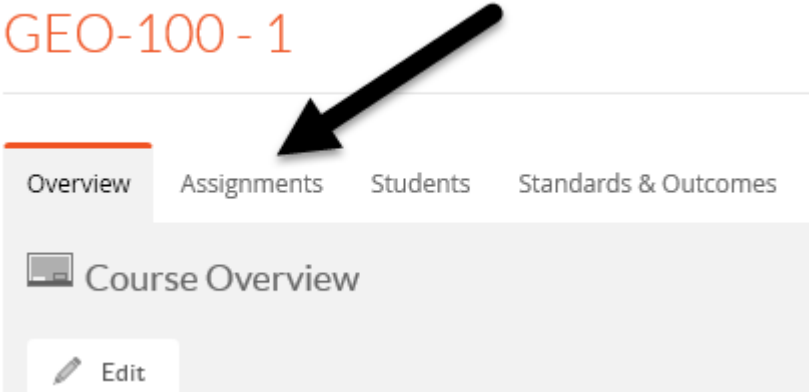
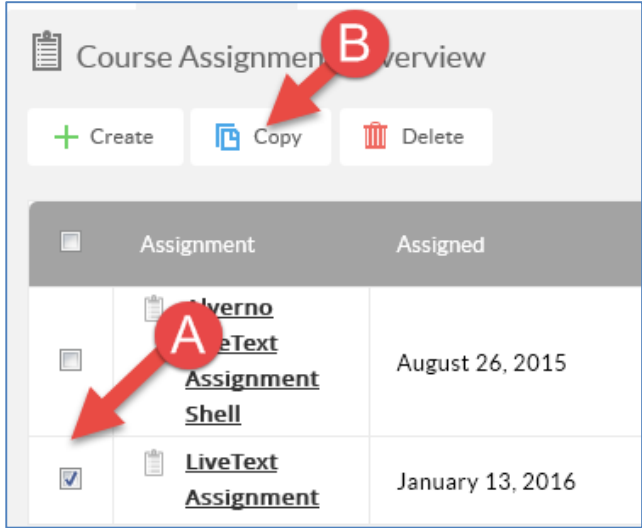
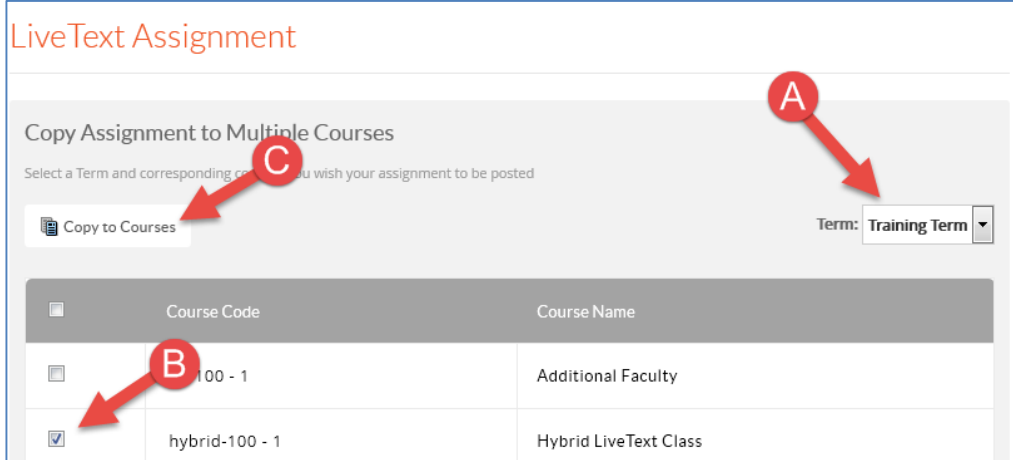
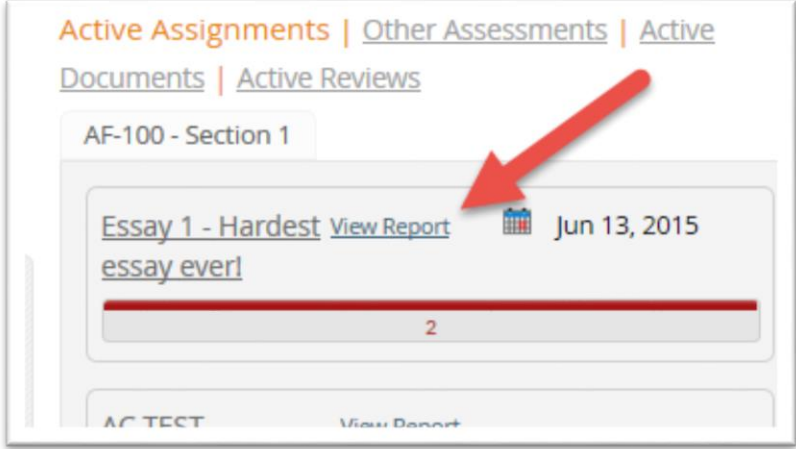






## Faculty - Cloning assignments in LiveText

Task	Screen Shot
<p>Much like Moodle, LiveText assignments can re-used by cloning them from previous semesters.</p> <ol style="list-style-type: none"> <li>1. Log in to LiveText.com using your LiveText username and password.</li> <li>2. Click on the Courses tab.</li> <li>3. Use the Term dropdown box to select the term of the class you would like to clone from.</li> </ol>	
<ol style="list-style-type: none"> <li>4. Click on the Course Code to enter the assignment.</li> </ol>	
<ol style="list-style-type: none"> <li>5. Click Assignments</li> </ol>	

Task	Screen Shot
<p>6. Place a check mark in front of the assignment you would like to copy (A).</p> <p>7. Click the Copy button (B).</p>	
<p>8. Use the dropdown menu (A) to select the term you would like to clone the assignment into.</p> <p>9. Place a check mark by the course(s) you would like to copy the assignment to (B).</p> <p>10. Click Copy to Courses (C).</p>	

Task	Screen Shot
<p>You will be given an opportunity to change the Date Assigned and the Due Date.</p> <p>11. Click modify date links to change the Date Assigned and Due Date.</p>	
<p>12. Change the dates and click Yes to proceed.</p>	

Task	Screen Shot								
<p>13. The cloned assignment will be available in your new course.</p>									
<p>14. The cloned assignment will be available in your new class.</p>	 <table border="1"> <thead> <tr> <th data-bbox="646 761 1045 867">Assignment</th> <th data-bbox="1045 761 1346 867">Assigned</th> <th data-bbox="1346 761 1646 867">Due</th> <th data-bbox="1646 761 1976 867">Progress</th> </tr> </thead> <tbody> <tr> <td data-bbox="646 867 1045 976">  <b>LiveText Assignment</b> </td> <td data-bbox="1045 867 1346 976">February 14, 2016</td> <td data-bbox="1346 867 1646 976">February 20, 2016</td> <td data-bbox="1646 867 1976 976">Not Assigned</td> </tr> </tbody> </table>	Assignment	Assigned	Due	Progress	 <b>LiveText Assignment</b>	February 14, 2016	February 20, 2016	Not Assigned
Assignment	Assigned	Due	Progress						
 <b>LiveText Assignment</b>	February 14, 2016	February 20, 2016	Not Assigned						