



### Copying an Assignment from an old course to a course form the current term

1. Log in to your Instructor account at [www.livetext.com](http://www.livetext.com)
2. At the dashboard window, select the View Other Terms link under the Terms section on the right of the page.
3. Change the Current Term View to a previous term under the dropdown menu.

#### Change Current Term View

Terms Currently Displayed: SPRING SEMESTER 2016

Change Current Term View To: -- Select a Term --

View Selected Term Cancel

4. Click the green **View Selected Term** button.
5. Select the appropriate **Course and Section** from among your courses under the course selection heading (right side of the dashboard) where the old assignment you wish to copy resided.
6. Select the **Assignments** tab.
7. Check the box next to the assignment you wish to copy from the old course to your new course. You may check multiple boxes if you want to move multiple assignments.
8. Click the **Copy** button.
9. You should see a list of all the courses and sections you are teaching during the current term.
10. Check the box next to the course to which you wish to copy the old assignment. You can copy the old assignment to multiple courses at the same time by checking more than one box.
11. Click the **Copy to Courses** button.

**Copy Assignment to Multiple Courses**

Select a Term and corresponding courses you wish your assignment to be posted

Term:

<input type="checkbox"/>	Course Code	Course Name
<input type="checkbox"/>	FAKE 1111 - Section 02	FAKE CLASS
<input type="checkbox"/>	FAKE 1111 - 01	FAKE CLASS

12. Be sure you are copying the correct assignment to the correct course. If so, select the green **Yes button**.
13. Go to view other terms and select Spring Semester 2016.
14. Click the green **View Selected Term** button.
15. Select the course to which you copied the old assignment from among your courses under the course selection heading.
16. Select the **Assignments** tab.
17. You should see the old assignment in the new course with the date assigned and due date changed to match the current term.