

Importing a Task from Another Class

Suppose your colleague has worked hard to create a set of tasks for an upcoming topic and has offered to share them with you. Instead of re-creating the wheel, you decide to use your colleague's creations. To do so, you must import the task into your class. Importing is like cloning with one subtle difference. Cloning is when tasks are pushed from the class where they exist to a destination class. Importing is when tasks are pulled into a destination course from the class where they exist. Importing is easy to do. Here's how to do it:

1. From your Classes page, open the class you wish to import the tasks into.

2. Tap on the **Add Tasks** button located in the **Tasks** section of the **Class** page.

Add Tasks

3. A Search form is displayed. From the **New Task** pull-down menu (top of form), select **Clone Assignment From Another Class**.

New Task

Clone Assignment From Another Class

Add New Public Assignment

Clone Assignment From Another Class

4. The Search form expands, and an **Other Classes** pull-down menu is added to the form. A list of all your classes and of all classes in your subscription is added to the pull-down menu. Select the class that contains the assignment that you wish to import/clone.

Other Classes

Other Classes

YOUR COURSES

Testing

Period 1 Physics

Physics, Period 1

SUBSCRIPTION COURSES

All Chem Clone

ChemCB Clone

Cloned Honors Physics

Conceptual Clone

5. To narrow your search, use the Task Type filter to select a type of task (e.g., Concept Builders). And use the Task Category filter to select a topic (e.g., Newton's Laws). Once satisfied with your search criteria, tap on the **Search** button. A set of results matching your search criteria will be returned.

6. Tap on the **+** button to the left of each task name to select the task to be added to your class. The task name will be displayed in a list in the lower right side of the browser window. Add as many tasks as you wish to the list. When satisfied with your selection, tap on the **Clone Selected Tasks** button.

4 Tasks Selected

Clone Selected Tasks

Words and Graphs Concept Builder

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Acceleration Concept Builder

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Free Fall Concept Builder

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Speed-Distance-Time Concept Builder

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7. The assignments will be added to your class and will appear in the **Task Table**. The date and scoring properties will be the same as your colleague's. If you wish to change these, then tap on the **View** button (eyeball) to the left of the assignment name on the **Task Table**. Edit whatever due date or scoring rules you wish to edit.