

Copying Classes from a Previous Year in Renaissance Place

(Addition to Renaissance Learning Knowledge Base article #10150563)

Before you continue, check the school year you are working in. This information appears behind your name in the upper-right corner of any page in the program (other than the Home page). This is important because classes must be added separately for each school year.

To copy classes from a previous year:

You can copy classes from a previous school year, but you can do so only if you have not copied classes into this school year yet. (Since courses stay in the database from year to year unless you delete them, your courses will already be in the new school year.) When you copy classes from a previous school year you can choose one of the following options:

-) Class names, plus: class marking periods only
-) Class names, plus: marking periods, teacher(s) assigned, and product(s) assigned
-) Class names, plus: marking periods, teacher(s) assigned, product(s) assigned, and students enrolled (the same students who were in the class last year)

Follow these steps to copy the class setup from a previous school year:

- 1) Click the Courses and Classes tile your home page.
- 2) If you see a School drop-down list on the Courses and Classes page, choose the school you want to work with.
- 3) Click the "Copy/Edit Classes" link.
- 4) Click the button next to one of the options on the Select Options page.
- 5) Click [Copy] to continue.
- 6) The next page will show you if the classes were copied successfully. After reading this information, click [Done].