

Copying Classes from a Previous Year in Renaissance Place

(Addition to Renaissance Learning Knowledge Base article #4849610)

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. This is important because classes must be added separately for each school year.

To copy classes from a previous year:

You can copy the class setup from a previous school year, but you can do so only if **no** classes have been added in the new school year. (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 the class setup from a previous school year, you can also choose which marking periods you want to copy the classes into (if you have added marking periods to the new school year), and you can choose to copy the assigned teachers as well.

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

- 1) Click "School Years" in the list of Renaissance Place tasks on your home page.
- 2) Click "View School Year".
- 3) Click the school year that you want to copy the classes *to*.
- 4) Click "Copy/Edit Classes from a Previous Year" in the View School Year page.
- 5) If you see a School drop-down list on the Select a School Year page, choose the school you want to work with.
- 6) Click the school year you want to copy the classes *from*.
- 7) Click the button next to one of the options on the Select Options page; then, click [Next>]. You can copy the classes only or the classes plus the assigned teachers. (If the classes in this school year have the same teachers as the previous school year, the latter option will save you the time of having to re-assign the teachers to the classes.)
- 8) Check the box in front of every marking period that you want to copy classes *from*. If there are marking periods of the same type in the new school year, click the drop-down list and choose the marking period that you want to copy those classes *to*.
- 9) Click [Next>] to continue.
- 10) Review the information you are copying on the next page. Click [Execute] to continue if the information is correct. If it's not correct, click [<Back] until you return to the page where you can make the appropriate changes.

- 11) The next page will show you if the classes were copied successfully. After reading this information, click [Done].
- 12) If you are ready to enroll students, return to the KB article and go to Step 8.