

# Cambridge One

Update



**March 2024**

## **Copy from a class**

Update: For Administrators

### **What's new?**

Previously administrators were only able to create assignments separately for each class, it was not possible to copy previously created assignments and learning material lists into a new class. For large institutions with many classes or organisations with shorter courses, this was time-consuming.

Cambridge One now has a new function for administrators to copy learning material lists, assignments, locking and unlocking rules and also teachers from a previously created class into a new class or several new classes in one go.

### **The benefits**

When creating new classes administrators can:

- copy a teacher list from an existing class
- copy a learning material combination from an existing class
- copy assignments from an existing class and edit assignment due dates
- copy locking and unlocking rules from an existing class and edit rule dates
- copy the grade settings of an existing class
- these can be copied from a single class to several new classes in one go

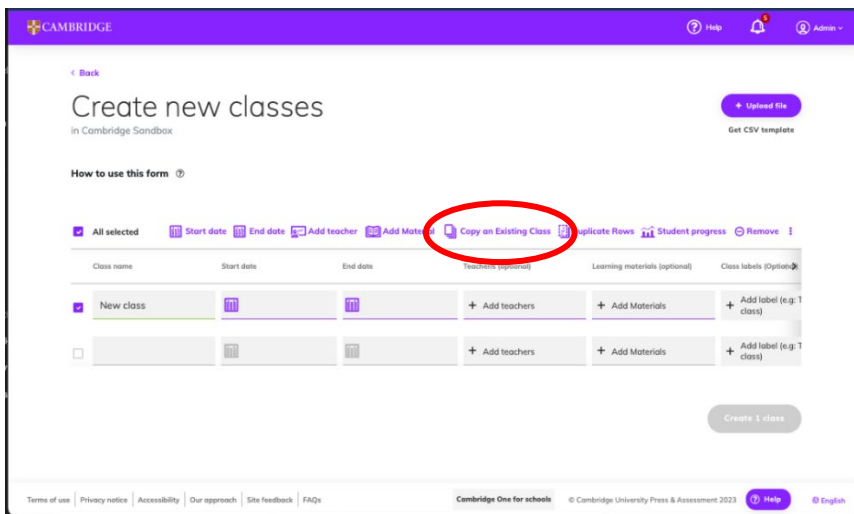
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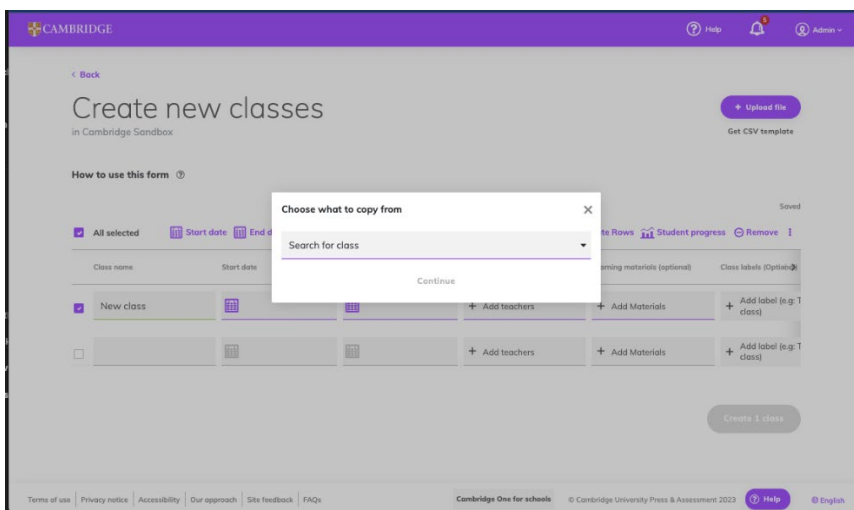


## How does it work?

When creating new classes, tick one or more rows to select the classes you want to copy into. Click on 'Copy an Existing Class' in the purple actions bar above the form.



Select the class you want to copy from.



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Select the content you want to copy from the source class into the new class/es. To copy the Course material list, tick the box and click continue. To copy assignments tick both 'Course material' and 'Assignments' and click continue.

Select what to copy from Template class a1B2-CDef3

- Teachers [2] [Edit](#)
- Course materials [1]
- Assignments [Change due dates](#)
- Locked content rules [Change dates](#)
- Class grade settings

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Amend the assignment dates to match the new class dates. Click continue.

If you are copying into multiple new classes, the assignment dates you specify here will be the same in all the selected new classes.

Change assignments due date

Assignment 2, Test - Be Curious  
Due Date  
Thu, Feb 29, 2024

Assignment 1, Test - Be Curious  
Due Date  
Sun, Mar 31, 2024

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To copy locking and unlocking rules, tick both 'Course materials' and 'Locked content rules'

Select what to copy from Template class a1B2-CDef3

- Teachers [2] [Edit](#)
- Course materials [1]
- Assignments [Change due dates](#)
- Locked content rules [Change dates](#)
- Class grade settings

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Change content rules dates

User guide ⓘ

- Empower Second Edition Elementary ^
- To see if contents will be locked in the Unit 1 [Edit](#)  
Rule dates in source class: no dates

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Amend the rule dates to match the new class. If you are copying into multiple new classes, the rule behaviours you specify here will be the same in all the selected new classes.

Change content rules dates

### Rule for Digital Workbook

Empower Second Edition Elementary

Rule title  
Locked until 3rd week

Contents are **Locked** [Change](#)

**Schedule**  
Source class rule dates: no dates

Start date  
[Calendar icon]

End date  
[Calendar icon]

**Notifications**

- Set a reminder to students on the day before the rule start date
- Set a reminder to students on the rule start day
- Set a reminder to students on the day before the rule end date

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Change content rules dates

### Rule for Digital Workbook

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Change content rules dates

### Rule for Digital Workbook

Empower Second Edition Elementary

Rule title  
Locked until 3rd week

Contents are **Locked** [Change](#)

**Schedule**  
Source class rule dates: no dates

Start date  
Feb 1, 2024, 8:00 AM

End date  
Feb 29, 2024, 8:00 AM

**Notifications**

- Set a reminder to students on the day before the rule start date
- Set a reminder to students on the rule start day
- Set a reminder to students on the day before the rule end date

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To try this feature, visit

[cambridge.org/one](https://cambridge.org/one)