Cambridge **One**

CAMBRIDGE

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.

Update

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



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.

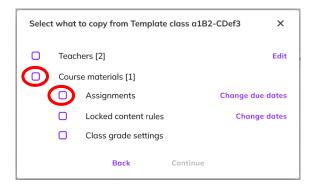
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Select the class you want to copy from.

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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.

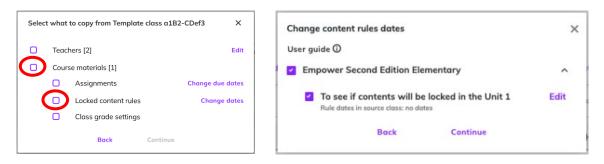


Amend the assignment dates to match the new class dates. Click continue.

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		-							
Back	Continue								

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



Cambridge **One**

Update



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	×	Change content rules dates X								×	Change content rules dates X		
Rule for Digital Workbook		Rule for Digital Workbook							<	Rule for Digital Workbook			
Rule title	11	Rule title									Rule title		
Locked until 3rd week		Locked unt	< Mon	Tue		eb 2024 Thu		Sot	Sun		Locked until 3rd week		
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Schedule	- 11	Schedule	5	6	7	8	9	10	11		Schedule		
Source class rule dates: no dates	- 11	Source class rule									Source class rule dates: no dates		
Start date	11	Start date	12	13	14	15	16	17	18		Start date		
·			19	20	21	22	23	24	25	*	Feb 1, 2024, 8:00 AM		
End date	- 18	End date	26	27	28	29					End date		
·										*	Feb 29, 2024, 8:00 AM		
	- 11				^		^						
Notifications	-11	Notificatio			08	:	00				Notifications		
Set a reminder to students on the day before the rule start date		🗌 Set a rem			~		~			tart date	Set a reminder to students on the day before the rule start date		
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Back Save				Bo	ick		Sc	ave			Back Save		

To try this feature, visit cambridge.org/one