In this lesson, you will learn how to:

- Copy a sample assignment
- Copy multiple sample assignments at one time

### Copy a sample assignment

Every MyMathLab course contains a set of sample homework assignments for each section of the textbook, as well as sample quizzes and tests for each chapter. Each sample assignment includes questions available for that section or chapter. In this lesson, you will copy a sample assignment to your assignment list.

1. **Open the Homework/Test Manager.**
   - Click **Course Tools** in the course menu, and then click **Assignment Manager**.

2. **Preview a sample homework assignment.**
   - Click **Homework** at the top left of the Homework/Test Manager. The list of Sample Homework assignments is displayed at the bottom of the page. Select **Chapter 1** from the Sample Homework dropdown list to see the list of sample homework assignment for this chapter.

   Select **Preview** from the **Actions** dropdown list to the right of the Section 1.1 Homework. Click **Go** to preview the assignment from a student viewpoint. Close the Preview window when done, and click **OK** in the popup warning box.

   To view a list of questions in the assignment, select **List Questions** in the Actions dropdown list and click **Go**. When you are finished, close the View Question Details window.
3. **Copy a sample homework assignment.**
   Select **Copy** from the Actions dropdown list to the right of the Section 1.1 Homework assignment and click **Go**. The Copy Homework wizard has three steps to copy your homework assignment.

4. **Step 1: Start.**
   In Step 1, accept the default name for the assignment. Click **Next** to go to Step 2.

5. **Step 2: Select Media and Questions.**
   In Step 2, the My Selections list shows the pre-selected questions for this sample homework assignment. You can amend this list by adding or removing questions, as well as customizing the question options, as explained in MyMathLab/MyStatLab – Intermediate.

   ![Image](image.png)

   For this lesson, accept the list of pre-selected questions, and click **Next** to go to Step 3.

6. **Step 3: Choose Settings.**
   On the Choose Settings page, you can set the Availability Options, Scoring Options, Access Controls, and Presentation Options as explained in MyMathLab/MyStatLab – Intermediate. Click **Save & Assign** to save your homework assignment and make it available for students to work on.

**Up To Speed**

You can copy assignments from one of your other courses or from another instructor's course by importing the assignment. You can import assignments from the same textbook or from similar textbooks that have been mapped to your current textbook. If you are importing assignments from another instructor, the instructor must first make the assignments available for others to import.

**Copy multiple sample assignments at one time**

You can copy multiple sample assignments at one time instead of individually. This allows you to set up your homework assignments and tests with minimal preparation time. In this lesson, you will copy all of the sample homework, quizzes, and tests for a chapter.
1. **Open the Homework/Test Manager.**
   Click **Course Tools** in the course menu, and then click **Assignment Manager**.

2. **Copy and assign sample assignments.**
   Click **Create Assignment** and select **Copy and Assign Sample Assignments** from the dropdown list. The Copy and Assign Sample Assignments wizard has four steps to copy the assignments.

3. **Step 1: Start.**
   In Step 1, select **Yes** to auto-assign due dates to your copied assignments. You will specify the date range and frequency in a later step. Click **Next** to go to Step 2.

4. **Step 2: Select Assignments.**
   In Step 2, select **Chapter 2** from the Chapter dropdown list and click **Go**. Check the box at the top of the **Copy** column to select all assignments in Chapter 2. Click **Next** to go to Step 3.

5. **Step 3: Assign Due Dates.**
   In Step 3, click the calendar icon for the **First Assignment Due Date** and enter the date two weeks from today. Click the calendar icon for the **Last Assignment Due Date** and enter the date four weeks from today. In the Days Allowed section, uncheck the boxes for Sunday, Tuesday, Thursday, and Saturday.
Your assignment due dates will be distributed across the date range and days you specified. Click Next to confirm your choices.

6. **Step 4: Confirmation.**
On the Confirmation page, check the box at the top of the Assign column to assign all of the assignments to your students. Each assignment is given the default sample assignment name, and you can change these names as needed.

In the Start column, notice that the program automatically sets the start date for all assignments as today’s date. The due dates are evenly distributed per your specifications in Step 3. Click Copy to copy your assignments.

**Note:** There may be more than one assignment due on a particular date, due to the algorithm used to calculate the due dates. You can change the start and due dates for each assignment on this page. Refer to the lessons in MyMathLab/MyStatLab – Intermediate to learn how to change dates for multiple assignments.

**Note:** If you chose not to auto-assign due dates in Step 1, Steps 3 and 4 will not be included. In Step 2, select the assignments you wish to assign and edit the assignment names.