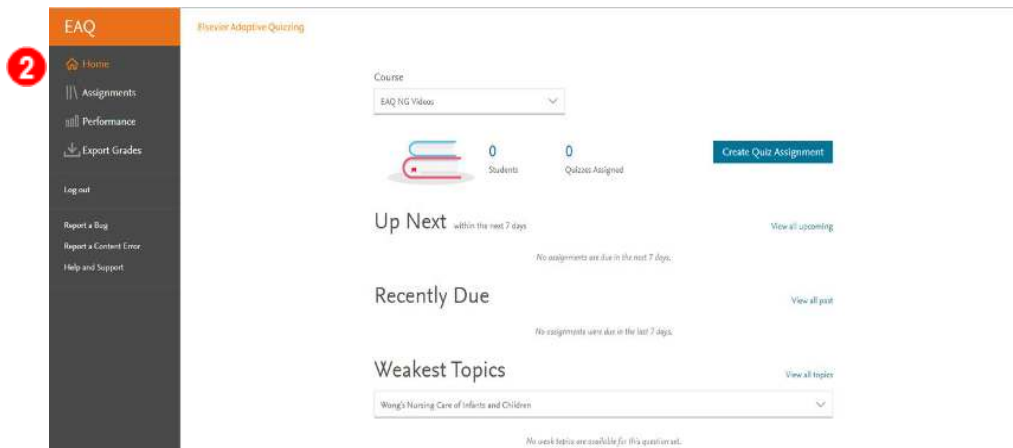


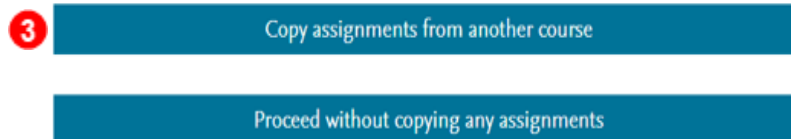
EAQ NG: Copying Assignments

In this guide, we demonstrate how to copy assignments from another EAQ NG course.

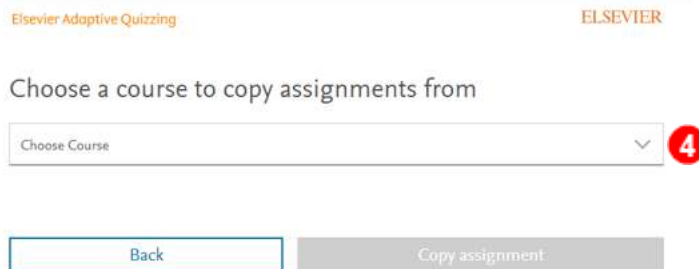
1. To get started, click on the link to EAQ NG within your course.
2. If this is the first time you are using a particular EAQ collection, the HOME page of EAQ will open automatically as a new course.



3. If you have used this EAQ collection previously, the Welcome screen will display with two options: “Copy assignments from another course” or “Proceed without copying any assignments”. Click “Copy assignments from another course”.

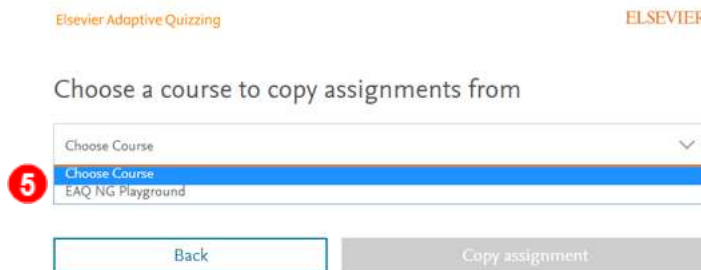


4. Then click the dropdown box under “Choose a course to copy assignments from”.



This screenshot shows the top portion of a web form. At the top left is the text 'Elsevier Adaptive Quizzing' and at the top right is 'ELSEVIER'. Below this is the heading 'Choose a course to copy assignments from'. Underneath is a dropdown menu with the text 'Choose Course' and a downward arrow. A red circle with the number '4' is positioned to the right of the dropdown. Below the dropdown are two buttons: a white 'Back' button and a grey 'Copy assignment' button.

5. Click on the course you wish to copy.



This screenshot is similar to the previous one, but the dropdown menu is open. The text 'Choose Course' is visible above the list of options. The first option, 'EAQ NG Playground', is highlighted in blue. A red circle with the number '5' is positioned to the left of the dropdown. The 'Back' and 'Copy assignment' buttons are visible below.

The course you are copying from should be the same term length as the course you are creating.

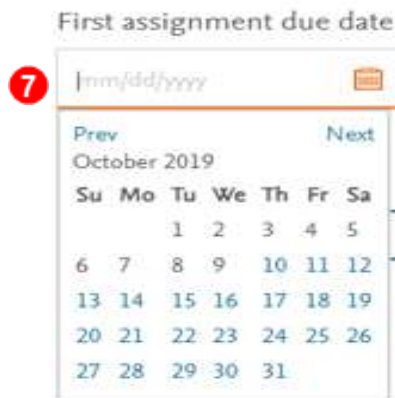
Only quizzes assigned to all students can be copied.

6. Next, click the calendar icon in the date box under “First assignment due date”.



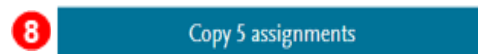
This screenshot shows a text input field with the label 'First assignment due date' above it. The field contains the placeholder text 'mm/dd/yyyy' and a calendar icon on the right. A red circle with the number '6' is positioned to the right of the field.

7. Select your assignment due date from the calendar or type the date into the text box.



After the first quiz due date is chosen, all subsequent copied quizzes will be systematically assigned due dates the same number of days after the first quiz.

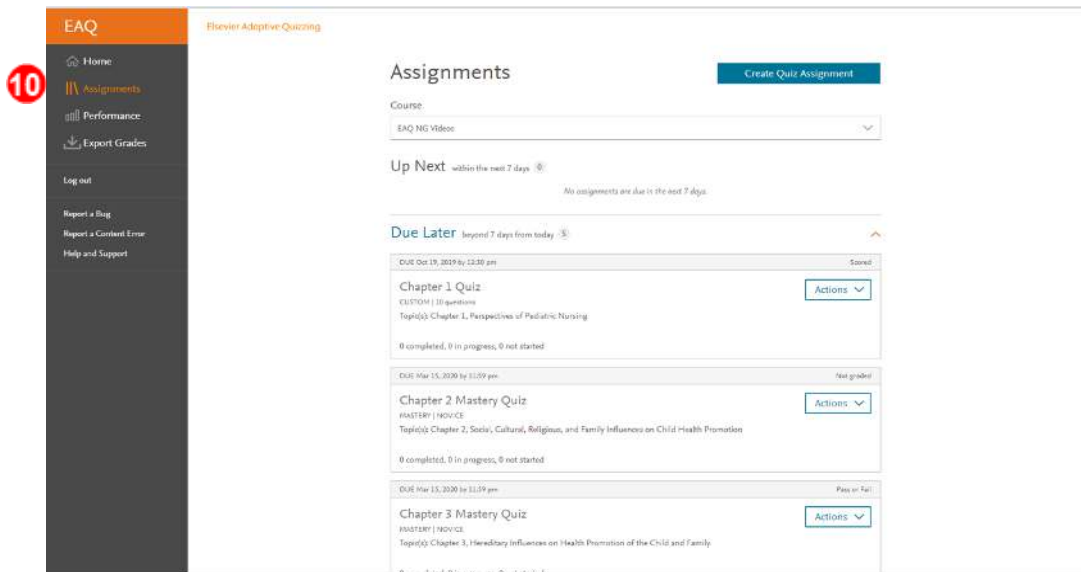
8. Then click the “Copy assignments” button.



9. On the next page, click “View Copied Assignments”.



10. The EAQ assignments page will open, displaying the list of assignments that have been copied from the selected course.



END OF GUIDE