

Copying Assignments

Last Modified on 03/17/2026 3:21 am EDT

Smartwork allows you to copy existing assignments and then edit them for future use. You can also copy an assignment from one Student Set to another.

Hide All Answers

Copying an Assignment within a Student Set

If an assignment appears in a Student Set, you can make a copy of it, and then edit the copy's settings or content. Doing this will not alter the original assignment in any way.

To copy an assignment in one Student Set, do the following:

1. In the Assignment List Page, select the Student Set that contains the assignment you would like to copy.

The screenshot shows the Smartwork5 interface for a course titled "Essentials of Geology, Fifth Edition" by Stephen Marshak. The page displays a list of assignments for the student set "57886 (Spring 2018, Tues Thurs 9:00-11:00am)". The assignments listed are:

ASSIGNMENT TITLE	PUBLISHED	GRADES ACCEPTED UNTIL	EXTRA CREDIT	SUBMITTED GRADES	AVG. TIME SPENT (MM:SS)	AVG. GRADE
Ch 1 Reading Quiz	<input type="checkbox"/>	not assigned	<input type="checkbox"/>	—	—	—
Ch 1 Homework	<input type="checkbox"/>	not assigned	<input type="checkbox"/>	—	—	—
Ch 2 Reading Quiz	<input type="checkbox"/>	not assigned	<input type="checkbox"/>	—	—	—
Ch 2 Homework	<input type="checkbox"/>	not assigned	<input type="checkbox"/>	—	—	—
Ch 3 Reading Quiz	<input type="checkbox"/>	not assigned	<input type="checkbox"/>	—	—	—
Ch 3 Homework	<input type="checkbox"/>	not assigned	<input type="checkbox"/>	—	—	—

2. Click the "Copy" button next to the assignment you would like to copy.

This screenshot shows the same Smartwork5 interface, but with a different set of assignments. The student set remains "57886 (Spring 2018, Tues Thurs 9:00-11:00am)". The assignments listed are:

ASSIGNMENT TITLE	PUBLISHED	GRADES ACCEPTED UNTIL	EXTRA CREDIT	SUBMITTED GRADES	AVG. TIME SPENT (MM:SS)	AVG. GRADE
Chapter 1 Homework	<input checked="" type="checkbox"/>	07/05/18 11:59 PM	<input type="checkbox"/>	4	3:31	85%
Chapter 2 Homework	<input checked="" type="checkbox"/>	07/10/18 11:59 PM	<input type="checkbox"/>	4	6:47	95%
Chapter 3 Homework	<input checked="" type="checkbox"/>	07/12/18 11:59 PM	<input type="checkbox"/>	4	6:21	85%
Ch 1 Homework	<input type="checkbox"/>	07/19/18 11:59 PM	<input type="checkbox"/>	—	—	—
Ch 1 Reading Quiz	<input type="checkbox"/>	not assigned	<input type="checkbox"/>	—	—	—
Ch 2 Reading Quiz	<input type="checkbox"/>	not assigned	<input type="checkbox"/>	—	—	—
Ch 2 Homework	<input type="checkbox"/>	not assigned	<input type="checkbox"/>	—	—	—

3. You will be directed to the Assignment Home Page for the copy you made. By default, the assignment will be

named "Copy of XX," with XX being the title of the assignment you just copied.

Assignment ESSENTIALS OF GEOLOGY, FIFTH EDITION fbueller@wnorton.edu

Copy of Ch 1 Homework
Welcome!
Click on "Edit Assignment" to start customizing the settings and add as many questions as you want.

[EDIT ASSIGNMENT](#) 57886 (Spring 2018, Tues Thurs 9:00-11:00am) [CLASS ACTIVITY REPORT](#)

Question	Type	Attempts	Points Available	Avg. Time Spent	Avg. Grade
01 Video: Order the events that occurred in the fo...	Ranking	∞	1	--	--
02 Video: Identify statements that are true of Earth	Multiple Select	∞	1	--	--
03 Video: Order the events that led to life on Earth	Ranking	∞	2	--	--
04 Compare the heliocentric and geocentric unive...	Multiple Choice	∞	1	--	--
05 Label the relative positions of the planets	Labeling	∞	1	--	--
06 Define the Big Bang theory	Multiple Select	∞	1	--	--
07 Label the structure of an atom	Labeling	∞	1	--	--

4. Edit the copied assignment as you see fit. You can make any edits you want to the assignment settings, question settings, or to the content of the assignment.
5. When you are done making edits click "Save Assignment." This will ONLY save the assignment to the Student Set you selected in step one.

Settings 57886 (Spring 2018, Tues Thurs 9:00-11:00am) Apply to all Student Sets

Assignment Name: Copy of Ch 1 Homework **Description:**

Grades Accepted Until (GAU): mm/dd/yyyy 11:59 PM (GMT-04:00) Eastern Time
 Late work accepted days after the GAU, at % penalty per day.

SHOW ADDITIONAL SETTINGS

Questions [ADD QUESTIONS](#) Estimated total time: 38 min Total points: 14 pts

Questions	Question Type	Avg. Time	Points	Attempts	Grade Penalties	Hints
01 Video: Order the events that occ...	Ranking	06:35	1	∞	0%	ON
02 Video: Identify statements that a...	Multiple Select	04:06	1	∞	0%	ON
03 Video: Order the events that led t...	Ranking	04:36	2	∞	0%	ON

[PREVIEW](#) Not published [PUBLISH](#) [SAVE](#)

6. When you refresh the Assignment List page, you will see the copy of the assignment you just created.

Digital Resources SMARTWORKS fbueller@wnorton.edu

Essentials of Geology
FIFTH EDITION
Stephen Marshak

Smartwork5
Interactive Problem Solving

57886 (Spring 2018, Tues Thurs 9:00-11:00am) [Student Grades](#)

[Export This Data](#) [Create New Assignment](#)

ASSIGNMENT TITLE	PUBLISHED	GRADES ACCEPTED UNTIL	EXTRA CREDIT	SUBMITTED GRADES	AVG. TIME SPENT (MM:SS)	AVG. GRADE
Copy of Ch 1 Homework	EDIT COPY DELETE	not assigned		--	--	--

Copying an Assignment to All Student Sets

You can also copy an assignment to all Student Sets, and then edit the assignment settings for each instance of the copy in each Student Set. Doing this will not alter the original assignment in any way.

Please note: *If students have begun work on the assignment in one of your active student sets, the assignment will not be copied to that student set.*

To copy an assignment to all Student Sets, do the following:

1. In the Assignment List Page, select the Student Set that contains the assignment you would like to copy.

The screenshot shows the Smartwork5 interface for the course 'Essentials of Geology, Fifth Edition' by Stephen Marshak. The page is for Student Set '57886 (Spring 2018, Tues Thurs 9:00-11:00am)'. A table lists assignments with columns for Assignment Title, Published status, Grades Accepted Until, Extra Credit, Submitted Grades, Avg. Time Spent, and Avg. Grade. All assignments are currently 'not assigned'.

ASSIGNMENT TITLE	PUBLISHED	GRADES ACCEPTED UNTIL	EXTRA CREDIT	SUBMITTED GRADES	AVG. TIME SPENT (MM:SS)	AVG. GRADE
Ch 1 Reading Quiz	<input type="checkbox"/>	not assigned	<input type="checkbox"/>	—	—	—
Ch 1 Homework	<input type="checkbox"/>	not assigned	<input type="checkbox"/>	—	—	—
Ch 2 Reading Quiz	<input type="checkbox"/>	not assigned	<input type="checkbox"/>	—	—	—
Ch 2 Homework	<input type="checkbox"/>	not assigned	<input type="checkbox"/>	—	—	—
Ch 3 Reading Quiz	<input type="checkbox"/>	not assigned	<input type="checkbox"/>	—	—	—
Ch 3 Homework	<input type="checkbox"/>	not assigned	<input type="checkbox"/>	—	—	—

2. Click the "Copy" button next to the assignment you would like to copy.

The screenshot shows the Smartwork5 interface after copying assignments. The table now shows several assignments that have been copied and are published. The 'Ch 1 Homework' row has a red box around the 'COPY' button in the 'EDIT | COPY | DELETE' menu.

ASSIGNMENT TITLE	PUBLISHED	GRADES ACCEPTED UNTIL	EXTRA CREDIT	SUBMITTED GRADES	AVG. TIME SPENT (MM:SS)	AVG. GRADE
Chapter 1 Homework	<input checked="" type="checkbox"/>	07/05/18 11:59 PM	<input type="checkbox"/>	4	3:31	85%
Chapter 2 Homework	<input checked="" type="checkbox"/>	07/10/18 11:59 PM	<input type="checkbox"/>	4	6:47	95%
Chapter 3 Homework	<input checked="" type="checkbox"/>	07/12/18 11:59 PM	<input type="checkbox"/>	4	6:21	85%
Ch 1 Homework	<input type="checkbox"/>	07/19/18 11:59 PM	<input type="checkbox"/>	—	—	—
Ch 1 Reading Quiz	<input type="checkbox"/>	not assigned	<input type="checkbox"/>	—	—	—
Ch 2 Reading Quiz	<input type="checkbox"/>	not assigned	<input type="checkbox"/>	—	—	—
Ch 2 Homework	<input type="checkbox"/>	not assigned	<input type="checkbox"/>	—	—	—

3. You will be directed to the Assignment Home Page for the copy you made. By default, the assignment will be named "Copy of XX," with XX being the assignment that you just copied.

Assignment ESSENTIALS OF GEOLOGY, FIFTH EDITION fbueller@wvnorton.edu

Copy of Ch 1 Homework

Welcome!
Click on "Edit Assignment" to start customizing the settings and add as many questions as you want.

-- %

[EDIT ASSIGNMENT](#)
57886 (Spring 2018, Tues Thurs 9...)
[CLASS ACTIVITY REPORT](#)

Question	Type	Attempts	Points Available	Avg.Time Spent	Avg.Grade
01 Video: Order the events that occurred in the fo...	Ranking	∞	1	--	--
02 Video: Identify statements that are true of Earth	Multiple Select	∞	1	--	--
03 Video: Order the events that led to life on Earth	Ranking	∞	2	--	--
04 Compare the heliocentric and geocentric unive...	Multiple Choice	∞	1	--	--
05 Label the relative positions of the planets	Labeling	∞	1	--	--
06 Define the Big Bang theory	Multiple Select	∞	1	--	--
07 Label the structure of an atom	Labeling	∞	1	--	--

4. Edit the copied assignment as desired. You can make any edits you want to the assignment settings, question settings, or to the content of the assignment.
5. Click the checkbox for "Apply to all Student Sets" and "Save To All."

Copy of Ch 1 Homework EDIT ASSIGNMENT fbueller@wvnorton.edu

Settings

57886 (Spring 2018, Tues Thurs 9...)

Apply to all Student Sets

Assignment Name:

Description:

Grades Accepted Until (GAU):
 (GMT-04:00) Eastern Time
 Late work accepted days after the GAU, at % penalty per day.

SHOW ADDITIONAL SETTINGS ▼

Questions

Estimated total time: 38 min
Total points: 14 pts

Questions	Question Type	Avg.Time	Points	Attempts	Grade Penalties	Hints
Adjust all question settings:						
01 Video: Order the events that occ...	Ranking	06:35	1	∞	0%	ON
02 Video: Identify statements that a...	Multiple Select	04:06	1	∞	0%	ON
03 Video: Order the events that led L...	Ranking	04:36	2	∞	0%	ON

[PREVIEW](#)
Not published
[PUBLISH TO ALL](#)
[SAVE TO ALL](#)

6. A "Save To All Student Sets" pop-up message will appear. Click "Save To All Student Sets" to confirm.

Save to All Student Sets ✕

Are you sure you want to save this assignment to all of your student sets?

All components of this assignment will be carried over to your other student sets except for the publication status.

To make this assignment available to students in other student sets, you'll need to publish this assignment in those student sets.

7. Refresh the Assignment List Page and make sure the copied assignment is appearing in all Student Sets.
8. If desired, edit the assignment further in the other Student Sets.

