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”.

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**EAQ NG: Copying assignments**

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

5. Click on the course you wish to copy.

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

![Calendar](image)

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.

![Copy assignments button](image)

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

![View Copied Assignments button](image)
10. The EAQ assignments page will open, displaying the list of assignments that have been copied from the selected course.