

ReportWriter – USER'S MANUAL

How do I Carbon Copy (CC) a Learning Record?

- You can carbon copy one or more assignments from one student to another student.

Students must have the same courses on their master agreements meaning if you want to CC Algebra 1 – Saxon (2004) from student A to student B, they must both have Algebra 1 – Saxon (2004) on their master agreements.

1. Click on the **CC Report** button on the **Assign** page (bottom right corner).
 2. Click on the second button **CC to student**:
 3. Hit the down arrow to find the student you want to CC to.
 4. Click on the courses you want to CC. If the course is blue, it will be CC'd. You can click on one or several. Click on the course again to remove it from the CC list.
 5. Click **OK**.
- You can also carbon copy an assignment forward to the next learning period.

Say a student does not complete their Language Arts assignment and you've entered many custom assignments that you don't want to retype. Carbon Copy it forward and then adjust in the next LP.

1. Click on **CC Report** button on the **Assign** page.
2. The **CC to this student** button is already depressed as the default.
3. Choose the learning period you would like to CC the assignment forward to.
4. Click on the courses you want to CC. If the course is blue, it will be CC'd. You can click on one or several.
5. Click on **OK**