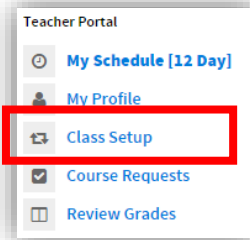


Migrating Classes in Veracross

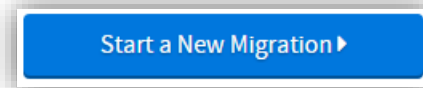
(Copying Content from one year or term to the next)

The Veracross faculty portal has a feature that enables you to copy **Assignments, Lesson Plans, and Pages** from one year or term to the next. Library resources are always available to you year after year and do not need to be re-uploaded. *Please note that migration cannot be undone and you must manually delete unwanted materials that have been copied.* To migrate courses:

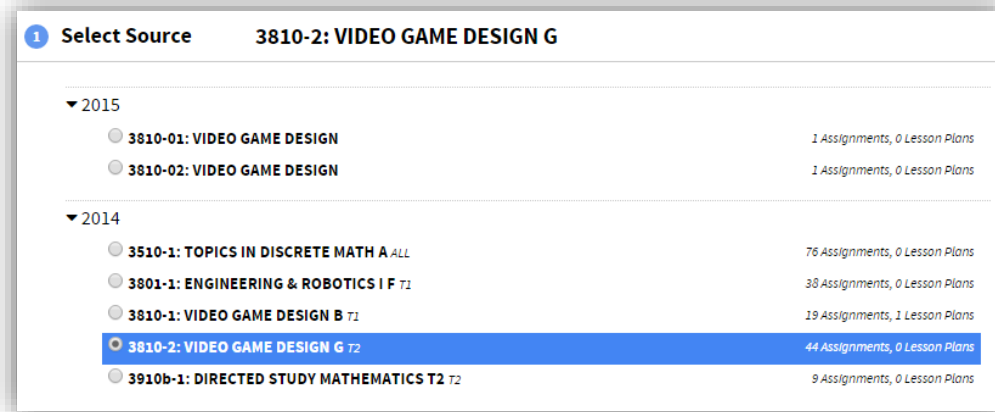
1. Click on “Class Setup” in the right column of your faculty portal homepage:



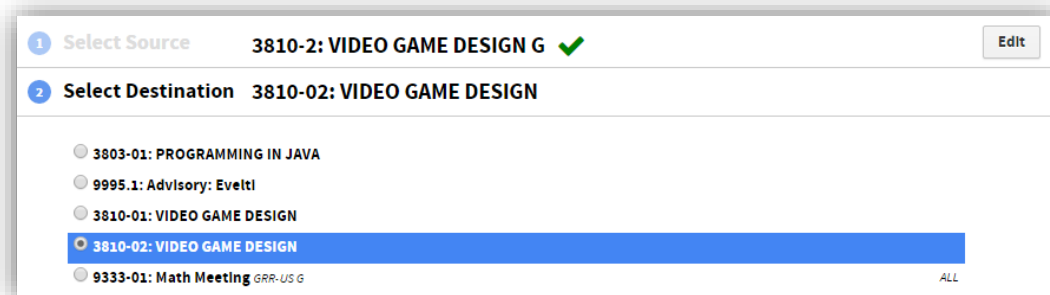
2. Click on “Start a New Migration.”



3. Under “Select Source,” select the button for the class you would like to copy content FROM.



4. Under “Select Destination,” select the button for the class you would like to copy content TO.



5. If you would like to go through the process of adjusting the dates on your assignments or lesson plans now, go through each one and change them now. Otherwise you can change them at any time during the year through your gradebook as usual.

3 Adjust Dates

Adjust the dates for the destination class below. Use tab or enter to select the next assignment or lesson plan. Use ← and → to change the selected date to the next or previous day. Remember, even if there are no assignments or lesson plans, **resources** and **pages** will still be copied when the migration is performed.

| Name | Start Date | Due Date |
|--|--------------|--------------|
| Homework: Buy Book, Write About a Game | Dec 02, 2015 | Dec 07, 2015 |
| Homework: Complete through page 10 in t... | Dec 04, 2015 | Dec 04, 2015 |

6. Click on "Start Migration."