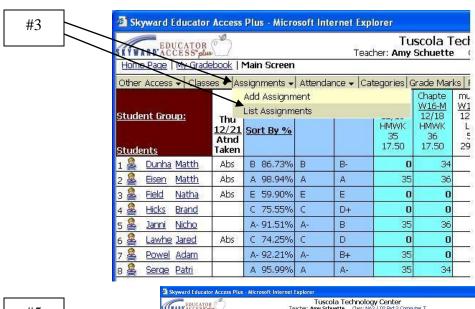# CLONING ASSIGNMENTS IN SKYWARD

1) Go to **My Gradebook**

2) Select the class where the assignment you would like to clone is located

3) Select "**Assignments**" then **"List Assignments"**

4) Highlight the Assignment you would like to Clone

5) Select "**Clone**"

6) Select the Classes where this Assignment should be added.

7) **SAVE**