

11. Bite-Size ProMonitor – Copying a Course Structure

Once on the **Student Group Details** page, click on the left-hand option for **Markbook Structure** as seen below.

6961_Y01_11-12_GPA (6961/2011Y01/GPA)

Home > Student Group > Details

Student Group Details for 6961_Y01_11-12_GPA (6961/2011Y01/GPA)

STUDENT GROUP

- Details
- Student Group Type
- Add Student Comment
- Add Student Diary Note
- Add Group Meeting
- Smart Targets Calendar

MARKBOOK

- By Group
- By Student
- Markbook Structure**
- Target Setting

Name: 6961_Y01_11-12_GPA (6961/2011Y01/GPA)
Course: [6961_Y01_11-12 \(A2 History \)](#)
Teacher(s): [No teachers]
Manager: [No Manager Selected]
Type: [A Level](#)

	Learner Ref	Name
	50102596	Marcin Bronski
	50104489	Natalie Jayne Champion

If no structure has been created, or copied, ProMonitor will say so. To copy an existing structure, click on the **here** option.

Home > Student Group > Maintenance > Markbook Structure

Student Group Details for 6961_Y01_11-12_GPA (6961/2011Y01/GPA)

COURSE STRUCTURE

- View Course Structure
- Maintain Units
- Maintain Assessments
- Maintain Tasks
- Task Allocation
- Relate Tasks
- Merge Tasks
- Copy Course Structure**
- Return To Student Group

ted for this course yet. Click [here](#) to add units, assessments and tasks to

On the **Maintain Units** page, click on the **Copy Course Structure** option on the left-hand side of the page.

As seen below, enter the course code for the structure to be copied, and click the **Search** button.

Enter part or all of the Course Code to find a Course to copy from.
The more information you enter into the search fields, the more precise the search will be.
For more info about searching see the [Help](#).
Click on a Course to copy Units, Assessments and Tasks from that Course to this Course.

Course Code Course Title

The **Copy Course Structure** page will then be displayed, so click on the course link.

Course
6990_Y01_10-11 (AS Level Drama And Theatre Studies)

1 course(s) found

The **Copy Course Structure** page displays the **Units** and (if the **Expand All** option is clicked) all the **Assessments** that have been created within them. Click on the **Tick All** option, and then click on the **Next** button.

ProMonitor states that the structure has been successfully copied, so click on the **Finish** button.

Click on the **Return To Student Group** option at the bottom of the left-hand side of the page.

The Markbook Structure page will be displayed, and to finish the copying process, click on the option to **Tick All** and then click on the **Save** button.

ProMonitor will state that the data has been saved successfully.

The copied course structure may then be reviewed or edited, and the structure copied to additional groups as required.

To copy a Markbook Structure from one course to another, select the course you wish to copy to using the normal search function, then click on Markbook Structure.