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Copy Learning Assignment

Learning > Learning Assignment Tool > Create Learning Assignment > Copy Learning Assignment

Administrators can use the Copy option on the Manage Learning Assignments page to quickly create a new assignment by copying an existing assignment. Clicking the Copy option from the Options drop-down menu next to an existing assignment redirects the administrator to the Setup step of the create assignment workflow, with many settings already populated with the selections from the original assignment. To ensure all copied fields are still valid, administrators must click through the entire create workflow before submitting the assignment copy.

To navigate to the Manage Assignments page, where you can copy assignments, go to Admin > Tools > Learning > Learning Assignment Tool.

Permissions		
PERMISSION NAME	PERMISSION DESCRIPTION	CATEGORY
Assignment Tool - Training Start Date	Grants ability to configure a Training Start Date when creating a Standard Learning Assignment. The Training Start Date is the date that users will be able to start the training. This permission is dependent on the Assignment Tool - Standard, Assignment Tool - Standard and Dynamic, and Assignment Tool - Standard and Dynamic - Recurrence permissions. This permission cannot be constrained. This is an administrator permission.	Learning - Administration
Assignment Tool - Bypass User Payment	Grants ability to bypass user payment when creating a Learning Assignment. When user payment is bypassed, users are automatically registered into the training regardless of whether or not payment is required. This permission is dependent on the Assignment Tool - Standard, Assignment Tool - Standard and Dynamic, and Assignment Tool - Standard and Dynamic - Recurrence permissions. This permission cannot be constrained. This is an administrator permission.	Learning - Administration
Assignment Tool - Processing Start Time	Grants ability to configure a Processing Start Time when creating Learning Assignments and/or Certification Proxy Enrollments. The Processing Start Time is the time of day that users will start being processed. For Learning Assignments, this permission is dependent on the Assignment - Standard, Assignment - Standard and Dynamic, Assignment - Standard and Dynamic - Recurrence permissions. For Certification Proxy Enrollments, this permission is dependent on the Proxy Enrollment for Certification - Create Dynamic and Proxy Enrollment for Certification - Create Standard permissions. This permission cannot be constrained. This is an administrator permission.	Learning - Administration
Assignment Tool - Restrict to Users' LO Availability	This permission does not grant ability to any specific functionality and can only be constrained by Users' LO Availability. If this permission is constrained, then the user creating the Learning Assignment can only select and assign training that is within the user's own availability. This permission is dependent on the Assignment Tool - Standard, Assignment Tool - Standard and Dynamic, and Assignment Tool - Standard and Dynamic - Recurrence permissions. This is an administrator permission.	Learning - Administration
Assignment Tool - Standard and Dynamic - Recurrence	Grants ability to create Standard (one-time) and Dynamic (continuous) Learning Assignments to directly assign training to users. Also grants ability to enable/disable Recurrence when creating a Dynamic Learning Assignment. This permission can be constrained by OU, Provider, Training Item, Training Type, User, User Self and Subordinates, and User's OU. If this permission is constrained by Location, Provider, Training Type, or Training Item, then they can only assign training within the constraints. If this permission is constrained by OU, User, User Self and Subordinates, or User's OU, then they can only assign to users within the constraints and view assignments created by users within the constraints. This is an administrator permission.	Learning - Administration
Assignment Tool - Standard and Dynamic	Grants ability to create Standard (one-time) and Dynamic (continuous) Learning Assignments to directly assign training to users. This permission can be constrained by OU, Provider, Training Item, Training Type, User, User Self and Subordinates, and User's OU. If this permission is constrained by Location, Provider, Training Type, or Training Item, then they can only assign training within the constraints. If this permission is constrained by OU, User, User Self and Subordinates, or User's OUthen they can only assign to	Learning - Administration

users within the constraints and view assignments created by users within the constraints. This is an administrator permission



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