# Senior School – Cloning an Assessment Outline - Quick Reference Guide
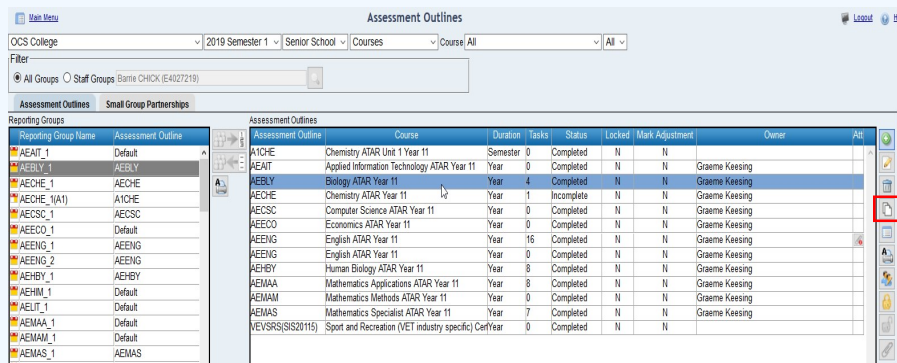
Cloning allows a new assessment outline to be created based on another assessment outline in the reporting period.  To clone an assessment outline:

**1**
* **Log** into **Reporting to Parents**
* **Click** on **Assessment Outlines**



**2**
* **Select** the **Reporting Period**
* **Select** the **assessment outline** to clone
* **Click** on the **Clone Assessment Outline**  icon



**3**
* **Select** the **Course** (if it needs to change)
* **Select** the **Unit**
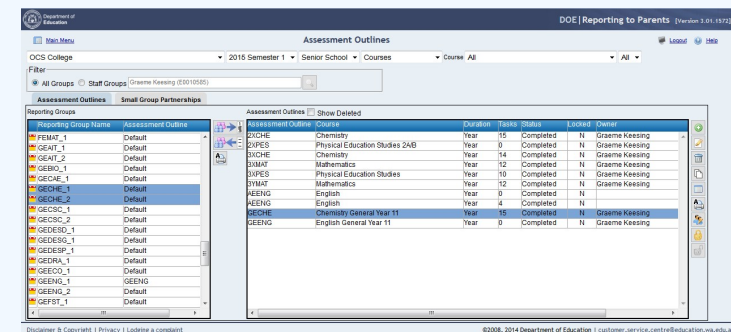* **Enter** the **name** for the cloned assessment outline



* **Click** on the **OK**

  The assessment outline will open

**4**
* Make any changes that are desired
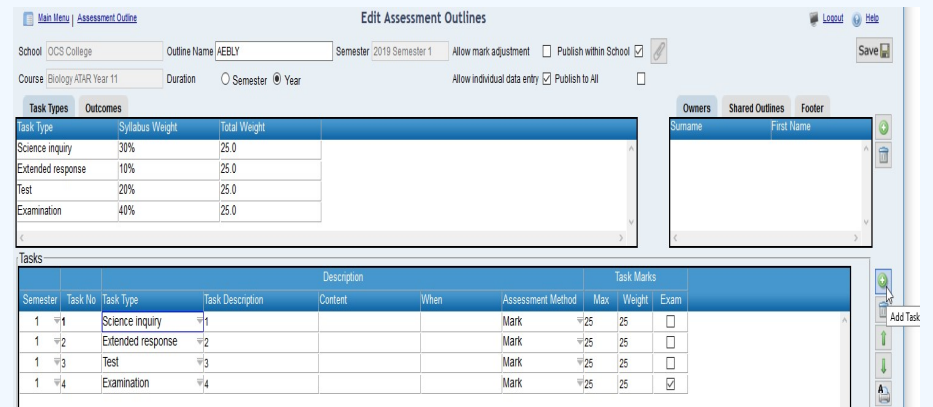


**5**
* **Select** the **Reporting Group** that the assessment outline will be assigned to.
* **Select** the **assessment outline**
* **Click** on the **Assign selected Assessment Outline to selected Groups**  icon



➤ The assessment outline will be associated with the groups.
➤ Cloned assessment outlines can be edited as usual and are completely independent from the original assessment outline.