

Reuse a post

You can reuse any post—announcements, assignments, and questions—from a current or previous class. The post can be modified before you reuse it. For example, you might want to change the date it's due. You can also use the same attachments and add new ones, if needed.

To reuse a post:

1. Sign in to Classroom at classroom.google.com.
2. Click the class.
3. Click **+**.
4. Click **Reuse post**.
5. Click the class that has the post you want to reuse and click **Select**.
6. Click the post you want to reuse.
7. By default, new copies of all the original attachments are created. If you want to reuse the post with the same attachments, click **Reuse**.
If you don't want to use the same attachments, uncheck the **Create new copies of all attachments** box.
8. Click **Reuse**.
9. (Optional) Change any information in the post and delete or add attachments as needed.
10. Depending on the type of post you are reusing, choose the relevant option:
 - To reuse an announcement, click **Post**. Or, if you want to save the post for a later date, click the arrow next to Post and select **Save draft**.
 - To reuse an assignment, click **Assign**. Or, if you want to save the assignment for a later date, click the arrow next to Assign and select **Save draft**.
 - To reuse a question, click **Ask**.
 - (Optional) By default, students can see and reply to each other's answers. Uncheck the **Students can see and reply to each other's answers** box, if needed.
 - (Optional) By default, students can edit their answers. Uncheck the **Students can edit their answers** box, if needed.
 - Or, if you want to save the question for a later date, click the arrow next to Ask and select **Save draft**.