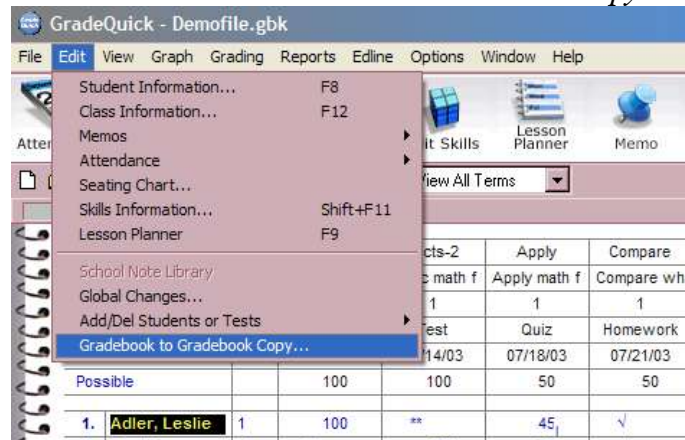


Gradebook to Gradebook Copy

Copying an assignment from one grade book to another grade book:

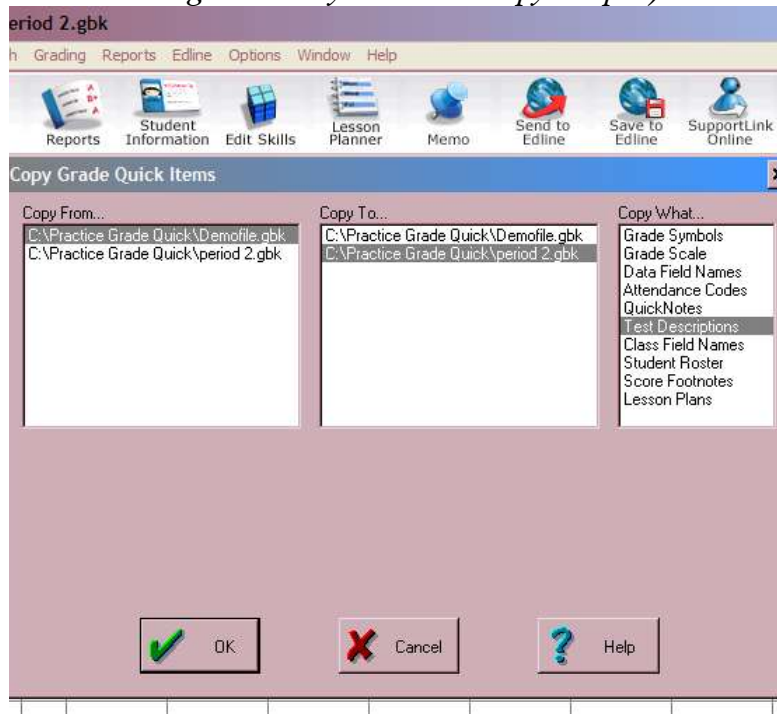
Open the file(gradebook) you want to copy from AND the file (gradebook) you want to copy to

Select Edit from the toolbar>select Gradebook to Gradebook Copy



Highlight the gradebook to “Copy from”

Highlight the gradebook to “Copy to” (If you want to select more than one hold down the shift key while you select them by clicking your mouse on all gradebooks you want to copy to---you must have the gradbooks you want to copy to open)



On “Copy What” select Test Descriptions by highlighting it

Select OK

Select the Assignments you want to copy

Select OK

You can do this for any category, but be sure you your certain of what you want to copy
P 78 in your manual

If you copy something you didn't want to **JUST DON'T CLICK SAVE** and then re-open
and start again.

***You can also right click your mouse to get the “Gradebook to Gradebook Copy
Option”

