

## Copying your Gradebook

Copying your gradebook from one course to another will bring the current settings, categories and assignments into another course. After the gradebook is copied any of the settings can be changed or added to.

1. In the course that you would like the gradebook to appear in choose the Manage tab
2. On the Manage tab click Gradebook in the Course Management nugget
3. Under Gradebook Setup choose Preferences
4. At the top of the Preferences page it says "To copy settings from another course, use the Copy Gradebook Settings tool" Click on Copy Gradebook Settings tool.
5. In the Copy From drop down menu choose the course that contains the completed gradebook
6. Select the items from the gradebook that you would like to copy into the new course
  - a. Gradebook Preferences – this would include the settings for ungraded items, points vs. percentages and other options chosen when the original gradebook was created.
  - b. Grading Scale – select this if you have a scale that translates final course averages to letter grades and would like to use the same scale.
  - c. Macros – select this if non-numeric grades are entered in the gradebook and are being mapped to percentage values.
  - d. Categories – select this if you have created categories for your assignments and you will be using the same categories
  - e. Assignments – select this if you would like the assignments in each category copied to the new gradebook. If you only want the categories and not the assignments leave assignment unchecked.
7. Click Copy Settings