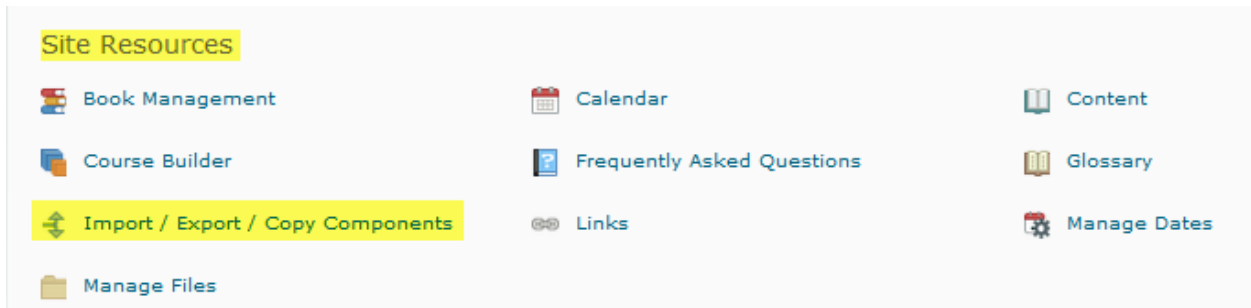


# Copying the gradebook from one course to another

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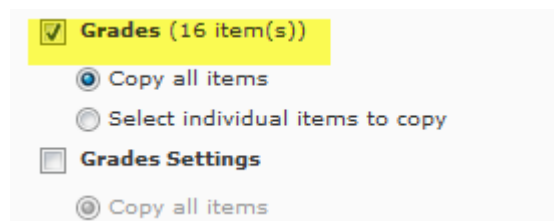
1. On My Home page, click on your new course (or the name of the course that you want to copy your gradebook).
2. On the Course Home page, click Course Admin on the navigation bar or go to “Edit Course” (at the top of the page).
3. Under **Site Resources**, select **Import / Export / Copy Components**.



4. Select **Copy Components from Another Org Unit** and under **Course to Copy** click on **Search for offering**



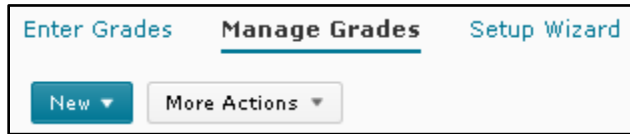
5. In the pop-up window that appears, click the magnifying glass icon to show all your courses.
6. Select the course that you want to copy from and click **Add Selected**. (Make sure you are selecting the correct section; i.e. Lecture section from previous year)
7. Choose **Select Components**.
8. Select **Grades**, and select **Continue**. Proceed as directed.



9. **Verify your gradebook and make corrections if needed.**

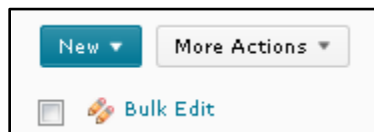
- a. To make any corrections to grade categories or grade items (e.g., changing the title or connecting grade items to grade categories), select the drop-down menu to the right of the grade item/category, click “Edit Grade Item,” and make any changes needed.

10. **To delete or re-order grade items or categories:** Select “More Actions” at the top of the page and select “Delete” or “Re-order”. It’s straightforward from there.



11. **Bulk Edit:** This tool may enable you to edit grade items and categories much more quickly. After you have created your grade items and categories and entered at least the name of the item, you can change or add all other elements (Short Name, Points, Weight, Category) for all grade items and categories on one page.

- a. On the Manage Grades tab, at the top left of the list of grade items/categories, click the box to the left of **Bulk Edit**. Leave all boxes selected, or select only the items you want to edit. Click on **Bulk Edit**.



- b. Edit as needed.