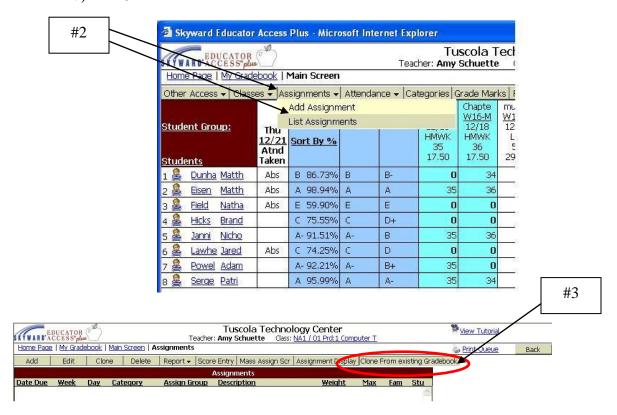
CLONING PREVIOUS YEAR GRADEBOOK

- 1) Go to My Gradebook and select a class that you would like to copy assignments TO
- 2) Select "Assignments" then "List Assignments"
- 3) Select "Clone From Existing Gradebook"
- 4) Check the appropriate course that you are cloning assignments FROM
- 5) Select the Assignments you wish to clone and hit next
- 6) Change the Due Date for the assignments
- 7) Finish



You are able to view last years grades and assignments by selecting Prior Years Classes.

