

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

#2

Student Group:		Thu 12/21	Sort By %	HMWK	Chapte W16-M 12/18	mu W1
Students		Atnd Taken		35	36	L E 29
1	Dunha Matth	Abs	B 86.73%	0	34	
2	Eisen Matth	Abs	A 98.94%	35	36	
3	Field Natha	Abs	E 59.90%	0	0	
4	Hicks Brand		C 75.55%	0	0	
5	Janni Nicho		A- 91.51%	35	36	
6	Lawhe Jared	Abs	C 74.25%	0	0	
7	Powel Adam		A- 92.21%	35	0	
8	Serge Patri		A 95.99%	35	34	

#3

Tuscola Technology Center
Teacher: Amy Schuette

Home Page | My Gradebook | Main Screen | **Assignments** | View Tutorial

Add | Edit | Clone | Delete | Report | Score Entry | Mass Assign Scr | Assignment Display | **Clone From existing Gradebook** | Print Queue | Back

Date Due	Week	Day	Category	Assign Group	Description	Weight	Max	Fam	Stu
Assignments									

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

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Home Page | My Gradebook | **Prior Years Classes** | View Tutorial

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Current Year Classes | **Prior Years Classes**

Reports for All Classes ▾
Grade Posting Status ▾

Dept	Subject	Terms	Period	Days Meet	Class	Description	
500	Tuscola Technology Center	1 - 4	1	MTWRF	NA1 / 01	Computer Technology Mgt-AM	Secondary Gradebook
		1 - 4	2	MTWRF	NA2 / 02	Computer Technology Mgt-PM	Secondary Gradebook