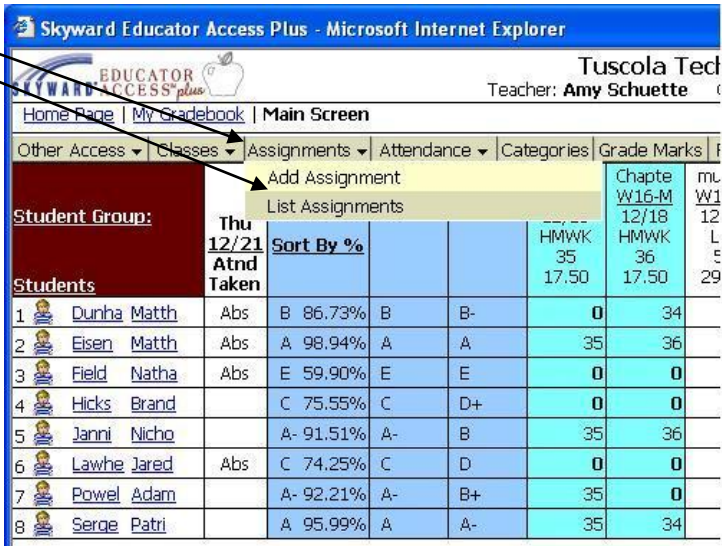


## CLONING PREVIOUS YEAR GRADEBOOK

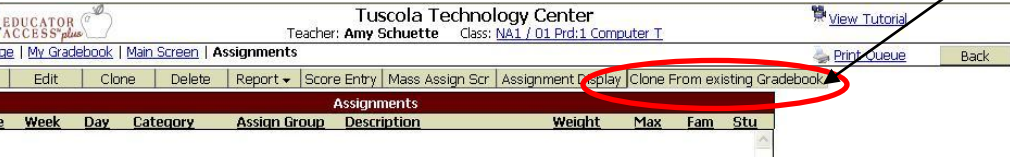
- 1) Go to **My Gradebook** and Select a session
- 2) Select **"Assignments"** then **"List Assignments"**
- 3) Select **"Clone From Existing Gradebook"**
- 4) Check the appropriate course and hit next
- 5) Select the Assignments you wish to clone and hit next
- 6) Change the Due Date for the assignments
- 7) Finish

#2

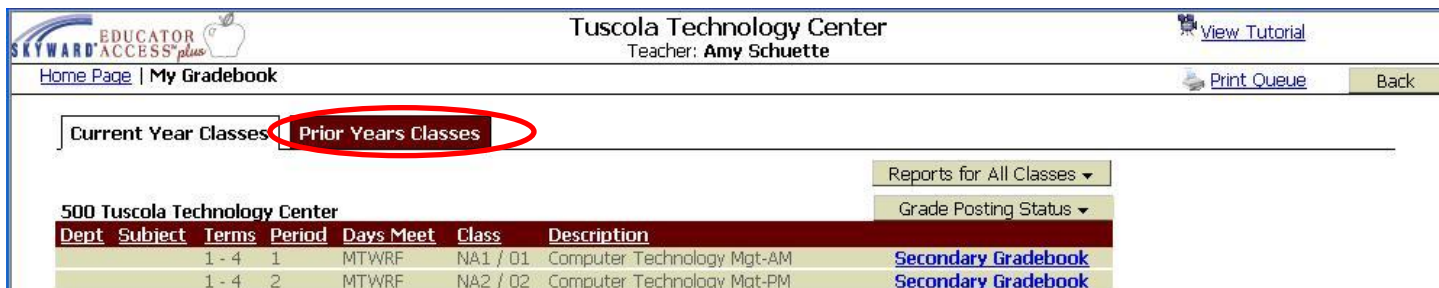


Student Group:		Thu 12/21	Sort By %	HMWK	Chapte W16-M 12/18	mu W1
Students		AtnD Taken		35	36	12
				17.50	17.50	L E 29
1	Dunha Matth	Abs	B 86.73%	B	B-	0
2	Eisen Matth	Abs	A 98.94%	A	A	35
3	Field Natha	Abs	E 59.90%	E	E	0
4	Hicks Brand		C 75.55%	C	D+	0
5	Janni Nicho		A- 91.51%	A-	B	35
6	Lawhe Jared	Abs	C 74.25%	C	D	0
7	Powel Adam		A- 92.21%	A-	B+	35
8	Serge Patri		A 95.99%	A	A-	35

#3



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



Dept	Subject	Terms	Period	Days Meet	Class	Description	
		1 - 4	1	MTWRF	NA1 / 01	Computer Technology Mgt-AM	<a href="#">Secondary Gradebook</a>
		1 - 4	2	MTWRF	NA2 / 02	Computer Technology Mgt-PM	<a href="#">Secondary Gradebook</a>