Copy Set Up

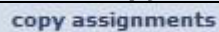1. **Click the** My Schedule **link.**
   My Schedule

2. Under **My Schedule,** click the **Gradebook** icon of the class section where assignments are to be inserted.

3. At the bottom of the page, click the **Class Assignments** link.
   Class Assignments

4. Click the **Copy Assignments** button.
   copy assignments

5. The search page displays. Search for the class that contains assignments to be copied.
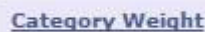
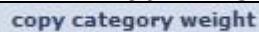6. Review the class sections, then click the **select class** button for the class you are wanting to copy.
   select class

7. **Class Assignments** are displayed and can be reviewed by selecting **View All** or using the arrow buttons to navigate back and forth . Change the **Assignment Category** and **Description** fields as needed.

   To add or delete assignments click the **+** or **-** buttons accordingly.

8. Click the **Category Weight** link.
   Category Weight

9. Click the **Copy Category Weight** button.
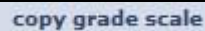   copy category weight

10. Repeat the step for searching for the class that should be copied.

11. Once you have copied the desired class, review the **Category Weight** and change as needed.

12. Click the **Grading Scale** link.
    Grading Scale

13. Click the **Copy Grade Scale** button.
    copy grade scale

14. Click the **OK** button.
    OK

15. Repeat the step for searching for the class that should be copied.

16. Review the grading schedule. Make changes as needed. Click the **Save** button.
    SAVE

17. **End of Procedure.**