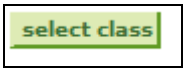
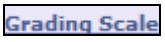
Copy Set Up

Step	Action
1.	Click the **My Schedule** link.
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.
4.	Click the **Copy Assignments** button.
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. 
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.
9.	Click the **Copy Category Weight** button.
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. 
13.	Click the **Copy Grade Scale** button.
14.	Click the **OK** button.
15.	Repeat the step for searching for the class that should be copied.

Step	Action
16.	Review the grading schedule. Make changes as needed. Click the **Save** button.
17.	**End of Procedure.**