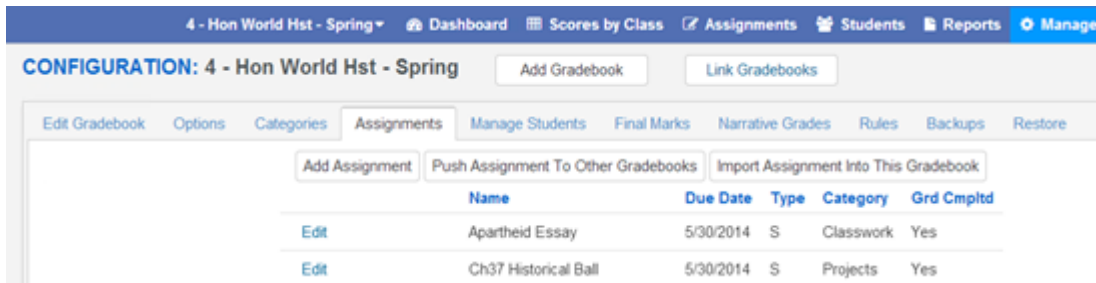# Import/Push Assignments From/To Another Gradebook

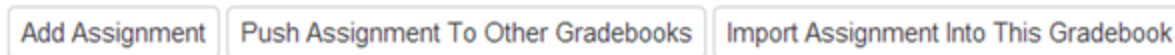Modified on: Tue, Feb 13, 2018 at 2:49 PM

Teachers have the ability to **Push** assignments between their own gradebooks or **Import** assignments from other teacher's gradebooks. Click the mouse on the **Manage** Gradebook from the dashboard or the **Manage** button in the header. From the **Manage** page, click the mouse on the **Assignments** tab.

The following buttons will display on the top of the **Assignments** tab: **Push Assignment to Other Gradebooks** and **Import Assignment Into This Gradebook.**

NOTE: Categories must be set up to import or push assignments.

Push Assignment to Other Gradebooks

Modified on: Tue, Feb 13, 2018 at 2:50 PM

Teachers have the ability to push (or copy) assignments from the current gradebook to any of their other gradebooks. Click the mouse on gradebook dropdown from the header and select the gradebook from the dropdown where the assignment exists.

Click the mouse on the **Push Assignment to Other Gradebooks** button on the **Assignments** tab.

The following **Push Assignments Window** will display. The current gradebook name will display in the Push Assignment header. The dropdown will display the assignments for the current gradebook. The assignments shown in the dropdown are sorted by most recent assignments. The other gradebooks for the same teacher are displayed below. Select the assignment from the dropdown and click the mouse on the **Push** button next to the gradebook name. This will push or copy the selected assignment from the current gradebook to the selected gradebook.

Linked gradebooks will have grouped together. The following message will display.

Click on the **OK** button to push the selected assignment into the other gradebook. Continue selecting and clicking on the assignments. Assignments have to be selected individually. Click the **Close** button at the bottom of the page to close.

NOTE: The assignment's category needs to be checked/updated in the gradebooks it has been pushed into. After pushing the assignment to the other gradebook(s), use the Edit Assignment screen in the other gradebooks to check/update the Category that the assignment is linked to.

Push New Assignment to Selected Gradebooks

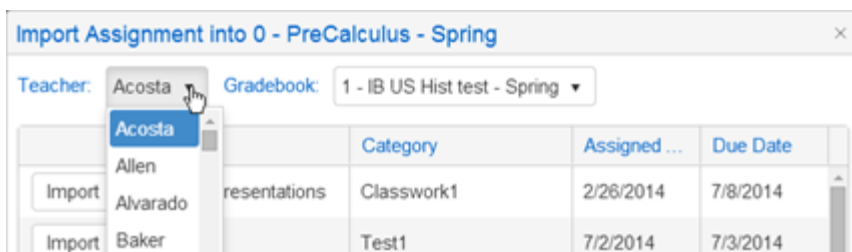The Add Assignment window has an option to **Push New Assignment to Selected Gradebooks**.

When creating a new assignment and selecting this option, other existing gradebooks will display to select to push the new assignment to. Only the current gradebook the new assignment is being added to and the selected gradebooks will get the new assignment.

Import Assignments from Another Gradebook

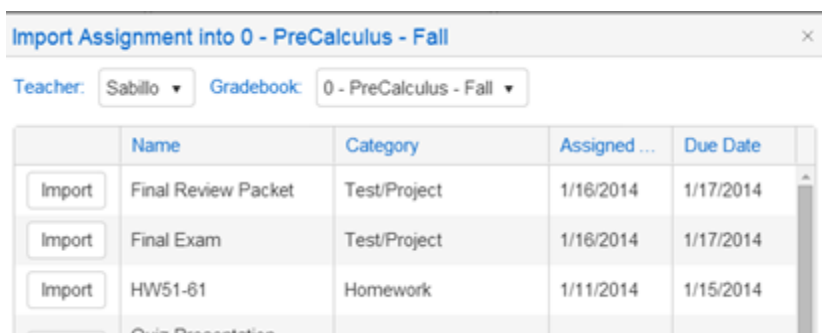Modified on: Tue, Feb 13, 2018 at 2:50 PM

Teachers have the option to import assignments from any other teacher's gradebook to their gradebooks. Click the mouse on **Add/Edit Window** and select the gradebook from the list on the left hand side. Select the gradebook to import assignments into.

Click the mouse on the **Import Assignment Into This Gradebook** button on the **Assignments** tab. The following **Import Assignments** page will display. Click the mouse on the **Teacher** dropdown to select a teacher. After the teacher is selected, select the gradebook from the **Gradebook** dropdown.

The assignments for that teacher and gradebook will display on the page. Click the mouse on the **Import** button to the left of the assignments to select the assignments to be imported. Continue selecting and clicking on the assignments. Assignments have to be selected individually. The selected assignments will be imported into the selected gradebook.

Click the mouse on the **Close** button when finished.