

Educational Service District 113
Capital Region Information Service Center

Secondary Gradebook

**Cloning Assignments from another
Teacher or from prior school years**

September 2017



My Partner for Learning Solutions



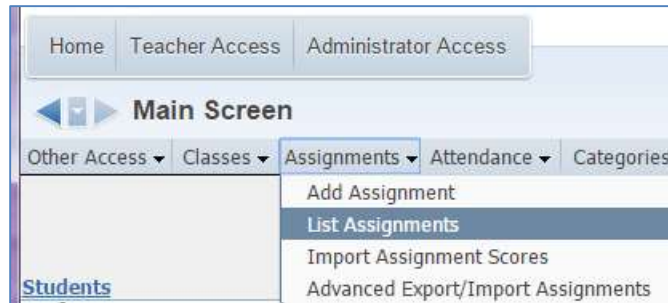
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Cloning an Assignment from another Teacher's Grade book

1. Open the Assignment list screen by clicking on the **Assignment** button on the Main Screen menu bar and selecting List Assignments



2. Select **Clone from existing Grade book.**

The screenshot shows the 'Assignments' screen with a table of assignments. The 'Clone From Existing Gradebook' button is highlighted in the top navigation bar. An arrow points from the text 'Clone from existing Grade book.' to this button.

Date Due	Week	Day	Category	Assign Group	Description	Weight	Max	OA	Fam	Stu
06/12/15	20	Fri	TST 60%		Chapter 2 Test	1.00	5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
01/30/15	1	Fri	PAR 10%		1/27-1/30 bellringer	1.00	5	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
01/29/15	1	Thu	CLWK 30%		10-1 Practice A	1.00	5	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
01/27/15	1	Tue	PAR 10%		Pre-Test Take #2	1.00	5	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

3. Select **Different Teacher** in the upper left corner

The screenshot shows the 'Clone from another Gradebook Process' dialog box. Step 1 instructions: 'Select a Gradebook to clone assignments from or to select from other teacher's Gradebooks click "Select Different Teacher".' A 'Select Different Teacher' button is highlighted in the bottom left corner. 'Next' and 'Back' buttons are in the top right.

4. Use the Entity dropdown menu to select the appropriate Entity

The screenshot shows the 'Clone from another Gradebook Process' dialog box. Step 1 instructions: 'Select another teacher to select Gradebook to clone assignments from.' The 'Entity' dropdown menu is open, showing '451 - Entity (451) Grades 9 to 12'. The 'Lookup By Last Name' field contains 'Allynscri' and the 'Search' button is highlighted. A table of teachers is displayed below.

Last Name	First Name	MI	Homeroom
Allynscri	Maxine	G	
Anglemyerscri	Daron	I	

- Use the alphabetical search hyperlinks at the bottom of the screen to look up the desired teacher's last name or use the **Lookup by Last Name** box in the upper right corner to type the teacher's last name

Select letter in Alphabet to search on:

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Lookup By Last Name:

Enter name and then the enter key for a list of teacher names.

- Locate the desired teacher in the teacher list and highlight the name and choose Select
- Select the checkbox of the class to clone from

Clone from another Gradebook Process

Teacher: **Emmanuel Auzatscr**

Step 1: Select a Gradebook to clone assignments from or to select from other teacher's Gradebooks click "Select Different Teacher".

Next
Back

Select Different Teacher Return to My Gradebooks

Gradebooks									
	Year	Entity	Class	Description	Dept	Subj	Prd	Terms	# Assign
<input checked="" type="checkbox"/>	2015	451	MAT601 / 13	MATH BASICS 1 A	M	MA2	5	1 to 2	65
<input type="checkbox"/>	2015	451	MAT601 / 12	MATH BASICS 1 A	M	MA2	6	1 to 2	65

- Select **Next**
- Select the check box by the Assignments to clone (Option button to Uncheck or Check All is available)

Clone from another Gradebook Process

Course: **MAT601 / 13 MATH BASICS 1 A** Teacher(s): **Emmanuel Auzatscr**

Step 2: Select Assignments to clone to your Gradebook

Indicates the Category is not available.

Next
Back
Check All
Uncheck All

Assignments							
	Term	Week	Day	Assignment Description	Category	Max Score	Weight
<input checked="" type="checkbox"/>	M1	2	Wed	Open house	PAR	25	1.00
<input checked="" type="checkbox"/>	M1	2	Fri	number theory worksh	CLWK	100	1.00
<input type="checkbox"/>	M1	2	Fri	number theory worksh	EXC	20	1.00
<input checked="" type="checkbox"/>	M1	3	Mon	imp. fraction to mix	CLWK	100	1.00
<input checked="" type="checkbox"/>	M1	3	Mon	mixed num. to impropr	CLWK	100	1.00

- Select **Next**

11. Select the check box by the Classes where the Assignments should be cloned to

Clone from another Gradebook Process

Course: **MAT202 / 23 GEOMETRY B** Teacher(s): **Wilda Zartmanscr**

Step 3: Classes selected to clone Assignments to

Next
Prev
Back

Select the Classes where the Assignments should be cloned

Entity	Dept	Sbj	Terms	Prd	Days Meet	Class	Description	# Assign	
<input checked="" type="checkbox"/>	451	M	MA2	3 to 4	2	MTWRF	MAT202 / 23	GEOMETRY B	4
<input checked="" type="checkbox"/>	451	M	MA2	3 to 4	5	MTWRF	MAT202 / 24	GEOMETRY B	4
<input checked="" type="checkbox"/>	451	M	MA2	3 to 4	6	MTWRF	MAT202 / 25	GEOMETRY B	4

12. Select Next

13. The option is available to change the date – do this for each assignment cloned.

Clone from another Gradebook Process

Course: **MAT601 / 13 MATH BASICS 1 A** Teacher(s): **Emmanuel Auzatscr**

Step 4: Assignments selected to clone to your Gradebook

Finish
Prev
Back

Assignments

Date Due	Week	Assignment Description	Category	Max Score	Weight
Wed, Feb 4 2015	2	Open house	PAR	25	1.00
< February > < 2015 >	2	number theory worksh	CLWK	100	1.00
Su Mo Tu We Th Fr Sa	3	imp. fraction to mix	CLWK	100	1.00
1 2 3 4 5 6 7	3	mixed num. to impropr	CLWK	100	1.00
8 9 10 11 12 13 14					
15 16 17 18 19 20 21					

14. Check the information at the bottom of the screen to be sure all assignments have been selected.

Number of Assignments in current Gradebook:	26
Number of Assignments selected to clone:	2
Number of total Assignments after clone:	28

15. Select **Finish**

16. The information box will close when the cloning is complete. This will bring you back to your Assignment lists.

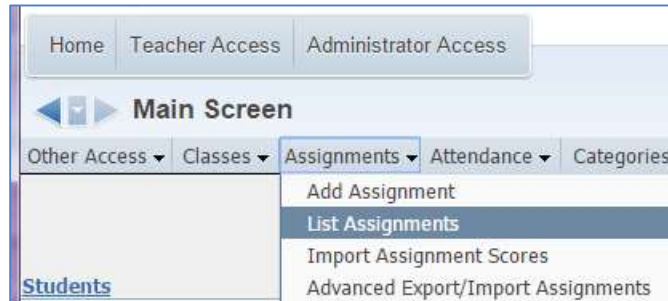
Cloning Assignments... Please wait.
This screen will automatically close.

17. Select **Back** to return to the Gradebook main screen.



Cloning an Assignment from your Gradebook – Prior Years

1. Open the Assignment list screen by clicking on the **Assignment** button on the Main Screen menu bar and selecting List Assignments



2. Select **Clone from existing Grade book.**

The screenshot shows the 'Assignments' screen. At the top is the 'Assignments' title with navigation arrows. Below are buttons for 'Add', 'Edit', 'Clone', 'Delete', 'Report', 'Score Entry', 'Assignment Display', and 'Clone From Existing Gradebook'. Below the buttons is a table of assignments.

Date Due	Week	Day	Category	Assign Group	Description	Weight	Max	OA	Fam	Stu
06/12/15	20	Fri	TST 60%		Chapter 2 Test	1.00	5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
01/30/15	1	Fri	PAR 10%		1/27-1/30 bellringer	1.00	5	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
01/29/15	1	Thu	CLWK 30%		10-1 Practice A	1.00	5	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
01/27/15	1	Tue	PAR 10%		Pre-Test Take #2	1.00	5	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

3. All assignments from prior years are listed. Scroll to the School Year to clone from and select the checkbox

The screenshot shows a dialog box titled 'Clone from another Gradebook Process'. It contains the instruction: 'Step 1: Select a Gradebook to clone assignments from or to select from other teacher's Gradebooks click "Select Different Teacher".' There are 'Next' and 'Back' buttons. Below is a 'Select Different Teacher' button and a table of gradebooks.

Year	Entity	Class	Description	Dept	Subj	Prd	Terms	# Assign	
<input type="checkbox"/>	2013	451	MAT301 / 13	ALGEBRA 2 A	M	MA2	1	1 to 2	62
<input checked="" type="checkbox"/>	2013	451	MAT301 / 12	ALGEBRA 2 A	M	MA2	3	1 to 2	61

4. Select **Next**

- Select the check box by the Assignments to clone (Option button to Uncheck or Check All is available)

Clone from another Gradebook Process

Course: **MAT301 / 12 ALGEBRA 2 A** Teacher(s): **Wilda Zartmanscr**

Step 2: Select Assignments to clone to your Gradebook

Assignments							
Term	Week	Day	Assignment Description	Category	Max Score	Weight	
<input checked="" type="checkbox"/>	M1	1	Thu	L0.1 do: 1,2,4(asc),	CLWK	5	1.00
<input checked="" type="checkbox"/>	M1	1	Fri	Practice Fun 16--But	CLWK	5	1.00
<input checked="" type="checkbox"/>	M1	2	Tue	L0.2 do: 1,3,4,6,7,8	CLWK	5	1.00

- Select **Next**

- Select the check box by the Classes where the Assignments should be cloned to

Clone from another Gradebook Process

Course: **MAT202 / 23 GEOMETRY B** Teacher(s): **Wilda Zartmanscr**

Step 3: Classes selected to clone Assignments to

Select the Classes where the Assignments should be cloned									
Entity	Dept	Sbj	Terms	Prd	Days Meet	Class	Description	# Assign	
<input checked="" type="checkbox"/>	451	M	MA2	3 to 4	2	MTWRF	MAT202 / 23	GEOMETRY B	66
<input checked="" type="checkbox"/>	451	M	MA2	3 to 4	5	MTWRF	MAT202 / 24	GEOMETRY B	66
<input checked="" type="checkbox"/>	451	M	MA2	3 to 4	6	MTWRF	MAT202 / 25	GEOMETRY B	66

- Select **Next**

- The option is available to change the date – do this for each assignment cloned.

Clone from another Gradebook Process

Course: **MAT301 / 12 ALGEBRA 2 A** Teacher(s): **Wilda Zartmanscr**

Step 4: Assignments selected to clone to your Gradebook

Assignments						
Date Due	Week	Assignment Description	Category	Max Score	Weight	
<input type="button" value="Calendar"/> Thu, Jan 29 2015	1	L0.1 do: 1,2,4(asc),	CLWK	5	1.00	
	1	Practice Fun 16--But	CLWK	5	1.00	
	2	L0.2 do: 1,3,4,6,7,8	CLWK	5	1.00	
	2	Syllabus	PAR	5	1.00	
	2	Alg. worksheet	CLWK	5	1.00	
	3	L1.1 do: 1-7, 10	CLWK	5	1.00	
	3	L1.2 do: 1-4,6,10	CLWK	5	1.00	

10. Check the information at the bottom of the screen to be sure all assignments have been selected.

Number of Assignments in current Gradebook:	26
Number of Assignments selected to clone:	2
Number of total Assignments after clone:	28

11. Select **Finish**

Cloning Assignments... Please wait.
This screen will automatically close.

12. The information box will close when the cloning is complete. This will bring you back to your Assignment lists.

13. Select **Back** to return to the Gradebook main screen.