

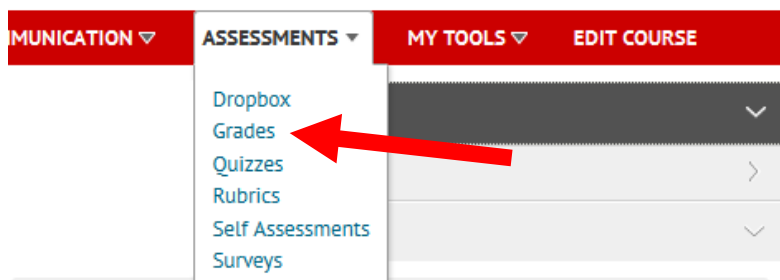
Haskayne “How To”

How to... copy grade schemes

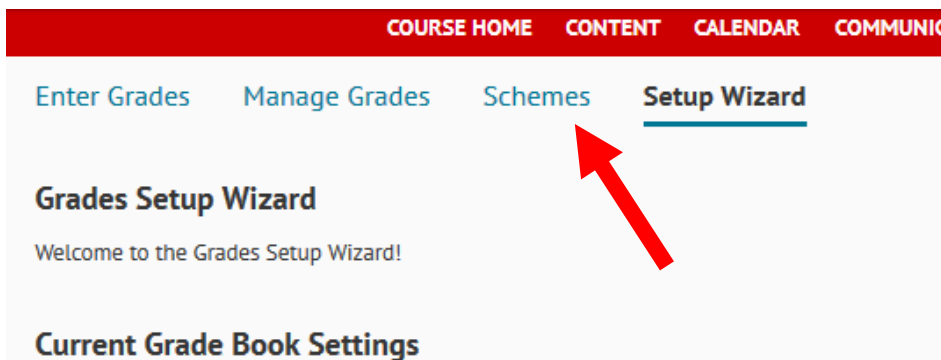
Use when: you want to have the same grade scheme copied over in D2L for another course or a future offering of the same course.

Copying grade schemes

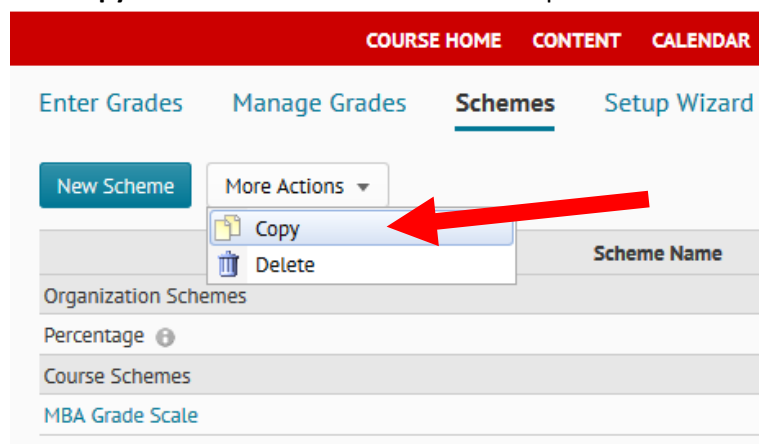
1. In your class’s D2L site, click “Assessments” in the red navigation bar and then in the drop-down menu select “Grades” to open the Gradebook



2. Click “Schemes” to open the Schemes page



3. On the Schemes page, click **Copy** from the **More Actions** button dropdown menu.



4. Select the grade scheme you want to copy.
You will be able to select from the grade schemes that you have set up in other courses you have taught.
5. Click **Copy**.
6. Click on the name of the copied scheme to edit its details for your current class if necessary.
7. Click **Save and Close**.