

2.

Office of Teaching & Learning 2500 University Drive NW Calgary, AB, Canada T2N 1N4

How to Copy a Grade Scheme

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

Disc	ussions	Communica	ation 🗸	Assessments ~	My Tools 🗸
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	(Fall	2021) –	Grades	n to
				Quizzes	
				Rubrics	
				Self Assessments	
				Surveys	
Click "Schemes "	" to open	the Scheme	s page		
Enter Grades	Mana	ge Grades	Scher	nes Setup Wiz	ard

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

New Scheme	More Actions	
	Сору	Scheme Name
Organization Sch	Delete	

- 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**.