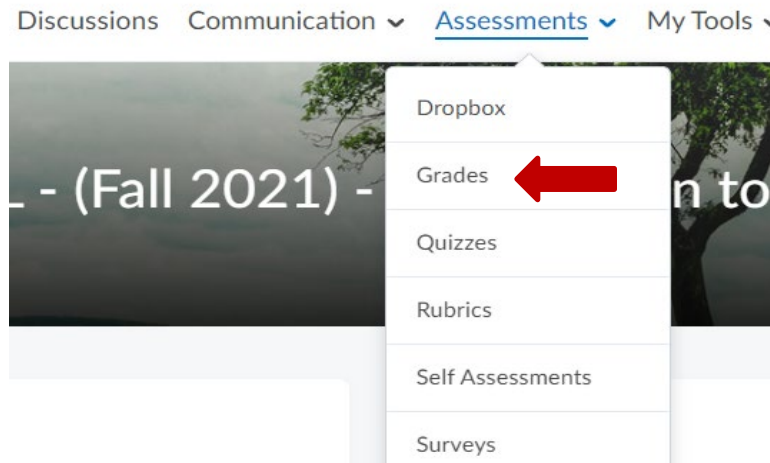
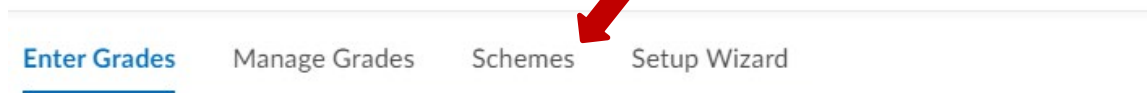


## How to Copy a Grade Scheme

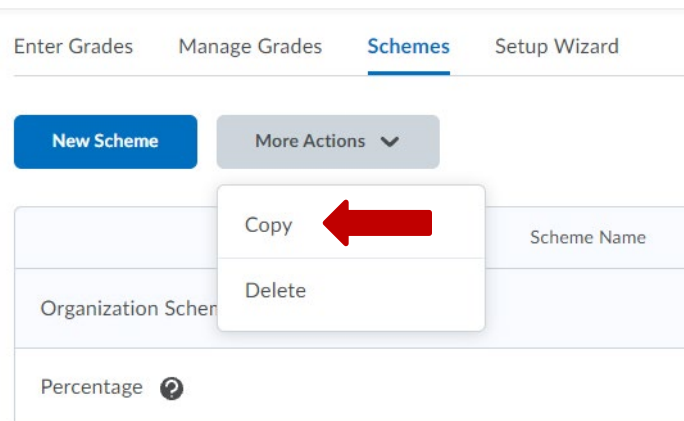
1. In your class's D2L site, click "Assessments" in the navigation bar and then in the drop-down menu select "Grades" to open the Gradebook



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**.