PROVIDENCE
COLLEGE

Copy Gradebook from One Course to Another

http://Sakai.Providence.edu
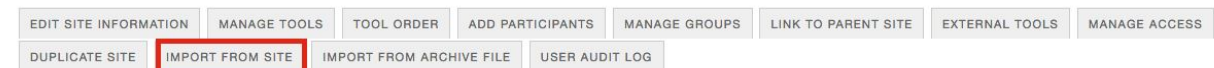SakaiHelp@Providence.edu
www.Providence.edu/ITDP

Copying Gradebook from One Course Site to Another:

If you wish to use your Gradebook setup in multiple courses or course sections, you are able to copy the structure from one course site to another. This process is the same regardless of whether you use Gradebook2 or Gradebook.

1. Go to the NEW course site that you wish to pull the Gradebook structure into. From the left hand menu select "Site Info".
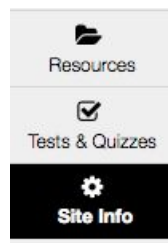
2. At the top of the "Site Info" page, select the "Import from Site" tab.

3. Select "I would like to merge my data".

Import Data

> Please choose a method below to proceed:

I would like to replace my data
Any existing data will be overwritten, replaced by your import data. This method allows you to import Gradebook settings.

I would like to merge my data
Your imported data will merge with existing data. This method does not import Gradebook settings.

I would like to merge my user(s)
Your imported user(s) will merge with existing users. This method does not import roster-provided users.

4. Select the course that you wish to import the Gradebook structure from, and click "Continue".

Import Material from Other Sites

Import Material from Other Sites

> You can replace material in one of your sites by im

○ Administration Workspace
○ Contact Us Testing
○ ITDP Project Site
○ LMS Advisory - Sakai 11
◉ Sakai 11 Sandbox
○ Skin Test
○ Survey Site
○ Test 11
○ Training

Continue   Back   Cancel

5. Select the Gradebook or Gradebook 2 tool from the list, and click "Finish".

Re-use Material from Other Sites
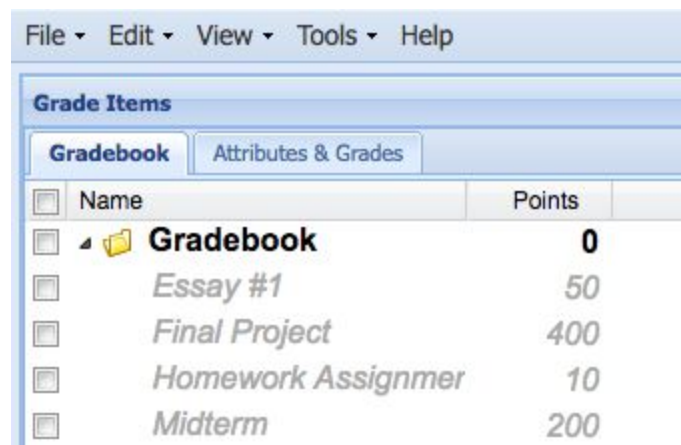
Re-use material from other sites you own...

Choose the material you want to re-use from this site.	

	Sakai 11 Sandbox
Announcements	☐
Gradebook	☑
Gradebook 2	☑
Resources	☐

Finish   Back   Cancel

6. It can take a couple minutes for the Gradebook data to transfer, but shortly you should be able to see that the content has transferred if you go to your Gradebook tool of choice.

Please note that in Gradebook2, when the content transfers it does not "include in grade" or "release to students". You can see this below, where the grade items changed to grey and italics. This can be fixed by double clicking on each grade item to edit. Then, check off "Include in grade" and "Release scores" and "Save".

File ▾ Edit ▾ View ▾ Tools ▾ Help

Grade Items

Gradebook	Attributes & Grades

	Name	Points
☐	▲ 📁 **Gradebook**	**0**
☐	*Essay #1*	*50*
☐	*Final Project*	*400*
☐	*Homework Assignmer*	*10*
☐	*Midterm*	*200*