

How to Clone an ANGEL Gradebook

Feb. 12, 2010

If your grading policies are the same for all the courses or sections you teach, you can “clone” the existing ANGEL gradebook into another section or in a different course. Please follow the procedure below closely.

Important

Please identify the course that already has the ANGEL gradebook that you’d like to copy. If the course name does start with year and semester information, it is strongly recommended that you rename the course. For detailed instructions on how to rename a course, please refer to [Renaming an ANGEL Course \(2/8/2010\)](#).

Important

Please identify the course or section that needs a gradebook so that the gradebook will be copied into the correct class. This is very important because gradebook copying will replace the existing gradebook, a mistake that is unable to undo.

1. Enter the class that does not yet have a gradebook by clicking on the course title in the **My Profile** page on ANGEL.
2. Click on the **Manage** tab, and then **Gradebook**.



If the next screen says “Gradebook Setup - Step 1,” scroll down to the bottom of the page and click on the

3. Click on **Preferences**. This link is located in the middle part of the screen on the left side.
4. On the top of the next screen, click on **Copy Gradebook Settings Tool** link.

Preferences

To copy settings from another course, use the [Copy Gradebook Settings tool](#).

General

Default Display Format:

Options:

- [Treat Ungraded Items as Zero](#)
- [Limit Course Assistants by Team](#)
- [Exclude Instructors from Averages](#)
- [Show Grades for Dropped Students](#)

Gradebook Mode:

5. Select the correct class from the dropdown menu, check all boxes, and click on **Copy Settings**.

Preferences

This tool will erase current settings and replace them with settings from the selected course. Use with caution! There is no way to get back your settings after replacing them.

Copy from: ← Select the correct class

Select items to copy:

- Gradebook Preferences
- Grading Scale
- Macros
- Categories
- Assignments

> Check all five boxes unless you only want to copy part of the original gradebook

6. In the next screen, adjust display preferences (optional) and click on **Save**.
7. If you go back to the **Gradebook** main menu and click on **View All Grades**, you should be able to see that the gradebook in this class is already populated with current roster information and assignments.

Home ► Course ► Management Console ► [Gradebook](#)

Gradebook

View

View All Grades ←

View all the grades in all the categories.

View Grades

Print Grades

Create a printer-friendly PDF View of the gradebook.