

Copy Faculty Portal Gradebook from one course to others

If you have several sections of the same course, you can set up the gradebook in one course and copy it to the other courses. Or you can use a gradebook from a previous semester to copy to the current semester's course(s). This is a big time saver!

Before starting, make sure you are in the correct semester that has the course containing the content you want to copy **from**.

Step 1: Click on the course that contains the content you want to copy **from**.

Course ID	Course Name			
BCIS1305LEC195	BUSINESS COMPUTER APPLICATIONS			
BCIS1305LEC777	BUSINESS COMPUTER APPLICATIONS	1	8/27/2019	12/11/2019
BCIS1305LEC791	BUSINESS COMPUTER APPLICATIONS	0	8/27/2019	12/11/2019

Course Attendance
<ul style="list-style-type: none">Attendance EntryAttendance Report
Course Utilities
<ul style="list-style-type: none">Copy ContentDefine Student GroupsSet Student AccessSet TA AccessArchive FilesLoudCloud
Course Reports
<ul style="list-style-type: none">Class RosterStudent Portal Usage

Step 2: Click **Copy Content**.

Doing this makes a copy of the gradebook setup from the previous (or other current) course (i.e. categories, weight distributions, recording assignment grades, etc.)

BUSINESS COMPUTER APPLICATIONS [BCIS1305LEC195]

My Courses > Course Options > Copy Content [Step 1-2]

Select a term:

SP-20

Continue to copy content step 2

Cancel

12 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42

Available Course Offering

Select	Course identifier	Course Name	Credits
<input type="checkbox"/>	AGRI-1415 LAB-195	PRINCIPLES OF HORTICULT	
<input type="checkbox"/>	AGRI-1415 LEC-101	PRINCIPLES OF HORTICULT	
<input type="checkbox"/>	AGRI-1415 LEC-195	PRINCIPLES OF HORTICULT	4

Step 3: In this dropdown menu, select the semester that contains the course(s) you want to copy the course content [to](#).

Click a button to move quickly to your course(s) you want to copy content [to](#).

Step 4: Select the specific course(s) you want to copy the content [to](#).

BUSINESS COMPUTER APPLICATIONS [BCIS1305LEC195]

My Courses > Course Options > Copy Content [Step 1-2]

Select a term:

SP-20

Continue to copy content step 2

Cancel

12 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42

Available Course Offering

Select	Course identifier	Course Name	Credits
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Step 5: Click **Continue to copy content step 2**

BUSINESS COMPUTER APPLICATIONS [BCIS1305LEC195]

My Courses > Course Options > Copy Content [Step 2-2]

Copy content from BUSINESS COMPUTER APPLICATIONS [BCIS1305LEC195] to the list

Term	Course Identifier	Course Name
SP-20	BCIS 1305 LEC 195	BUSINESS COMPUTER APPLICATIONS
SP-20	BCIS 1305 LEC 765	BUSINESS COMPUTER APPLICATIONS
SP-20	BCIS 1305 LEC 791	BUSINESS COMPUTER APPLICATIONS

Copy Calendar Items

Process copy content Back to copy content [step 1-2]

Shows the course you selected to copy the course content [to](#).

Step 6: Click **Process copy content**

BUSINESS COMPUTER APPLICATIONS [BCIS1305LEC195]

My Courses > Course Options > Copy Course Management

Copy Complete

Return to Course Selection

Step 7: Click **Return to Course Selection**

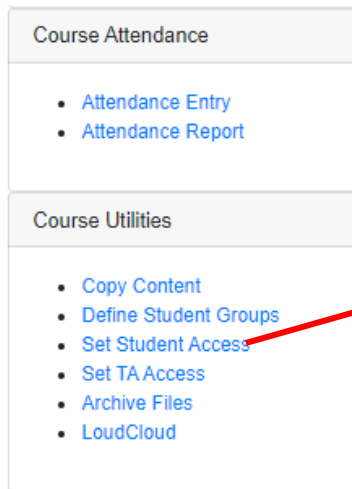
Step 8: Switch to the current semester and go to the new course to see if it is set up correctly.

Set up student access by following steps on next page.

Set up Student Access

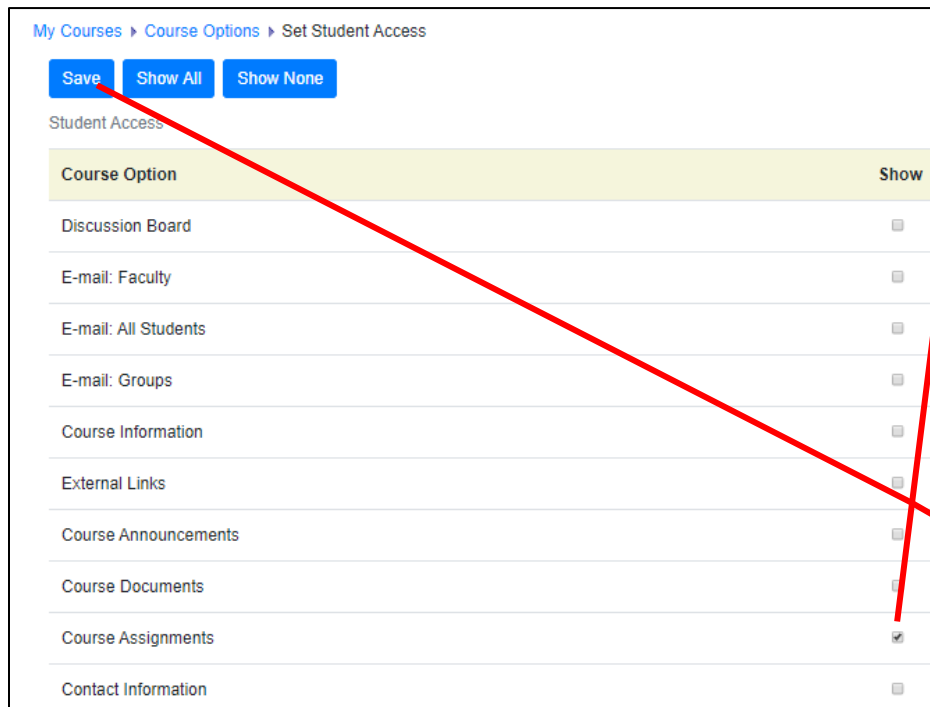
One piece of content that **does not copy** from another course is Student Access settings. Use instructions below to set that up so students can see the grades you place in their student portal. (**Reminder:** For online courses, all you **are required** to place in the faculty portal are your final course grades.)

Note: There are also other features available in Student Access, such as email, course information, course announcements, textbooks, etc. You will probably not activate any of them if you are teaching in Moodle since you generally use Moodle for communicating this information.



The screenshot shows two sections of the Moodle Course Options page. The 'Course Attendance' section contains links for 'Attendance Entry' and 'Attendance Report'. The 'Course Utilities' section contains links for 'Copy Content', 'Define Student Groups', 'Set Student Access', 'Set TA Access', 'Archive Files', and 'LoudCloud'. A red line points from the 'Set Student Access' link to the first step instruction box.

Step 1: Click **Set Student Access**.
(Located on the Course Options page in your Faculty Portal.)



The screenshot shows the 'Set Student Access' page in Moodle. At the top, there are 'Save', 'Show All', and 'Show None' buttons. Below is a table with the following options and checkboxes:

Course Option	Show
Discussion Board	<input type="checkbox"/>
E-mail: Faculty	<input type="checkbox"/>
E-mail: All Students	<input type="checkbox"/>
E-mail: Groups	<input type="checkbox"/>
Course Information	<input type="checkbox"/>
External Links	<input type="checkbox"/>
Course Announcements	<input type="checkbox"/>
Course Documents	<input type="checkbox"/>
Course Assignments	<input checked="" type="checkbox"/>
Contact Information	<input type="checkbox"/>

A red line points from the 'Save' button to the third step instruction box.

Step 2: Place checkmark beside **Course Assignments** so students can see their grades once you post it at the end of the semester.

Step 3: Click **Save**