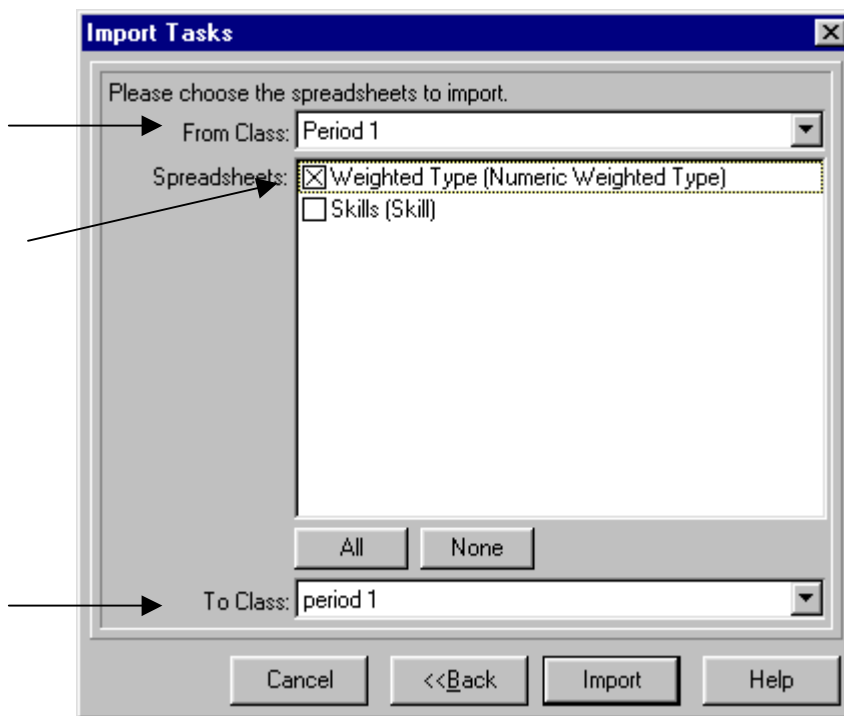


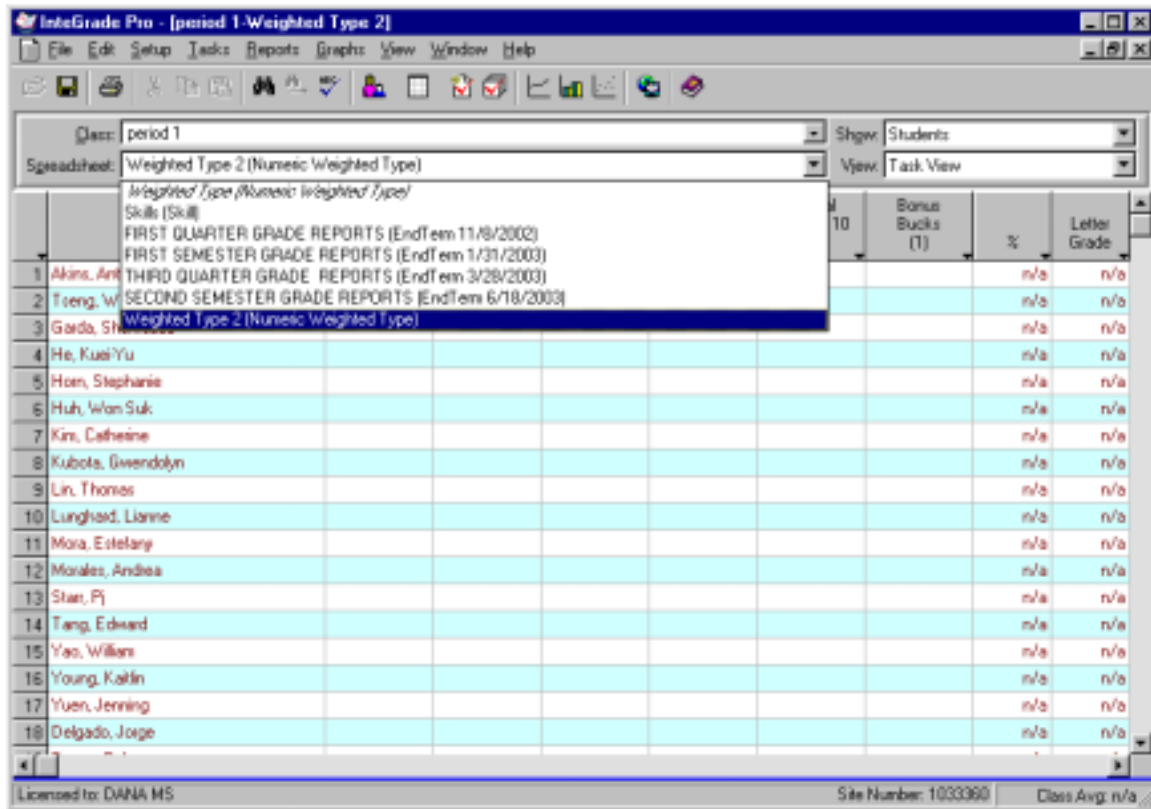
## Importing Spreadsheets

1. Pull down the **Task** menu and select Edit Tasks
2. Click on **Save Gradebook now**, so you have a back-up file.
3. Click **Next**.
4. When the open window pops up, navigate to the gradebook file (probably from last spring) from which you will copy your grading tables and tasks.
5. Click **Next**.
6. Click on **Spreadsheets**.
7. Click **Next**.
8. Check the box for **Weighted Type** of spreadsheet.
9. Select the class **from** which you want to copy tasks.
10. Select the class **to** which you want to copy tasks.



11. Click **Import**.

- Pull down the Spreadsheet window and select the Weighted Type 2 spreadsheet to see the tasks you imported.



- Pull down the **Setup** menu and select **Grading Rules**.
- Click on the **Grade Tables** tab to view the grading system you imported.