Importing Categories & Assignments

This process allows you to bring in the settings of a past course into a current gradebook.

1. Click the **Gradebook** top tab
2. Change the filter to *This Year's Classes*
3. Select the course that you want to create the structure for (the class you are importing the categories and assignments into)

	Course	Description	Clssrm	Schedule	Term	Weighting
☐	MSC--10-001	SCIENCE 10			S1	Categories and assignments
☑	MSC--10-006	SCIENCE 10			S2	Categories and assignments

Reccomendation: Use the same weighting strategy

Part 1. Importing Categories

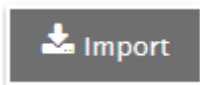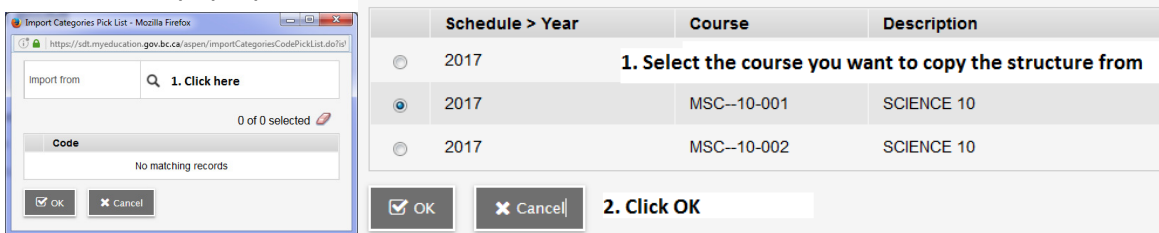1. Click **Details** side tab, click on the word: Categories

Expand All | Collapse All

	Classes linked for assignments and categories:
▸	Categories **1. Click here**
▸	Drop mode

💾 Save   ✖ Cancel

2. Click   [⬇ Import]

3. A pop-up will display:

Import Categories Pick List - Mozilla Firefox

https://sdt.myeducation.gov.bc.ca/aspen/importCategoriesCodePickList.do?is!
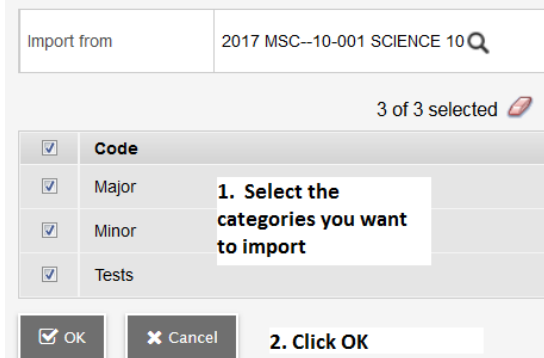
Import from	🔍 **1. Click here**
	0 of 0 selected 🧽
Code	
No matching records	

✅ OK   ✖ Cancel

	Schedule > Year	Course	Description
○	2017	**1. Select the course you want to copy the structure from**	
◉	2017	MSC--10-001	SCIENCE 10
○	2017	MSC--10-002	SCIENCE 10

✅ OK   ✖ Cancel   **2. Click OK**

Import from	2017 MSC--10-001 SCIENCE 10 🔍
	3 of 3 selected 🧽

	Code
☑	Major
☑	Minor
☑	Tests

1. Select the categories you want to import

✅ OK   ✖ Cancel   **2. Click OK**

The result will look like this.

4. **Save**

Part 2. Importing Assignments
1. Click **Assignments** side tab.
2. Click **Options**, then **Import Assignments**
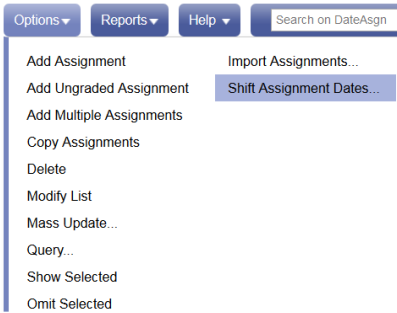

3. A pop up will display

Note: If you want to select assignments from 2 categories, repeat this process for each category

The result will look like this

	AssignmentName	GBColumnName	DateAsgn	DateDue
☐	Lab Safety	Safety	30/01/2017	31/01/2017
☐	Elements Lab	Elem	31/01/2017	01/02/2017
☐	Atomic Theory sheet	Atm	03/02/2017	06/02/2017
☐	Bohr Model Periodic Table	Bohr	06/02/2017	07/02/2017
☐	Lab 6A	Lab6A	07/02/2017	08/02/2017
☐	Ch 6 Review - Atomic Structure	Rev	09/02/2017	10/02/2017
☐	Families Notes p158	Fam	09/02/2017	10/02/2017
☐	Ch 6 Test	Ch6	15/02/2017	15/02/2017
☐	Crystal Growing Lab	Crystal	16/02/2017	17/02/2017
☐	p 174 #1,3,6,12	p174	17/02/2017	17/02/2017

Part 3. Shift Assignment Dates into Correct Term

1. Click **Options**, then **Shift Assignment Dates**

Options ▼	Reports ▼	Help ▼	Search on DateAsgn

Add Assignment   Import Assignments...
Add Ungraded Assignment   Shift Assignment Dates...
Add Multiple Assignments
Copy Assignments
Delete
Modify List
Mass Update...
Query...
Show Selected
Omit Selected

2. Complete the dialogue box as shown and click "OK"

Shift Assignment Dates - Mozilla Firefox

https://sdt.myeducation.gov.bc.ca/aspen/shiftAssignmentDates.do

Shift Assignment Dates

Class meeting days to shift   `1`   `Forward ▼`

Dates to adjust

Assigned   ☑
Due   ☑
Submission open   ☑
Submission close   ☑
Update grade terms as needed   ☑

☑ OK   ✕ Cancel