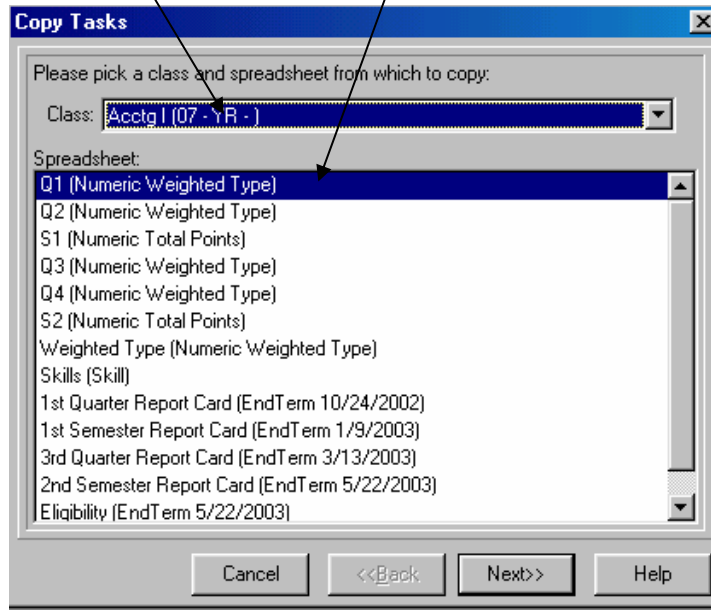


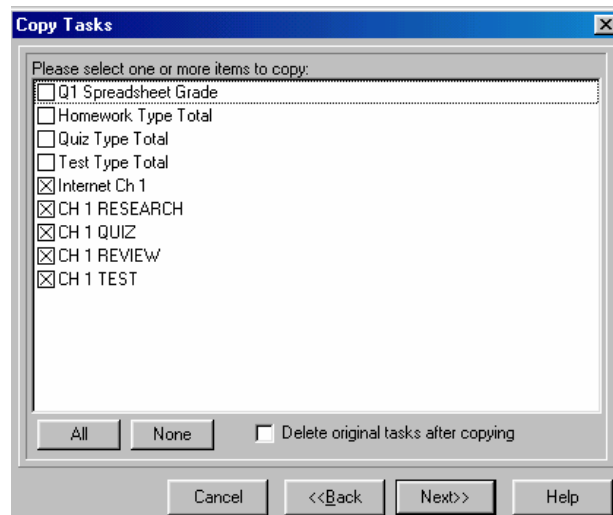
COPYING TASKS FROM ONE CLASS TO ANOTHER CLASS IN INTEGRADE PRO

For those of you that teach several different periods of the same class, this may save you some time.

1. Input the tasks and grades of the first class.
2. Go to your next class of the same subject
3. Select the **Tasks** menu and drag down to **Copy Tasks**
4. **SELECT THE CLASS AND SPREADSHEET YOU WANT TO COPY THE TASKS FROM.**



5. Click **Next**
6. **SELECT THE TASKS YOU WANT TO COPY**



7. Click **Next**
8. Select **Raw Score**
9. Click **Next**