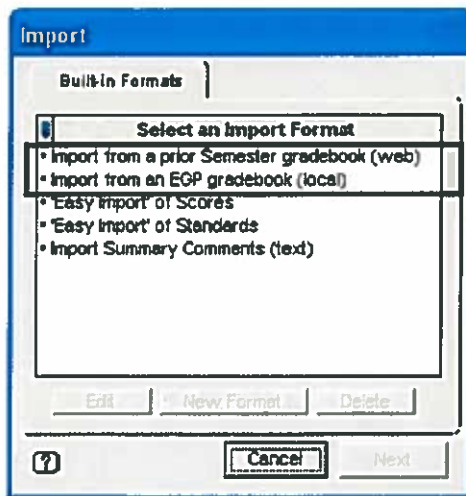


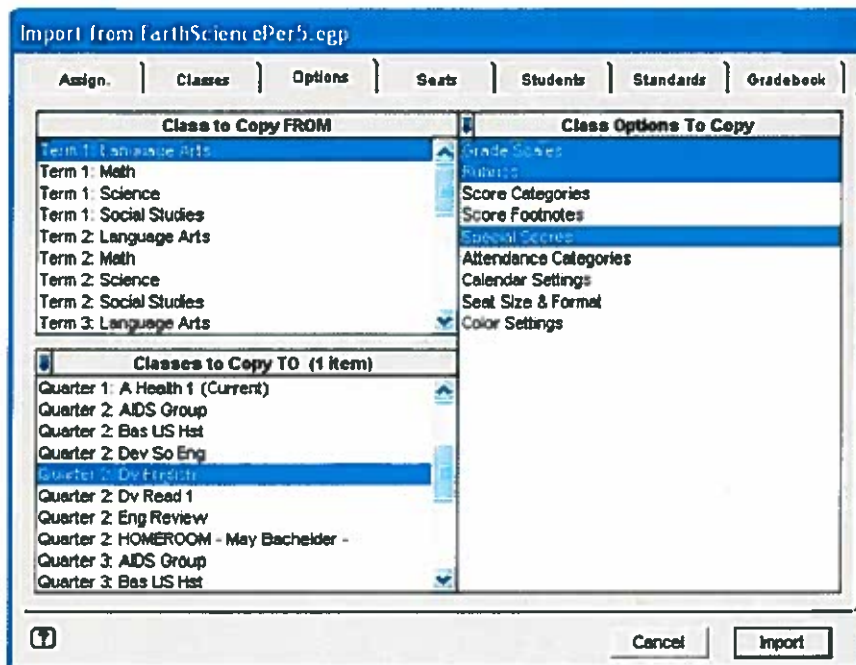
## Copying From Gradebooks in Previous Semester

You can copy from a gradebook used in a previous semester or one saved locally.

1. Run EGPWeb.
2. Click File→Import.
3. Choose whether you want to copy from a previous web gradebook or one on the local hard drive.



- o If you choose a prior semester, you will choose the semester and from among your gradebooks in that semester.
4. Select the FROM and TO gradebooks from the lists on the left.



5. Choose the items to copy on the right. You may select a specific item, multiple ones by holding down the CTRL key to select or select all from the drop down arrow.
6. Click Import.