# Copy Scores and Grades

- You can **copy scores** and grades from one column to different columns in the same or different classes and reporting terms.
- This is useful if you have a **student who switches classes**, or if you accidentally enter scores or grades for the incorrect assignment or in the incorrect class.
- If a **lock icon appears** at the top of the assignment column, the reporting term is locked, and you are unable to copy scores and grades to a locked term.
- A **message appears** at the top of the page to inform you if the copy was successful.

Keep in mind the following rules:

- You **cannot replace scores or grades** that use a different score type than the original.
- The **sort order** of the list of students does not matter.
- **Pasting** a column updates the score or grade for the appropriate student.
- If the **list of students** is different between the original assignment scores and the assignment being copied to, only scores for students who are in both classes will be updated.
- When **entering scores** on the single assignment page, the **Paste** function is unavailable for an assignment score when the standards calculation is set to use automatic calculation.

  1. On the **Assignments**, Scoresheet, or Standards Grades page, **click** on the score or assignment column header, and then choose **Copy**.
  2. **Locate** the assignment or score column you want to replace.
  3. **Click** on the column header, and then choose **Paste**.
  4. **Confirm** all updated scores and grades are highlighted.
  5. **Click Save**.

If you accidentally paste scores or grades into an incorrect column, here's an easy fix:

  1. In the column where you incorrectly pasted scores or grades, clear the contents from the first score in the column.
  2. On the Score Inspector, click the vertical **Fill** button to fill all fields in the column with the blank score or grade.
  3. Click **Save**.

Here are some examples of how you can use the copy scores and grades feature in your gradebook:

- **Copy from one assignment to another:**
  - On the **scoresheet**, if you **enter scores for the wrong assignment** (source) you can copy & paste the source assignment scores in the correct assignment score column (if the score type is the same).
  - If the **source assignment column** where you entered the scores was originally blank or if it contained scores that you replaced
    - **Copy** the assignment scores
    - **Refresh** the page to set the scores back to the original state
    - **Paste** the copied scores in the correct column
    - Click **Save**
- **Copy from an assignment in one term to another:**
  - If the score type is the same, you can copy from one assignment to another in different terms if the term you **paste** the scores to is not locked.