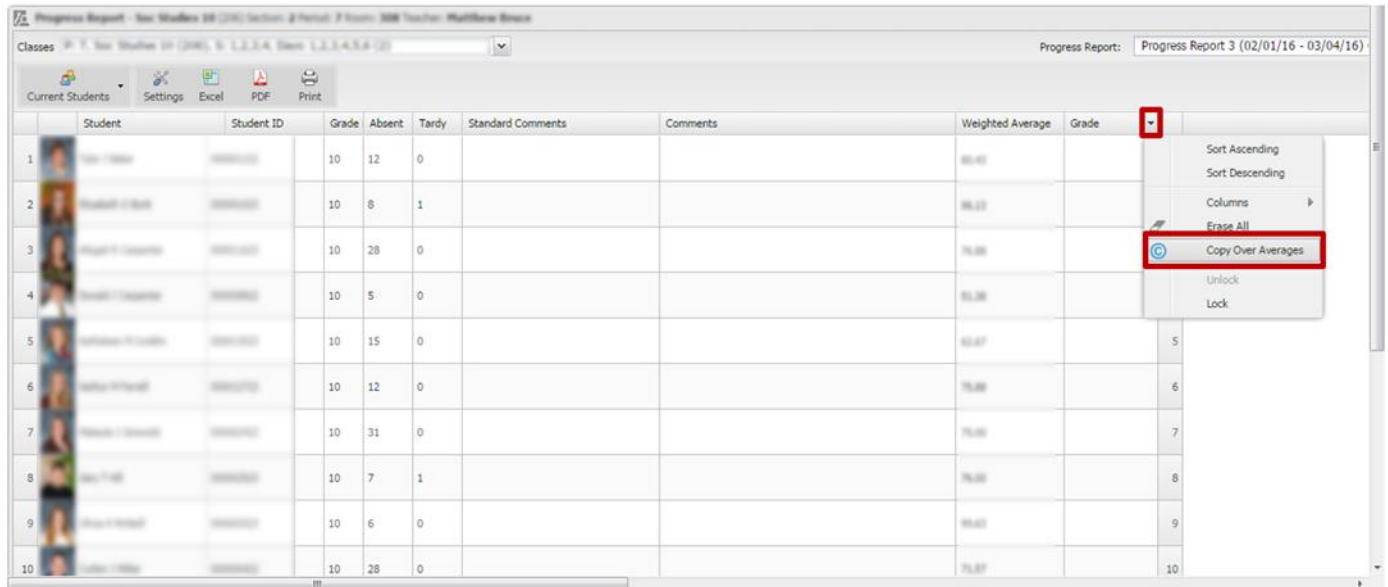
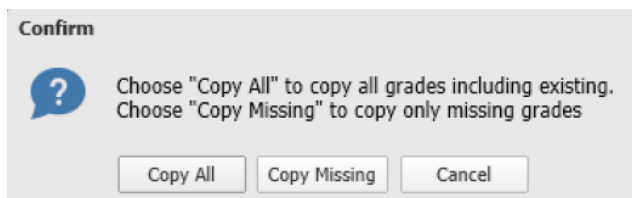


Select **Copy Over Averages** from the **Grade** column menu to copy the weighted averages from the **Gradebook** into the **Grade** column. **Copy Over Averages** is available regardless of whether the **Weighted Averages** column is displayed.

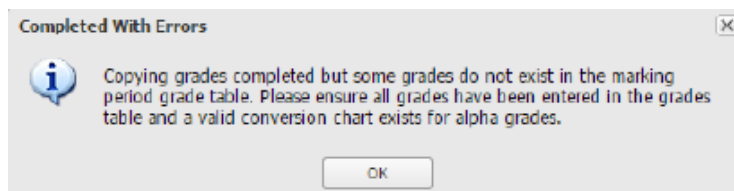
The **Weighted Average** is calculated from Gradebook assignments whose **Due Dates** fall within the Progress Report period's **Start/End Dates**. Assignments where the **Multiplier** or **Maximum Score** is zero (0) are excluded from the Weighted Average.



Select **Copy All** to copy all grades, or **Copy Missing** to copy only missing grades. Click **Cancel** to close the message without copying any grades.



Users will be warned if a copied grade does not exist in the marking period grade table. Click **OK** to close the message, then enter a grade for the student(s) missing a grade.



Click the **Save** button to save the entered **Progress Report** details