Transfer Term and Semester Grades for New Students

Have new students? Notice that their averages are not correct?

Previous term grades must be entered into your gradebook to correctly calculate a semester and final grade average.

If the student is transferring from another school in the county or from another section on your campus, follow the steps described below to transfer grades. If the student is new to the district the office will need to provide you with term or semester grades to input into your gradebook. Grades that appear on reports cards must appear in your gradebook too for your gradebook to calculate term, semester and final averages correctly. If the office enters the grades from a transfer student (but you don't) it will not be averaged into your gradebook until you follow these procedures.

To enter a grade for a student who has transferred into your class click on the new button beside the student's name. `NEW` Notice the last student does not have a Term 1 grade.

dents			Mon 02/14 Atnd Taken	Term Grade T2 ▼ Sort By %	am T 10-W 0/27 DISC 100 8.13	Strate W10-W 10/27 STRA 100 94.38	Team T W10-W 10/27 TALK 100 88.75	C1	T1 Grade Adjust	T1 Options▼
	NEW	Tar		82 82.00%	70	70	80			72
				92 92.00%	100	100	90			92
				96 96.00%	100	100	80			89
				87 87.00%	100	80	80			87
	NEW			61 61.49%	*	*	*		70.49	70
				90 90.00%	100	100	80			89
				94 94.00%	100	100	100			96
	NEW			98 98.00%	*	*	*			

Look at the options which are available for transferring a grade. Their availability is dependent on the information that is stored on that student in our database. In this case we want to bring in a previous term grade. Use option #2 to manually transfer in term grades. Use the drop down menu to select term grades only. Select the dropped class from the list.

Type in the new grades for all missing terms. In this example I would type in 80 for term 1 and 92 for Term 2. Do not forget to click on the *Save Term Grades and Enter Semester Grades* button. Semester grades will calculate.

Now when you look at this student's grade from their report card screen (click on a student's name to see these tabs) you should see report card grades for all previous terms. The average in your gradebook should also recalculate to reflect these changes.

				%	Grade	Posted	History
TERM 1		08/24/10 to 10/27/10		%	Grade	Posted	History
C1	Citizenship Grade 1						
T1	Term Grade 1			95.00%	95	95	View History
TERM 2		10/28/10 to 01/21/11		%	Grade	Posted	History
C2	Citizenship Grade 2						
T2	Term Grade 2			91.00%	91	91	View History
S1	Semester Grade 1			93.00%	93	93	View History
TERM 3		01/25/11 to 03/29/11		%	Grade	Posted	History
C3	Citizenship Grade 3						
T3	Term Grade 3			91.00%	91		
TERM 4		03/30/11 to 06/10/11		%	Grade	Posted	History
C4	Citizenship Grade 4						
T4	Term Grade 4						
S2	Semester Grade 2			91.00%	91		

Assignments | Missing Assignments (11) | **Report Card Grades** | Comments | New Student

Grade Mark Overrides | Reports ▾

Report Card Grades