

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.

		Mon 02/14 Atn Taken	Term Grade T2 Sort By %	am T 10-27 10-27 100 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	8282.00%	70	70	80			72
			9292.00%	100	100	90			92
			9696.00%	100	100	80			89
			8787.00%	100	80	80			87
	NEW		6161.49%	*	*	*		70.49	70
			9090.00%	100	100	80			89
			9494.00%	100	100	100			96
	NEW		9898.00%	*	*	*			

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.

New Student

[REDACTED] was added to this class on **Tuesday, October 12 2010**

Do not display NEW by this student's name.

Transfer Scores

Option #1 - Auto-Transfer Scores from Dropped Section of this Course *Option not Available*

[REDACTED] has not dropped any sections of this course

Option #2 - Transfer Assignment/Term Scores From a Dropped Class **Manually Transfer Scores**

Choose this option to manually transfer or enter assignment and term grades based on one of 9 dropped classes

Use Dropped Class: **Not Selected** ([Select Dropped Class](#))

assignment and term grades
 term grades only

Option #3 - Manually Enter Term Scores **Manually Enter Scores**

Choose this option to manually enter term grade percents for closed grading periods

Option #4 - One-Click Transfer Term Percents from Dropped Section of this Course *Option not Available*

There are no term percents that may be transferred

Option #2 - Transfer Assignment/Term Scores From a Dropped Class **Manually Transfer Scores**

Choose this option to manually transfer or enter term grades only based on one of 9 dropped classes

Use Dropped Class: **Not Selected** ([Hide Dropped Classes](#))

Entity	Class	Description	Teacher	Drop Date
<input type="radio"/> 0041 - Beasley Middle	1001070 / 107	M/J LANG ARTS 3	[REDACTED]	10/12/10
<input type="radio"/> 0041 - Beasley Middle	1501300 / 107	PERS FIT	[REDACTED]	10/12/10
<input type="radio"/> 0041 - Beasley Middle	2003010 / 105	M/J PHY SCI	[REDACTED]	10/12/10
<input type="radio"/> 0041 - Beasley Middle	2100015 / 107	M/J US HIST&CAR PLAN	[REDACTED]	10/12/10
<input type="radio"/> 0041 - Beasley Middle	1200300 / 104	PRE ALG	[REDACTED]	10/12/10
<input type="radio"/> 0041 - Beasley Middle	1000010 / 118	M/J INTENS READ (MC)	[REDACTED]	10/04/10
<input type="radio"/> 0041 - Beasley Middle	1001070 / 104	M/J LANG ARTS 3	[REDACTED]	10/04/10
<input type="radio"/> 0041 - Beasley Middle	1501300 / 103	PERS FIT	[REDACTED]	09/09/10
<input type="radio"/> 0041 - Beasley Middle	2003010 / 103	M/J PHY SCI	[REDACTED]	09/09/10

Option #3 - Manually Enter Term Scores **Manually Enter Scores**

Choose this option to manually enter term grade percents for closed grading periods

Option #4 - One-Click Transfer Term Percents from Dropped Section of this Course *Option not Available*

There are no term percents that may be transferred

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.

Transfer Term Grades for _____

Class 1000010 / 102 (Dropped)

Term	Grade	Percent	Report Card
T1	80	80.00%	80
T2			
S1	80	80.00%	
T3			
T4			
S2			

Enter Term Grades for Class 1008010 / 104

Term	Current Grade	Current Percent	Report Card	Adjustment	New Grade	New Percent
T1					<input type="text"/>	<input type="text"/> %
T2	92	92.00%	92	0.00%	<input type="text"/>	<input type="text"/> %
S1	92	92.00%	92	0.00%	<input type="text"/>	<input type="text"/> %
T3	95	95.00%				
T4						
S2	95	95.00%				

Save Term Grades and Enter Semester Grades

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.

Assignments	Missing Assignments (11)	Report Card Grades	Comments	New Student		
				Grade Mark Overrides Reports ▼		
Report Card Grades						
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		