Transferring Grades for New Students

If a student has just been scheduled into your class, a yellow button labeled NEW appears beside the student's name on the Gradebook Main Screen. A New Student tab also appears on the Student Options screen. To learn more about the Student Options screen, see "Using the Student Options Screen" (page 107). The New Student screen (Figure 36), allows you to transfer grades for that student from another class into yours.

To use the New Student indicator:

- On the Gradebook Main Screen, click the NEW button next to a student's name.

Figure 36 - New Student screen

In Secondary Gradebook, you have five options to transfer grades for new students. Each option is discussed in a section below.

Option #1 – Auto-Transfer Scores from Dropped Section of This Course

This option automatically transfers Assignment Grades from another section of the course. This option is only available if the student dropped from another section of the same course, and matching Assignments that were graded in the previous section are found.

To use Option #1 – Auto-Transfer Scores from Dropped Section of this Course:

1. Click Transfer Matching Scores.

2. A list of matching Assignments appears, along with the student's Grading information for each Assignment. Make adjustments on this screen if necessary.

3. Click Save.

Option #2 – Transfer Assignment/Term Scores from a Dropped Class

This option allows you to manually match Assignments, one by one, from any Class to Assignments in this class. If you don't want to transfer Assignment scores, you can also use this option to transfer Term Grades from any dropped class. This option is useful when Option #1 is not available because the student transferred from another Course, or if the student does not have any automatically matched Assignments.

To use Option #2 – Transfer Event/Term Scores From a Dropped Class:

1. Click Select Dropped Class.

2. From the list of classes that the student has dropped, select a class.

3. In the drop-down menu, select whether you want to transfer both Assignment and Term Grades, or just Term Grades.

4. Click Manually Transfer Scores.

5. If you are only transferring Term Grades, skip to step 11. Otherwise, a list of Assignments in the current class that have not been scored appears.

6. Click Grade next to an Assignment.

7. A list of Assignments from the previous class that have been scored appears. Find a matching Assignment and click Transfer.

8. The Grading information for the Assignment from the previous class is applied to the Assignment in the current class. Make adjustments on this screen if necessary, and click Save.

9. Repeat steps 6 through 8 for each unscored Assignment in the current class that you want to grade.

10. When you have finished, do one of the following:

    ▪ Click Complete Assignment Scoring.

    ▪ Click No Count Ungraded Assignments & Complete Assignment Scoring if there are Assignments that you have not graded and wish to apply a No Count status.

11. Based on Term, Semester, and Final Grades from the previous class, enter or adjust Term, Semester, and Final Grades for previous Grading Periods.

12. Click Save Term Grades and Finish.

Option #3 – Manually Enter Term Scores

This option allows you to manually enter Term Grades for closed Grading Periods.

To use Option #3 – Manually Enter Term Scores:

1. Click Manually Enter Scores

2. Enter Term, Semester, and Final Grades for previous Grading Periods.

3. Click Save Term Grades and Finish.

Option #4 – One-Click Transfer Term Percents from Dropped Section of This Course

This option allows you to transfer Term Percents from a dropped section of this course as a grade adjustment for closed Grading Periods.

To use Option #4 – One-Click Transfer Term Percents from Dropped Section of this Course:

- Click Transfer Percents.

Option #5 – Enter a Starting Grade Percentage for the Current Term

This option allows you to enter a starting grade for the student in the current Grading Period. Every Assignment in the current Grading Period is assigned the starting grade, effectively giving the student a to-date average of the starting grade.

To use Option #5 – Enter a Starting Grade Percentage for the Current Term:

1. Click Enter a Starting Grade.

2. In the Starting Grade Percent box, enter the starting grade.

3. The date that the student enrolled into your class appears in the Student Start Date box, modify the date if necessary.

4. If you have already scored Assignments for the student in the current Grading Period prior to the student's Start Date, determine whether you want to overwrite those scores with the starting grade by selecting or clearing Overwrite existing assignment scores.

5. Click Apply Grade Percent.

Hiding the New Student Indicator

When you finish transferring grades for a new student, you can hide the New Student Indicator for that student so that it no longer appears on the Gradebook Main Screen.

To hide the New Student Indicator:

- Select Do not display NEW by this student's name.

Note	After you hide the New Student indicator for a student, you can still access the New Student features through the New Student tab on the Student Options screen. To learn more about the Student Options screen, see "Using the Student Options Screen" (page 107).