

# Accepting Grades for New Students Secondary School Version

## For Students New to the District

When you receive a new student in your class who is new to the district, take the following steps to get his/her previous term grades into your gradebook:

1. Click the yellow NEW button beside the student's name.

Students		Term Grade	How do you	PR5	CP5	CR5	5TH
		PR5	03/04/2010	Options			Options
		Sort By %	DA				
			100				
			96.00				
1	<a href="#">Baltazar, Dasia J</a>	90 90.00%	90	90			90
2	<a href="#">Best, Victor J</a>	100 100.00%	100	100			100
3	<a href="#">Cain, Charity H</a>	100 100.00%	100	100			100
4	<a href="#">Groover, Hayden A</a>	100 100.00%	100	100			100
5	<a href="#">Guajardo, Shelby L</a> <b>NEW</b>	100 100.00%	100	100			100
6	<a href="#">Hamric, Destin V</a>	100 100.00%	100	100			100

2. Click the box so that the NEW button will no longer be displayed in your gradebook.

**New Student**

Cody E Whittington was added to this class on **Monday, November 16 2009**

Do not display NEW by this student's name.

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**Transfer Scores**

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

NOTE – If the New button is not there, you will need to click on the student's name. It will take you to another screen where you can click on the New Student tab.

Assignments **Missing Assignments (38)** Report Card Grades Comments **New Student**

Special Codes Teacher's Log Edit Current Term Edit Other Terms Reports

Term	Date	Day	Cat	Group	Description	Wght	Max Scr	Avg	Score Gra
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3. Choose **Option 3** to manually enter term scores. This option will allow you to enter previous term scores, but will not include any individual tasks. This is what you will use for brand new students who have term and/or semester scores entered in the office. In this case (brand new students), it will probably be the **ONLY** option available for you to choose.

Transfer Scores	
<b>Option #1 - Auto-Transfer Scores from Dropped Section of this Course</b> Shelby L Guajardo has not dropped any sections of this course	<i>Option not Available</i>
<b>Option #2 - Transfer Assignment/Term Scores From a Dropped Class</b> No dropped classes were found	<i>Option not Available</i>
<b>Option #3 - Manually Enter Term Scores</b> Choose this option to manually enter term grade percents for closed grading periods	<input type="button" value="Manually Enter Scores"/>
<b>Option #4 - One-Click Transfer Term Percents from Dropped Section of this Course</b> There are no term percents that may be transferred	<i>Option not Available</i>

The following screen will appear:

**Enter Term Grades for Class WGEO / 05**

Save Term/Exam Grades and Enter Semester Grades

Term	Current Grade	Current Percent	Report Card	Adjustment	New Grade	New Percent
1ST			75		<input type="text"/> ...	<input type="text"/> %
2ND			71		<input type="text"/> ...	<input type="text"/> %
3RD			66		<input type="text"/> ...	<input type="text"/> %
SE1			72	Exam Score: <input type="text"/> 0 / 100 points		
S1			71		<input type="text"/>	<input type="text"/> %
4TH			68		<input type="text"/> ...	<input type="text"/> %
5TH	0	0.00%				
6TH						

- In the blanks, enter the grades that are present in the “Report Card” column and tab out of the box. (You will not be able to enter a grade for S1. That process will be available on the next screen.)

Enter Term Grades for Class WGEO / 05

Term	Current Grade	Current Percent	Report Card	Adjustment	New Grade	New Percent
1ST			75	75.49%	<input type="text" value="75"/> ...	<input type="text" value="75.49"/> %
2ND			71	71.49%	<input type="text" value="71"/> ...	<input type="text" value="71.49"/> %
3RD			66	66.49%	<input type="text" value="66"/> ...	<input type="text" value="66.49"/> %
SE1			72	Exam Score: <input type="text"/> / 100 points		
S1			71		<input type="text"/>	<input type="text"/> %
4TH			68	68.49%	<input type="text" value="68"/> ...	<input type="text" value="68.49"/> %
5TH	0	0.00%				

- After entering all missing grades, click the “Save Term Grades and Enter Semester Grades” button.

Save Term/Exam Grades and Enter Semester Grades

- Enter the semester grade and click the “Save Semester Grades and Finish” button. (If you do not want to enter a semester exam score, you MUST delete the zero that is in the box by default)
- You will then be returned to your gradebook. The discrepancies will no longer be visible in BOLD and the NEW button will be removed. There is no need to request grade changes or notify the office. This completes the process!

**\*\*NOTE\*\* You cannot simply enter an S1 grade in the gradebook without entering grades for T1, T2 and T3. S1 is a calculated grade so all 3 terms must be entered. If you only have a semester grade, enter that same grade into the T1, T2, and T3 buckets so that it will calculate in your gradebook properly.**

## For Students New to Your Class (but not new to your campus)

If the student is not a new student, but is transferring from one class to another, you may have several options to choose for transferring scores from one course/section to another.

Transfer Scores	
<b>Option #1 - Auto-Transfer Scores from Dropped Section of this Course</b>	<b>Transfer Matching Scores</b>
Donald C Kent dropped section 15 of this course with 15 graded assignments Choose this option to automatically transfer 15 graded assignments from dropped section 15 to current section 14	
<b>Option #2 - Transfer Assignment/Term Scores From a Dropped Class</b>	<b>Manually Transfer Scores</b>
Choose this option to manually transfer or enter <input type="text" value="assignment and term grades"/> based on one of 3 dropped classes Use Dropped Class: <b>Not Selected</b> ( <a href="#">Select Dropped Class</a> )	
<b>Option #3 - Manually Enter Term Scores</b>	<b>Manually Enter Scores</b>
Choose this option to manually enter term grade percents for closed grading periods	
<b>Option #4 - One-Click Transfer Term Percents from Dropped Section of this Course</b>	
Click <b>Transfer Percent</b> to transfer the term grade percent from the dropped section with one click	
<b>4TH:</b> Current percent of <b>81.00</b> scored in HEALTH / 15 Current percent of <b>81.57</b> scored in HEALTH / 14	<b>Transfer Percent</b>

### Option 1

This option will automatically transfer scores for all matching assignments from the old section. Assignments are matched if they have the same Due Date, Category, Max Score and Weight. When you select this option, you will see all tasks and scores that are about to be transferred. You may make changes or simply select SAVE to save the data into your gradebook.

### Option 2

This option is a manual process that allows you to choose entry of assignments and term grades or just term grades from a dropped class. If you choose to use this tool, you will need to select the dropped class from which you want to pull grades.

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

Choose this option to manually transfer or enter  based on one of 3 dropped classes

Use Dropped Class: **HEALTH / 15** ([Hide Dropped Classes](#))

Entity	Class	Description	Teacher	Drop Date
<input checked="" type="radio"/> 002 - Dayton High School	<a href="#">HEALTH / 15</a>	HEALTH	Daryl Bell	03/02/10
<input type="radio"/> 002 - Dayton High School	<a href="#">WGEOPA / 02</a>	PRE-AP W GEOGRAPHY	Tyson Games	03/02/10

Once the class is selected, click the “Manually Transfer Scores” button to see the actual tasks and scores.

Due Date	Assignment	Category	Weight	Max Score	Graded	No Count	
08/26/09	tracing forms	DAILY WORK	1.00	100	Yes	<input checked="" type="checkbox"/>	<a href="#">Grade</a>
08/28/09	work	DAILY WORK	1.00	100	Yes	<input type="checkbox"/>	<a href="#">Grade</a>
09/01/09	manipulatives	LAB	1.00	100	No	<input type="checkbox"/>	<a href="#">Grade</a>
09/04/09	simple addition	DAILY WORK	1.00	100	No	<input type="checkbox"/>	<a href="#">Grade</a>
09/11/09	class participation	PROJ	1.00	100	No	<input type="checkbox"/>	<a href="#">Grade</a>
09/16/09	identification of lesser/great	LAB	1.00	100	No	<input type="checkbox"/>	<a href="#">Grade</a>
09/18/09	using a calculator	DAILY WORK	1.00	100	No	<input type="checkbox"/>	<a href="#">Grade</a>
09/23/09	work	DAILY WORK	1.00	100	No	<input type="checkbox"/>	<a href="#">Grade</a>

You can see if a task has a grade entered (with a YES in the green area). You can click the “Grade” hyperlink beside any task to see the actual score. You may choose to count something as NO COUNT if you don’t want to bring in that task/score by clicking the NO COUNT box.

If the task has NO (in the red area) in the “Graded” column, you should click the GRADE hyperlink. This will take you to a screen where you can enter a grade manually (in the top box) or you can transfer a grade from the options at the bottom of the screen by clicking the TRANSFER hyperlink.

Due Date	Assignment	Category	Weight	Max Score	Graded	No Count
08/28/09	work	DAILY WORK	1.00	100	No	<input type="checkbox"/>

Score:  / 100     %     (Grade Marks)   

Special Code:

Comment:

No Count     Missing

**Scored Assignments from Dropped Class 08640 / 02 - APPLIED MATH V**

Due Date	Assignment	Category	Weight	Score	Special Code	No Count	Missing	
08/26/09	tracing forms	DAILY WORK	1.00	90 / 100		No	No	<a href="#">Transfer</a>
08/28/09	work	DAILY WORK	1.00	90 / 100		No	No	<a href="#">Transfer</a>

Once you have entered all desired tasks, you have 2 button choices. The top button, "Complete Assignment Scoring," will bring in the grades. The second button will mark any ungraded assignments as no count and brings in all of the graded assignments.

A new window appears showing the term grades from the dropped course, along with the term grades for the current course. This may or may not match, depending on which tasks/grades you copied to include in your gradebook. Great consideration must be given here, so take a few minutes to determine what will make the best grade representation in the new course/section.

**Transfer Term Grades for Mickey Langelierscr**

**Class 08640 / 02 (Dropped)**

Term	Grade	Percent
T1	93	92.88%
T2	95	95.00%
T3	82	82.00%
SE1		
S1	90	90.00%
T4		
T5		
T6		
SE2		
S2		

**Enter Term Grades for Class 08640 / 01**

Term	Old Grade	Old Percent	Adjustment	New Grade	New Percent
T1	93	93.01%	4.49%	<input type="text" value="98"/>	<input type="text" value="97.50 %"/>
T2			95.49%	<input type="text" value="95"/>	<input type="text" value="95.49 %"/>
T3					
SE1			Exam Score: <input type="text" value="92"/> / 100 points		
S1	93	93.00%	0.00%	<input type="text"/>	<input type="text"/> %
T4					
T5					
T6					
SE2			Exam Score:		
S2					

**Term grades** from the dropped class are displayed for reference.

**Term grades** for the new class are also displayed. These grades are updated based on the assignment scores entered on the previous screen.

Term grades for the new class may be entered. The adjustment will be **calculated automatically**.

When finished, select **Save Term/Exam Grades and Enter Semester Grades**.

When you are comfortable with the transfer grades you have entered, click the “Save Term/Exam Grades and Enter Semester Grades” button. Enter the semester grade (if necessary) and SAVE/FINISH. This should take you back to the gradebook. Check to make sure that all terms are correct.

#### **Option 4**

This option is a quick process for transferring term grades directly from a dropped section into the current section. It will not transfer assignments; it will just transfer term grades. You will see a list of possible term grades to transfer. You may click the **Transfer Percent** button next to any and all terms that you would like to transfer. Most likely, you will transfer all previous terms. You may not want to transfer a percent for a current term since there may be some additional assignments left to grade. In that instance, you will probably want to use a combination of options. You could use Option 4 for previous terms that have already been completed and Option 2 to bring in assignments and scores for the current term.