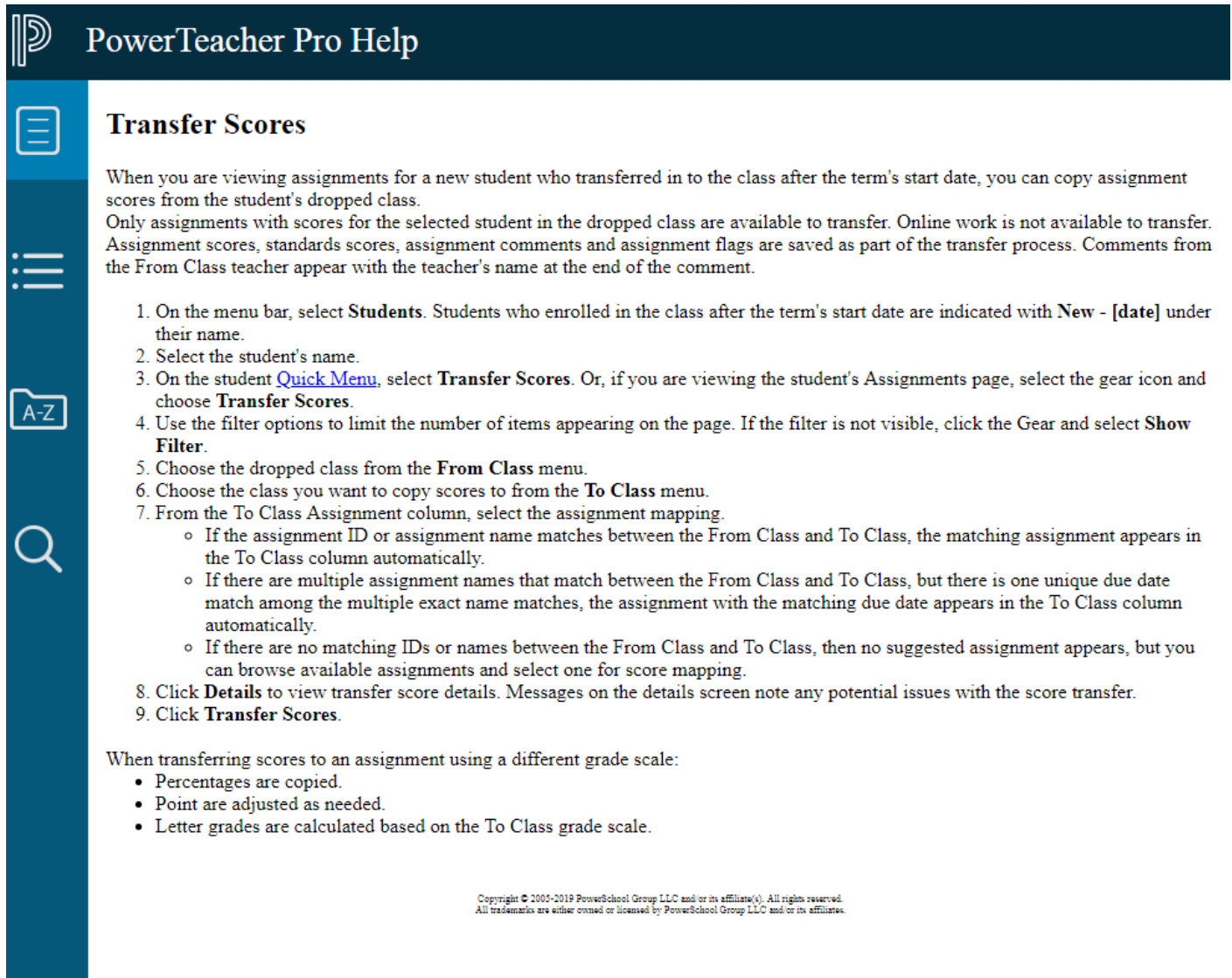


# Transfer Scores via PT Pro

Click on PowerTeacher Pro link after logging into PowerTeacher

From the PT Pro help – there is also a video to watch via the help menu that will walk you through transferring scores.



The screenshot shows the 'PowerTeacher Pro Help' page. The header is dark blue with the PowerTeacher Pro logo and the text 'PowerTeacher Pro Help'. A vertical sidebar on the left contains icons for a menu, a list, an 'A-Z' index, and a search magnifying glass. The main content area has a blue background and is titled 'Transfer Scores'. It contains a paragraph of introductory text, a list of 9 numbered steps for transferring scores, and a section for transferring scores with a different grade scale. At the bottom, there is a small copyright notice.

## PowerTeacher Pro Help

### Transfer Scores

When you are viewing assignments for a new student who transferred in to the class after the term's start date, you can copy assignment scores from the student's dropped class. Only assignments with scores for the selected student in the dropped class are available to transfer. Online work is not available to transfer. Assignment scores, standards scores, assignment comments and assignment flags are saved as part of the transfer process. Comments from the From Class teacher appear with the teacher's name at the end of the comment.

1. On the menu bar, select **Students**. Students who enrolled in the class after the term's start date are indicated with **New - [date]** under their name.
2. Select the student's name.
3. On the student [Quick Menu](#), select **Transfer Scores**. Or, if you are viewing the student's Assignments page, select the gear icon and choose **Transfer Scores**.
4. Use the filter options to limit the number of items appearing on the page. If the filter is not visible, click the Gear and select **Show Filter**.
5. Choose the dropped class from the **From Class** menu.
6. Choose the class you want to copy scores to from the **To Class** menu.
7. From the **To Class Assignment** column, select the assignment mapping.
  - o If the assignment ID or assignment name matches between the From Class and To Class, the matching assignment appears in the To Class column automatically.
  - o If there are multiple assignment names that match between the From Class and To Class, but there is one unique due date match among the multiple exact name matches, the assignment with the matching due date appears in the To Class column automatically.
  - o If there are no matching IDs or names between the From Class and To Class, then no suggested assignment appears, but you can browse available assignments and select one for score mapping.
8. Click **Details** to view transfer score details. Messages on the details screen note any potential issues with the score transfer.
9. Click **Transfer Scores**.

When transferring scores to an assignment using a different grade scale:

- Percentages are copied.
- Point are adjusted as needed.
- Letter grades are calculated based on the To Class grade scale.

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