

Process to Enter a Transfer Grade



This process will be used by both the office and teacher to transfer a grade into the teacher's grade book for a student new to district.

Semester and Final grades are calculated from the teacher's grade book. It is important the office and teacher follow the steps below

The office will notify the teacher of a transfer grade for a student that is new to district by entering the transfer grade into the grade bucket. The teacher will notice the highlighted grade in their grade book. The teacher must then transfer the grade into their grade book. If they do not, then the semester and final averages will not calculate properly.

FRONT OFFICE:

Once transfer grades have been received from the sending district begin in **Student Profile**

Click: Grades

Click: Highlight Course

Click: Edit

Enter transfer grades in appropriate grade bucket and

Click: Save

The screenshot shows the Skyward system interface. On the left, a 'Grades' table lists various courses. The course 'English 4' is highlighted in red. On the right, the 'Edit' form for this course is open, showing student information (Name, DOB, Grad Yr/Grd) and grade entry maintenance options (Entity, School Year, Course, Section, Terms, Transcript GLO, etc.). A 'Save' button is visible on the right side of the form.

TEACHER'S GRADE BOOK:

Notice RC1 Report Card is highlighted with an ***89**

This is communication from the office noting the student's transfer Term 1 grade. This is also known as a Grade Difference

There are a few ways to transfer the grade into the grade book. To enter only a term grade the teacher will drop down the appropriate Report Card Term and **Click Enter Term RC1 Grade Adjustments** if the grading window is still open. If not, the teacher needs to request to open the window first.

The screenshot shows a teacher's grade book interface. At the top, there are tabs for 'Charts', 'Display Options', 'Quick Scoring', and 'Export'. Below these is a grid of report card options. The columns are labeled 'PR1', 'CC1', 'RC1 Report Card', 'RC1', and 'PR2'. The 'RC1 Report Card' column is highlighted in blue. A dropdown menu is open over the 'RC1 Report Card' column, showing options: 'Grade Mark', 'Percent', 'Points', 'Enter Term RC1 Grade Adjustments', 'Quick Scoring for Term RC1', and 'Grade Posting Status for Term RC1'. A red box highlights the '*89' grade in the 'RC1 Report Card' column.

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<p>The teacher enters the transfer grade in the Grade Adjustment column and then Saves the transfer grade.</p>	<table border="1"> <thead> <tr> <th>Adjustment Grade</th> <th>Amount</th> <th>Cmt</th> <th>Total Percent</th> <th>Override</th> <th>Posted Grade</th> </tr> </thead> <tbody> <tr> <td>89</td> <td>88.50</td> <td></td> <td>88.50</td> <td>-</td> <td>89</td> </tr> </tbody> </table>	Adjustment Grade	Amount	Cmt	Total Percent	Override	Posted Grade	89	88.50		88.50	-	89													
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<p>The teacher will notice the Grade Difference has been removed as the Report Card and Grade Book grade are now the same.</p>	<table border="1"> <thead> <tr> <th>PR1</th> <th>CC1</th> <th>RC1 Grade Adjust</th> <th>RC1</th> <th>PR2</th> </tr> </thead> <tbody> <tr> <td>95</td> <td></td> <td>88.50</td> <td>89</td> <td>95</td> </tr> <tr> <td>95</td> <td></td> <td></td> <td>95</td> <td>95</td> </tr> <tr> <td>95</td> <td></td> <td></td> <td>95</td> <td>95</td> </tr> <tr> <td>95</td> <td></td> <td></td> <td>95</td> <td>95</td> </tr> </tbody> </table>	PR1	CC1	RC1 Grade Adjust	RC1	PR2	95		88.50	89	95	95			95	95	95			95	95	95			95	95
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<p>If a student enters in the middle of a grading period, it is acceptable to enter the transfer grade into each category and exempt the remaining of the grades for the grading period.</p>	<table border="1"> <thead> <tr> <th>Signed Par</th> <th>Anglo-Saxo</th> <th>"Man w/o a</th> <th>PR1</th> </tr> </thead> <tbody> <tr> <td>08/29/2016 TST 100</td> <td>08/31/2016 DLY 100</td> <td>09/02/2016 DLY 100</td> <td>Options</td> </tr> <tr> <td>95</td> <td>*</td> <td>*</td> <td>95</td> </tr> <tr> <td>89</td> <td>89</td> <td>EX</td> <td>89</td> </tr> </tbody> </table>	Signed Par	Anglo-Saxo	"Man w/o a	PR1	08/29/2016 TST 100	08/31/2016 DLY 100	09/02/2016 DLY 100	Options	95	*	*	95	89	89	EX	89									
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