

Teacher New Button

This guide is to assist teachers with reconciling the New button for new students in their classes. Keep in mind not all scenarios are straight forward. Your professional judgment may be needed.

Option # 1

Option # 1* is to be used when a current student is moving from one period of your course to another period of the same course. The number of assignments and assignment grades available to transfer must match. **Grade change request is not required.**

Transfer Scores

Option #1 - Auto-Transfer Scores from Dropped Section of this Course **Transfer Matching Scores**

AARON **dropped section 001** of this course with **10 graded assignments**

Choose this option to **automatically transfer 10 graded assignments** from **dropped section 001** to current section 006

Option # 2

Option # 2* is be used when a current student has had a level change, changes to another course or transfers from another entity. **Grade change request is not required.**

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

Choose this option to manually transfer or enter **term grades only** 1 based on one of 7 dropped classes 3

Use Dropped Class: **NC213 / 002** ([Hide Dropped Classes](#))

	Entity	Class	Description	Teacher	Drop Date
2	001 - [REDACTED]	NC213 / 002	Algebra Lab	[REDACTED]	08/28/12

Option # 3

Option # 3* is required to be used when a student is new to the district or is returning from another school district. Grades from the previous District will be entered in all closed terms. **This option requires a grade change request.** (Option # 5 should also be used to enter in current term grade average.)

Transfer Scores

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

JESUS [REDACTED] has not dropped any sections of this course

Option #2 - Transfer Assignment/Term Scores From a Dropped Class *Option not Available*

No dropped classes were found

Option #3 - Manually Enter Term Scores **Manually Enter Scores** 1

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 #5 - Enter a Starting Grade Percentage for the Current Term **Enter a Starting Grade**

Enter Term Grades for Class EL112 / 003						Enter Term Grades for Class EL112 / 003							
Term	Current Grade	Current Percent	Report Card	Adjustment	New Grade	New Percent	Term	Current Grade	Current Percent	Report Card	Adjustment	New Grade	New Percent
PR1					<input type="text"/>	<input type="text"/> %	PR1					<input type="text"/>	<input type="text"/> %
PR2					<input type="text"/>	<input type="text"/> %	PR2					<input type="text"/>	<input type="text"/> %
T1				92.49%	92 2	92.48 3 %	T1				92.00%	92 <input type="text"/>	92.00 4 %

Teacher New Button

Option # 4

Option # 4* is required to be used when a student moves to your class from another teacher, teaching the same class or when option # 1 **does not** have matching graded assignments. **Grade change request is not required.** This option will allow you to transfer the student's previous earned term grades from the dropped course with one click per grading term.

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

PR1: Current percent of **77.00** scored in SS412 / 017
Current percent of **0.00** scored in SS412 / 001

Transfer Percents

1

PR2: Current percent of **70.00** scored in SS412 / 017
Current percent of **0.00** scored in SS412 / 001

Transfer Percents

2

T1: Current percent of **70.00** scored in SS412 / 017
Current percent of **0.00** scored in SS412 / 001

Transfer Percents

3

Click **Transfer Percents** to transfer the term grade percent from the dropped section with one click

*Option # 5

Option # 5* should be used, at the teacher's discretion, to apply current grade average of a student to assignments due in the current term before the entry date to the new class. **Grade change request not required.**

***Option #5 is usually used in addition to the other four options.**

Set Starting Grade

My Print Queue Back

Set Starting Grade for **ASHLEY AARON**

The **Starting Grade Percent** will be applied to each current term assignment that was due before **ASHLEY AARON's Start Date**.

Starting Grade Percent: % **1**

Student Start Date: (Enrollment Date is 10/29/12) **2**

Overwrite existing assignment scores

NOTE: Due to rounding, the current term percent may not exactly match the Starting Grade Percent that you enter.
All assignments with a max score of zero and those with Benchmarks attached will be marked No Count and not scored.

Apply Grade Percent