How do I transfer term grades from another school into my gradebook?

Click on the New button to see the transfer options.

Students			No Atnd Entry Today	Term Grade T3 ▼ Sort By %	S1 Options▼	T3 Options▼	C3	Warmup W21-Th 01/26 ASGN 10 5.68	#15 W21-W 01/25 ASGN 5 3.48	#1 W2 01/ AS 3.
11 !	Elija			82 82.00%	85	82	1	10	5	
12	Daile	NEW		99 99.00%	99	99	1	10	5	
13	Alexa			73 73.00%	70	73	1	10	5	
14 !	Ga'Ma			65 65.00%	66	65	2	2	5	
15	Anna			23 23.00%	36	23	3	0	0	
16 !	Desti			43 43.00%	61	43	1	5	0	
17 !	Jaz'M			90 90.00%	92	90	2	10	5	
18	Roche			81 81.00%	82	81	1	8	5	
19	Ramon			86 86.00%	90	86	1	0	5	
20	Zoey			91 91.00%	93	91	1	10	5	
21	Jewan			91 91.00%	92	91	1	10	5	
22	Cade			33 33.00%	37	33	1	0	0	
23	Dylan	NEW						*	*	
24	Brand			62 62.00%	70	62	1	0	0	
25	Chris			80 80.00%	91	80	1	8	5	
26	Domin	NEW		60 60.00%	72	60	1	0	5	
27 !	Gohan			40 40.00%	43	40	2	0	0	
28	Dani			86 86.00%	93	86	1	10	5	
29	Desti	NEW		14 14.00%	14	14	1	0	5	
30	Isaac			29 29.00%	37	29	2	0	0	
31	Alain			68 68.00%	80	68	1	10	5	

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Select Option #2 – Transfer Assignments/Term Scores From Another Class

Select **term grades only** from the drop down menu, then click on the option (**Select another Class**) link

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A list of available courses\class with the school of instruction information will display. Click on the desired course.

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

Choose this option to manually transfer or enter [term grades only ▼] based on one of 8 other classes

Use Another Class: **Not Selected**   (Hide Other Classes)

	Entity	Class	Description	Class Terms	Student Terms	Teacher	Drop Date
○	331 - Fort Gratiot Middle School	M18011 / 02	ELA 8 S1	1 - 3	1 - 3		02/11/17
○	331 - Fort Gratiot Middle School	M28011 / 07	Math 8 S1	1 - 3	1 - 3		02/11/17
○	331 - Fort Gratiot Middle School	M38011 / 01	Science 8 S1	1 - 3	1 - 3		02/11/17
○	331 - Fort Gratiot Middle School	M48011 / 08	US History 8 S1	1 - 3	1 - 3		02/11/17
○	331 - Fort Gratiot Middle School	M70421 / 02	WL Am Sign 2 S1	1 - 3	1 - 3		02/11/17
○	331 - Fort Gratiot Middle School	M78711 / 01	Art 8 S1	1 - 3	1 - 3		02/11/17
○	331 - Fort Gratiot Middle School	M88821 / 87	FG Strong 8 S1	1 - 3	1 - 3		02/11/17
○	331 - Fort Gratiot Middle School	M78621 / 01	Technology 8 S1	1 - 3	1 - 3		09/14/16

The selected class will display on the screen, next click on the Manually Transfer Scores button.

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

Choose this option to manually transfer or enter [term grades only ▼] based on one of 8 other classes

Use Another Class: **M28011 / 07**   (Select Another Class)

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Manually enter the grades in the New Grade or New Percent for the desired terms.

Transfer Term Grades for Dylan Richards								

Class M28011 / 07 (Dropped)

Term	Grade	Percent	Report Card
T1	82	82.00%	
T2	89	89.00%	
T3	63	63.00%	
S1	78	78.00%	

Enter Term Grades for Class M28011 / 01

Term	Current Grade	Current Percent	Report Card	Adjustment	New Grade	New Percent
T1						%
T2						%
T3						%
S1						%

Save Term Grades and Enter Semester Grades