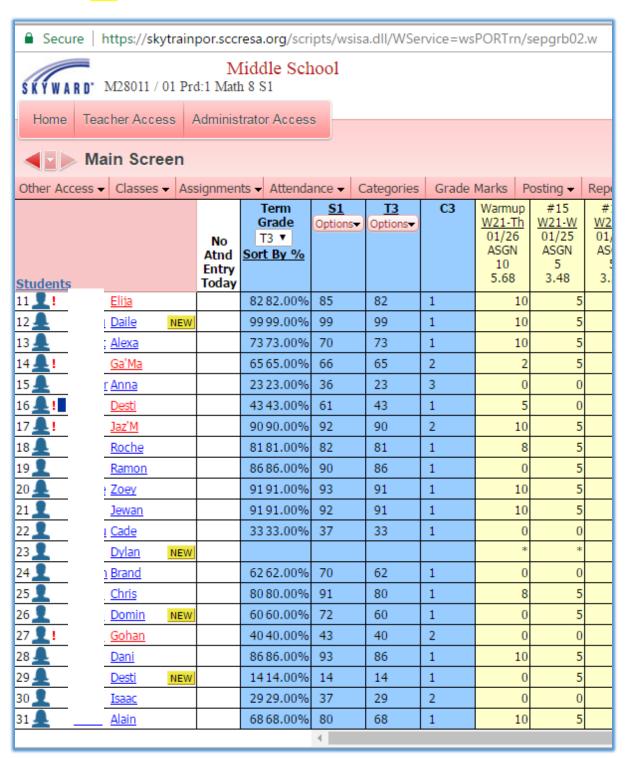
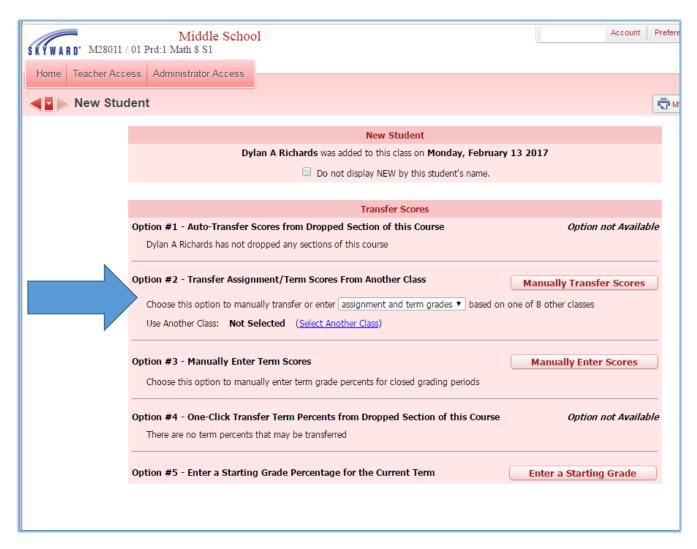
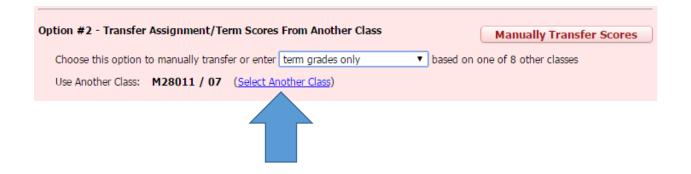
Click on the New button to see the transfer options.







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



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

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

thoose this option to manually transfer or enter term grades only							
					Dased on one	Of 8 Other classes	
se Ano	ther Class: Not Selected	d ( <u>Hide Other Cla</u>	asses)				
	Entity	Class	Description	Class Terms	Student Terms	Teacher	Drop Date
0	331 - Fort Gratiot Middle School	M18011 / 02	ELA 8 S1	1 - 3	1 - 3		02/11/
0	331 - Fort Gratiot Middle School	M28011 / 07	Math 8 S1	1 - 3	1 - 3		02/11/
0	331 - Fort Gratiot Middle School	M38011 / 01	Science 8 S1	1 - 3	1 - 3		02/11/
0	331 - Fort Gratiot Middle School	M48011 / 08	US History 8 S1	1 - 3	1 - 3		02/11/
0	331 - Fort Gratiot Middle School	M70421 / 02	WL Am Sign 2 S1	1 - 3	1 - 3		02/11/
0	331 - Fort Gratiot Middle School	M78711 / 01	Art 8 S1	1 - 3	1 - 3		02/11/
0	331 - Fort Gratiot Middle School	M88821 / 87	FG Strong 8 S1	1 - 3	1 - 3		02/11/
0	331 - Fort Gratiot Middle School	M78621 / 01	Technology 8 S1	1 - 3	1 - 3		09/14/

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

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)

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

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

