

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

Click on the **New** button to see the transfer options.

Secure | <https://skytrainpor.sccresa.org/scripts/wsisa.dll/WService=wsPORTrn/sepgrb02.w>

**SKYWARD** Middle School M28011 / 01 Prd:1 Math 8 S1

Home Teacher Access Administrator Access

Main Screen

Other Access ▾ Classes ▾ Assignments ▾ Attendance ▾ Categories Grade Marks Posting ▾ Rep

	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	# W2 01/ AS 5 3.
11		82 82.00%	85	82	1	10	5	
12		99 99.00%	99	99	1	10	5	
13		73 73.00%	70	73	1	10	5	
14		65 65.00%	66	65	2	2	5	
15		23 23.00%	36	23	3	0	0	
16		43 43.00%	61	43	1	5	0	
17		90 90.00%	92	90	2	10	5	
18		81 81.00%	82	81	1	8	5	
19		86 86.00%	90	86	1	0	5	
20		91 91.00%	93	91	1	10	5	
21		91 91.00%	92	91	1	10	5	
22		33 33.00%	37	33	1	0	0	
23						*	*	
24		62 62.00%	70	62	1	0	0	
25		80 80.00%	91	80	1	8	5	
26		60 60.00%	72	60	1	0	5	
27		40 40.00%	43	40	2	0	0	
28		86 86.00%	93	86	1	10	5	
29		14 14.00%	14	14	1	0	5	
30		29 29.00%	37	29	2	0	0	
31		68 68.00%	80	68	1	10	5	

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

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

The screenshot shows the Skyward Middle School interface. At the top, it says 'Middle School' and 'M28011 / 01 Prd:1 Math 8 S1'. There are links for 'Home', 'Teacher Access', and 'Administrator Access'. Below that is a 'New Student' section. A message states: 'Dylan A Richards was added to this class on Monday, February 13 2017'. There is a checkbox for 'Do not display NEW by this student's name.' Below this are five options for transferring scores:

- Option #1 - Auto-Transfer Scores from Dropped Section of this Course** (Option not Available): Dylan A Richards has not dropped any sections of this course.
- Option #2 - Transfer Assignment/Term Scores From Another Class** (Manually Transfer Scores): Choose this option to manually transfer or enter  based on one of 8 other classes. Use Another Class: **Not Selected** ([Select Another Class](#))
- Option #3 - Manually Enter Term Scores** (Manually Enter Scores): 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)

A large blue arrow points to Option #2.

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

This is a close-up of Option #2. The dropdown menu now shows 'term grades only'. The 'Use Another Class' field now shows 'M28011 / 07'.

## 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.

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

Choose this option to manually transfer or enter  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
<input type="radio"/> 331 - Fort Gratiot Middle School	<a href="#">M18011 / 02</a>	ELA 8 S1	1 - 3	1 - 3		02/11/17
<input type="radio"/> 331 - Fort Gratiot Middle School	<a href="#">M28011 / 07</a>	Math 8 S1	1 - 3	1 - 3		02/11/17
<input type="radio"/> 331 - Fort Gratiot Middle School	<a href="#">M38011 / 01</a>	Science 8 S1	1 - 3	1 - 3		02/11/17
<input type="radio"/> 331 - Fort Gratiot Middle School	<a href="#">M48011 / 08</a>	US History 8 S1	1 - 3	1 - 3		02/11/17
<input type="radio"/> 331 - Fort Gratiot Middle School	<a href="#">M70421 / 02</a>	WL Am Sign 2 S1	1 - 3	1 - 3		02/11/17
<input type="radio"/> 331 - Fort Gratiot Middle School	<a href="#">M78711 / 01</a>	Art 8 S1	1 - 3	1 - 3		02/11/17
<input type="radio"/> 331 - Fort Gratiot Middle School	<a href="#">M88821 / 87</a>	FG Strong 8 S1	1 - 3	1 - 3		02/11/17
<input type="radio"/> 331 - Fort Gratiot Middle School	<a href="#">M78621 / 01</a>	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  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.

**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					<input type="text" value=""/>	<input type="text" value=""/>
T2					<input type="text" value=""/>	<input type="text" value=""/>
T3					<input type="text" value=""/>	<input type="text" value=""/>
S1					<input type="text" value=""/>	<input type="text" value=""/>

Save Term Grades  
and Enter Semester Grades