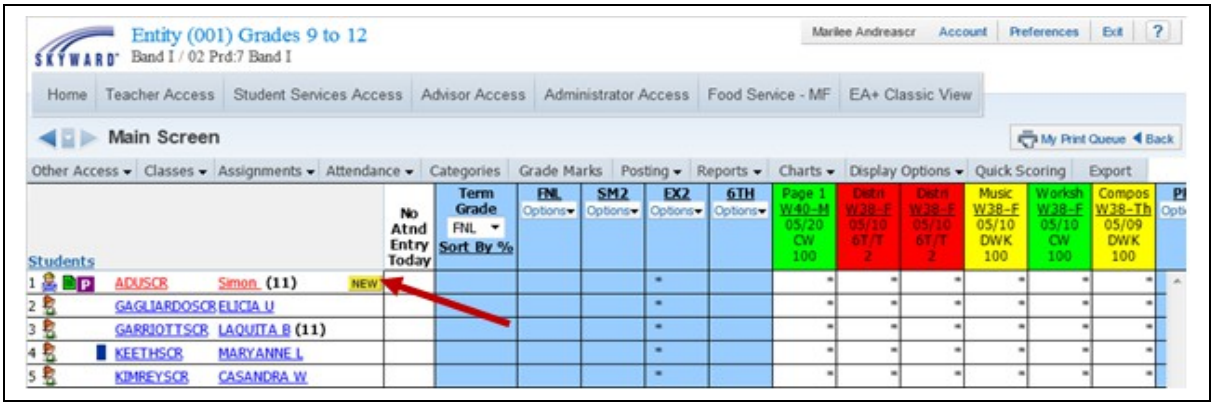
Miscellaneous

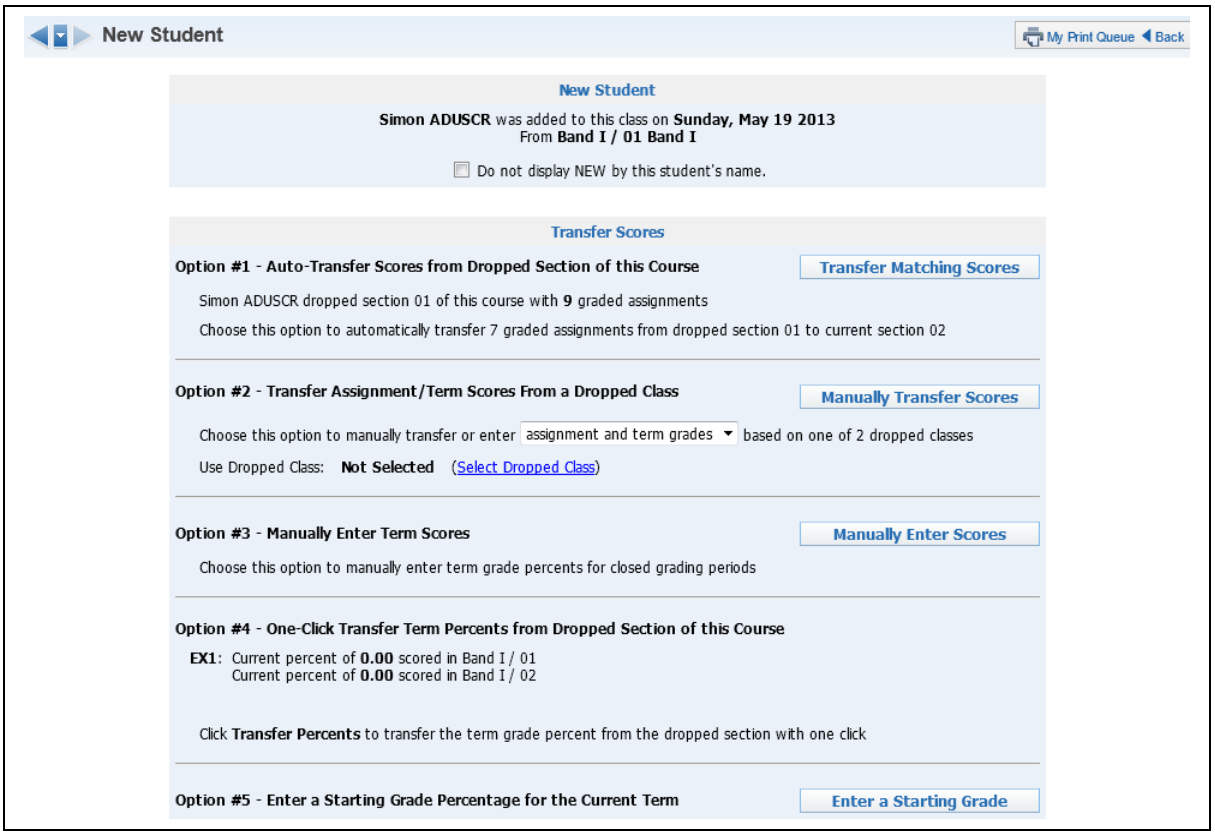
NEW button
Student Indicators
Online Assignments
Online Assignment Analysis Report
Student Results Report

NEW Button

The New button displays when a new student enters your class. This button gives you five different options for entering any assignment scores and grades from the prior class, depending on the scheduling of the student.



Click **New** next to the student's name. Clicking the New button next to the student's name allows you to transfer grades and assignment information.

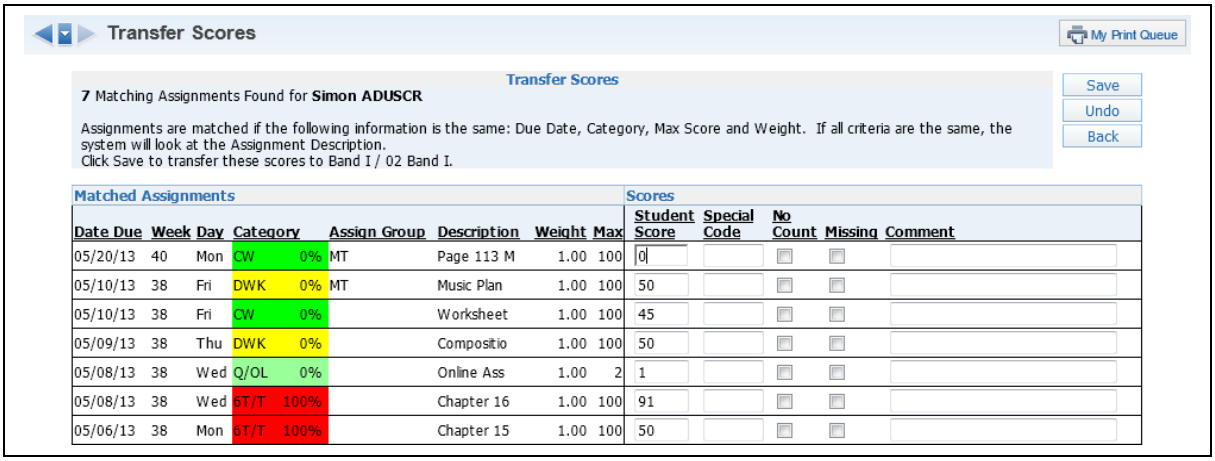


Do not display NEW by this student's name: Check this box if you wish to remove the NEW button by the student's name from the Gradebook main screen.

Each of the five options above will be explained in detail below.

Option #1 - Auto-Transfer Scores from Dropped Section

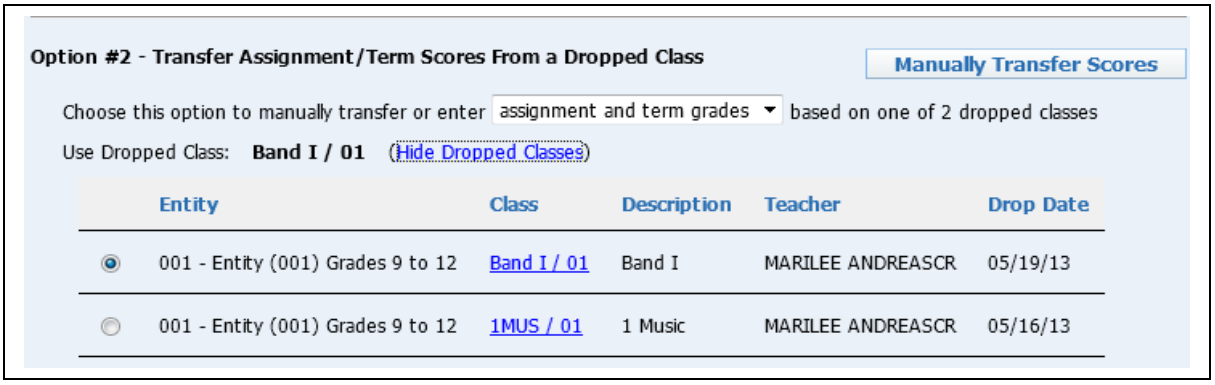
Auto-Transfer Scores from Dropped Section allows you to transfer assignment scores and grades. This option will be available only when the new student is transferred from another section of the same course with the same graded assignments. This option tells you the section that was dropped and how many matching graded assignments there are. To transfer graded assignments from the dropped section to the current section automatically, select the **Transfer Matching Scores** button.



The **Transfer Scores** area shows how many assignments have been found. It tells you how many assignments match on the following criteria: Due Date, Category, Max Score, and Weight. If all the criteria are the same, the system looks at the Assignment Description. You can see the student's score, whether there is a special code, whether the assignment is No count or Missing, and any comments. Click **Save** to transfer these scores to the new section.

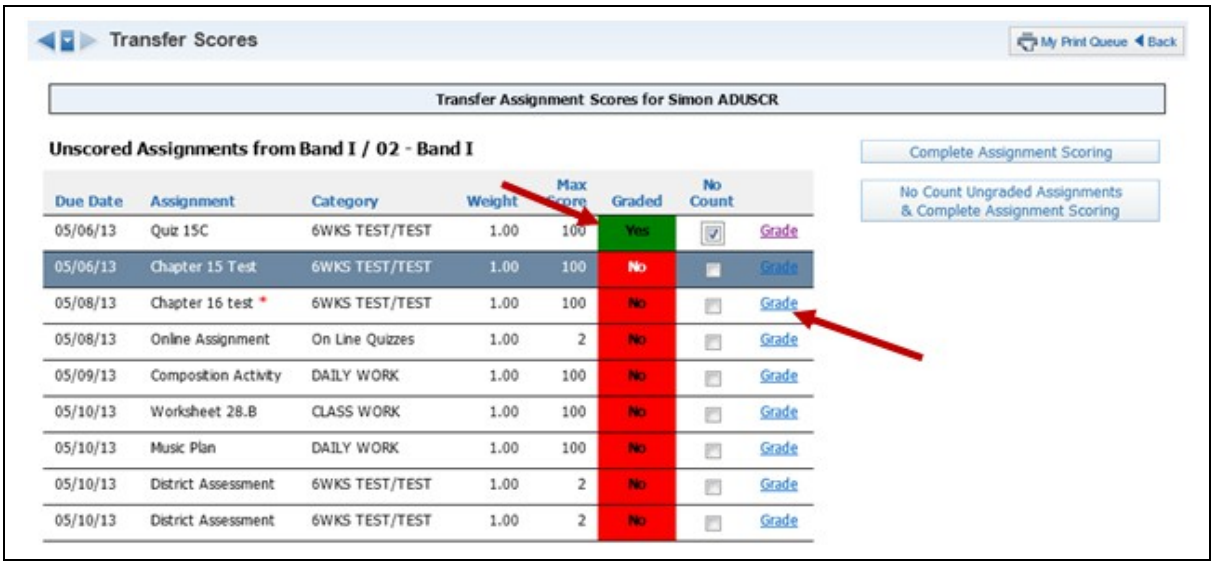
Option #2- Transfer Assignment/Term Scores from another Class

Transfer Assignment/Term Scores from a dropped class allows you to transfer assignments and term grades from a dropped class or transfer term grades only. This option will be available when a student is added into a course and has previously dropped classes (in any entity).

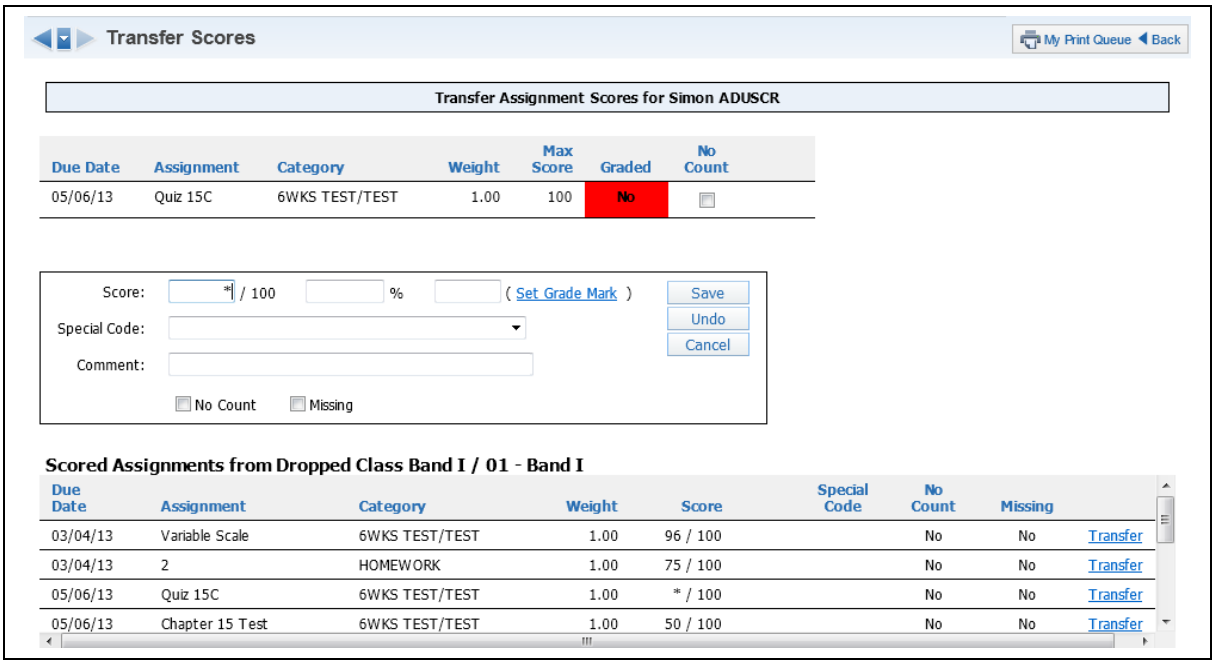


You can use the drop-down menu to transfer scores manually for either **assignment and term grades** or **term grades only**. Next, select a class you want to transfer grades from. When the class is selected, you can click the **Manually Transfer Scores** button.

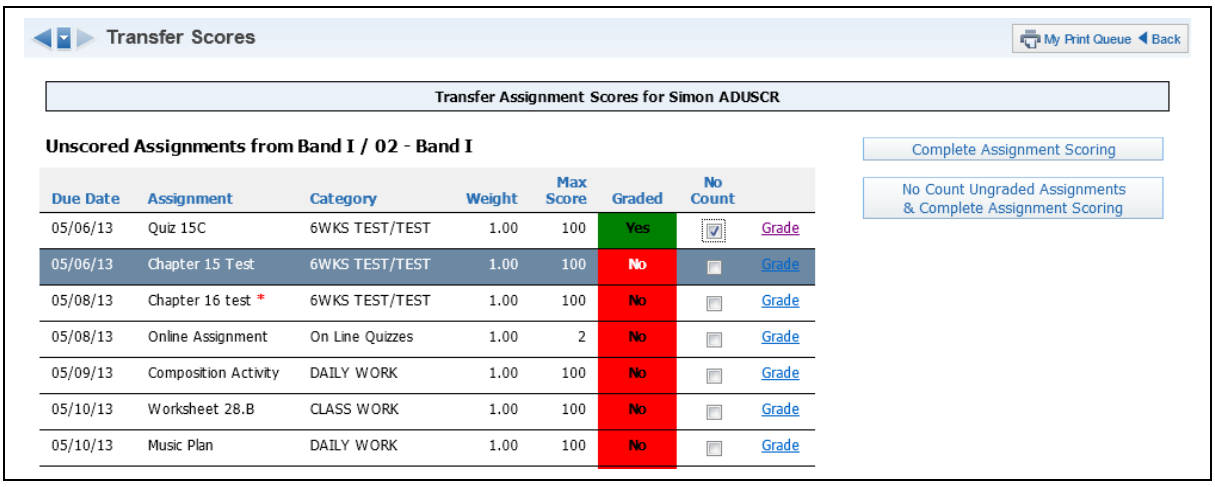
Transferring Assignment and Term Grades



Each Assignment in the new class is displayed. Click **No Count** or **Grade** to grade each assignment. In the screen shot above, notice that No Count has been selected for the first assignment. To grade an assignment, you would click **Grade**.



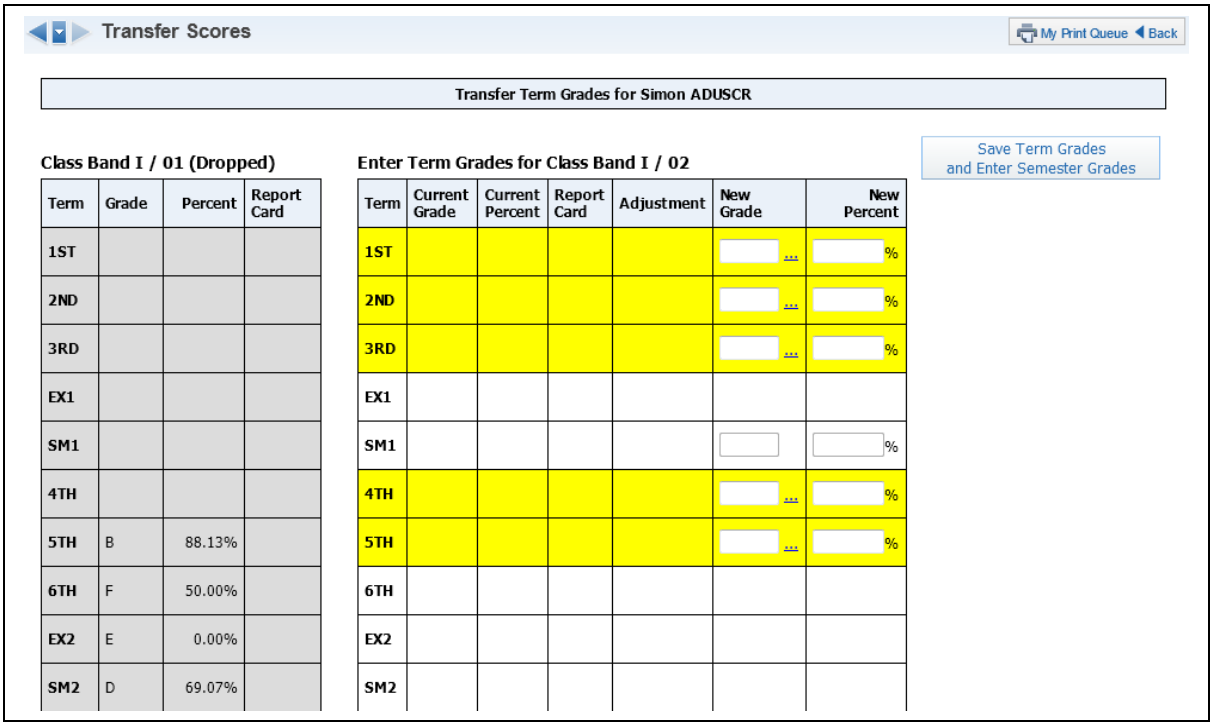
This screen opens. You can enter an assignment grade manually. Assignments from the dropped class are also displayed under the Scored Assignments from Dropped Class heading. Select **Transfer** next to an assignment to copy it from the dropped class into the new assignment.



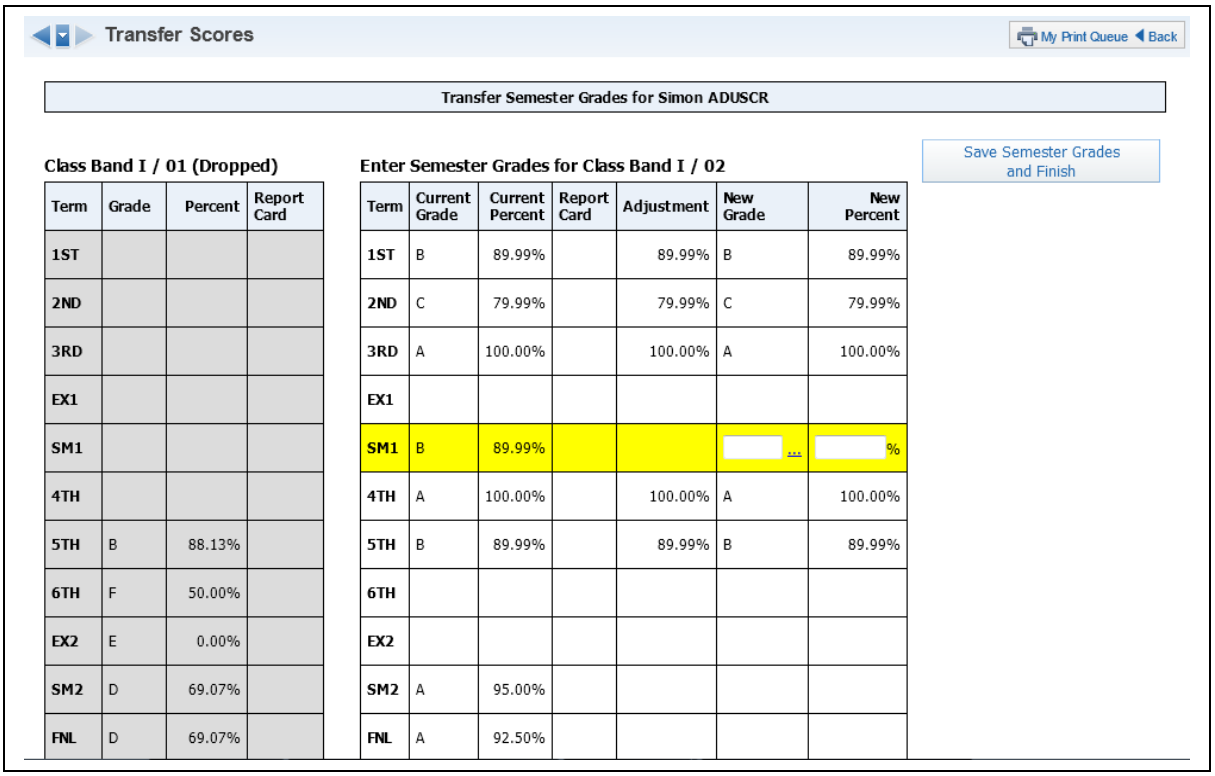
When finished grading the new assignments, select the **Complete Assignment Scoring** button or **No Count Ungraded Assignments & Complete Assignment Scoring**. No Count Ungraded Assignments & Complete Assignment Scoring will mark all ungraded assignment as No Count.

After completing the assignment scoring, the Transfer Term Grades screen displays.

Transferring Term Grades



Transferring Term Grades allows you to enter a new grade for the Term in the New Grade column. When finished entering the grades, click the **Save Term Grades & Enter Semester Grades** button.



Transfer Scores

My Print Queue | Back

Transfer Semester Grades for Simon ADUSCR

Class Band I / 01 (Dropped)

Term	Grade	Percent	Report Card
1ST			
2ND			
3RD			
EX1			
SM1			
4TH			
5TH	B	88.13%	
6TH	F	50.00%	
EX2	E	0.00%	
SM2	D	69.07%	
FNL	D	69.07%	

Enter Semester Grades for Class Band I / 02

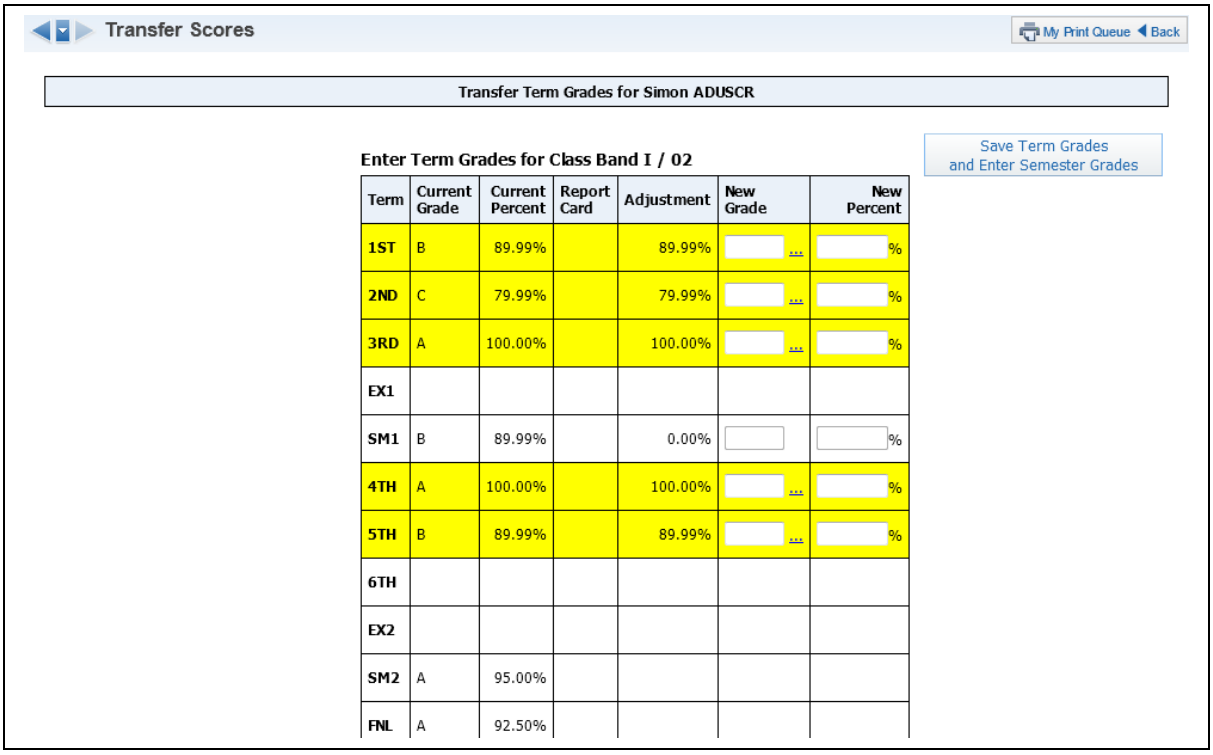
Save Semester Grades and Finish

Term	Current Grade	Current Percent	Report Card	Adjustment	New Grade	New Percent
1ST	B	89.99%		89.99%	B	89.99%
2ND	C	79.99%		79.99%	C	79.99%
3RD	A	100.00%		100.00%	A	100.00%
EX1						
SM1	B	89.99%			...	%
4TH	A	100.00%		100.00%	A	100.00%
5TH	B	89.99%		89.99%	B	89.99%
6TH						
EX2						
SM2	A	95.00%				
FNL	A	92.50%				

This screen allows you to enter new grades for the semester buckets in the New Grade column. After you have finished entering the semester grades, click the **Save Semester Grade & Finish** button.

Option #3- Manually Enter Term Scores

Manually Enter Term Scores allows you to enter term grades for previously-closed grading periods. This option will be available when a new student has been added to the course and does not have any dropped classes to be used for score transfer.



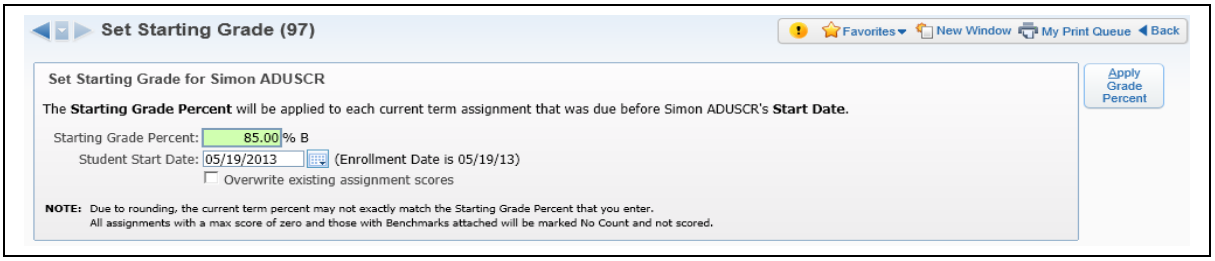
Term	Current Grade	Current Percent	Report Card	Adjustment	New Grade	New Percent
1ST	B	89.99%		89.99%	...	%
2ND	C	79.99%		79.99%	...	%
3RD	A	100.00%		100.00%	...	%
EX1						
SM1	B	89.99%		0.00%		%
4TH	A	100.00%		100.00%	...	%
5TH	B	89.99%		89.99%	...	%
6TH						
EX2						
SM2	A	95.00%				
FNL	A	92.50%				

Enter each term grade and tab to the next field to populate the percent. When all of the term grades have been entered, click the **Save Term Grades and Enter Semester Grades** button. Continue to enter Semester Grades and Finish.

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

This option allows you to transfer the term percents from the dropped class to the current one. This option will be available only if the student has transferred from another section of the same course. The transferred percent will show as a Term Grade Adjustment in the Gradebook.

Option #5 –Enter a Starting Grade Percentage for the Current Term
Option #5 allows you to enter a **Starting Grade Percent** to be applied to each Current Term assignment that was due before the student's Start Date. To use this option, click the **Enter a Starting Grade** button.



After the screen opens, you can apply the Starting Grade Percent and Student Start Date. You can use the option to **Overwrite existing assignment scores** if scores have been entered on any assignments with due dates before the Student Start Date. When you are done entering information, select the **Apply Grade Percent** button to apply the grades.