


Aeries Block Move with Teacher's Gradebook

When you Block move students from a section to another section, you can also move the Gradebook associated with that section to the new section. This is utilized most often when there is a classroom teacher change.

 Before performing these steps, print a class list in case something goes wrong.

There is no undo.

You **DO NOT CREATE NEW SECTIONS**, the system does this for you and is based on **same period** and **same Course** with the new teacher you select.

Do this at the end of the day, after attendance is completed by the teacher(s) and office.

DO NOT change a student's current schedule 10 school days prior to the [grading window](#) opening. Doing so will prevent the current teacher from assigning a final grade to the student.

If you transfer the Gradebook from one teacher to another, the gradebook will no longer be available to the old teacher, it will only be available to the new teacher. You may want to ask permission of both teachers involved.

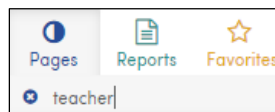
ASK THE TEACHER TO BACKUP THEIR GRADEBOOK BEFORE YOU DO THIS!

1. Login to **Aeries**.

You must have permissions in order to proceed with this **Teacher Data Screen** process. Have your administrator send an email request to securityspecialist@sbcusd.com.

2. Click the **Pages** icon in the Navigation Tree.

3. Type **Teacher** in the Filter Pages field.



4. Click on the **Teacher** link.

5. Select the **teacher** you are transferring the Period/Section from.

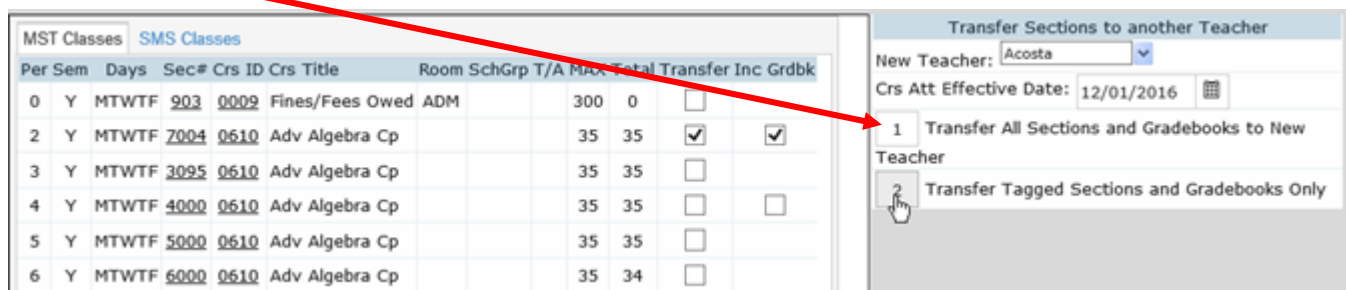
6. In the **Transfer Sections to another Teacher** box, select the new teacher to transfer to.

7. Select a valid **Course Attendance Effective Date** for the transfer.

OPTION 1 Transfer All Sections and Gradebooks to New Teacher – This option will transfer ALL of the selected teacher's sections and gradebooks to the new teacher.

OPTION 2 Transfer Tagged Sections and Gradebooks Only – This option will only transfer the sections and gradebooks that have a checkmark in the Transfer and Inc Grdbk box to the new teacher.

8. Choose **Option 1** or **2** (only if you have selected the periods/sections).



Per Sem	Days	Sec#	Crs ID	Crs Title	Room	SchGrp	T/A	Max	Total	Transfer	Incl Grdbk
0	Y	MTWTF	903	0009	Fines/Fees Owed	ADM		300	0	<input type="checkbox"/>	<input type="checkbox"/>
2	Y	MTWTF	7004	0610	Adv Algebra Cp			35	35	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3	Y	MTWTF	3095	0610	Adv Algebra Cp			35	35	<input type="checkbox"/>	<input type="checkbox"/>
4	Y	MTWTF	4000	0610	Adv Algebra Cp			35	35	<input type="checkbox"/>	<input type="checkbox"/>
5	Y	MTWTF	5000	0610	Adv Algebra Cp			35	35	<input type="checkbox"/>	<input type="checkbox"/>
6	Y	MTWTF	6000	0610	Adv Algebra Cp			35	34	<input type="checkbox"/>	<input type="checkbox"/>

Transfer Sections to another Teacher

New Teacher:

Crs Att Effective Date:

1 Transfer All Sections and Gradebooks to New Teacher

2 Transfer Tagged Sections and Gradebooks Only

The **Incl Grdbk** column will display a checkbox if a gradebook exists for that section.

A progress bar will display while the transfer is in process. A **completed message** will appear when done.

The Sections will stay listed with the original Teacher, but the students and Gradebooks transferred into a new section with the new teacher which is created by the system.

For Assistance, contact IT at (909) 386-2550 and ask for a Trainer.