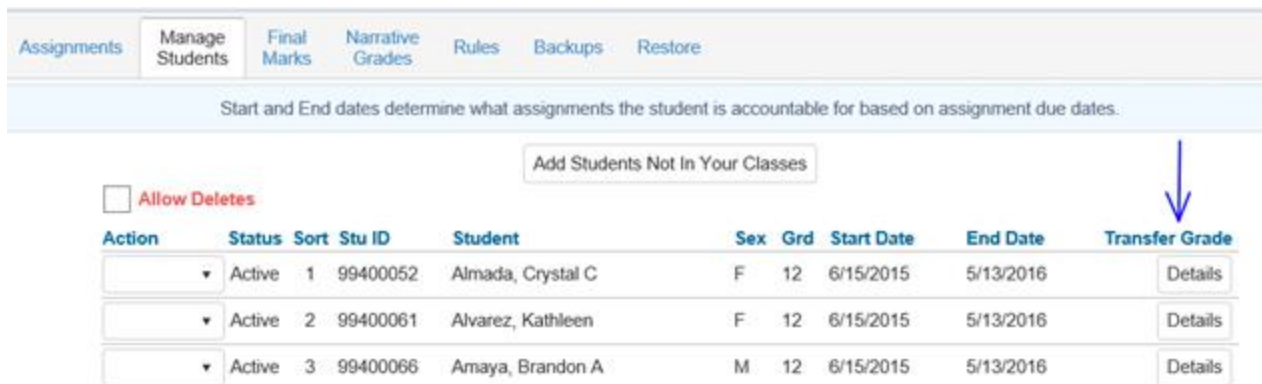


Gradebook - Transfer Grades

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The **Aeries gradebook** has a Transfer Grade option. Transfer grades allows a teacher to define a default percentage to use as a grade for a student that has transferred to their current gradebook. By defining a default percentage for a transfer student, any assignments assigned before the student's gradebook start date will be included in the calculation of the student's overall grade. The Transfer Grade option only applies to non- Rubric gradebooks. This functionality can be used one student at a time.

The **Transfer Grade** option can be found under the **Manage Student** area of the Gradebook and the Transfer Grade column. Transfer Grades are stored in the Gradebook Transfer Scores (**GTS**) table.



The screenshot shows the 'Manage Students' tab in the Aeries Gradebook interface. A blue banner at the top states: 'Start and End dates determine what assignments the student is accountable for based on assignment due dates.' Below this is a button labeled 'Add Students Not In Your Classes'. There is a checkbox for 'Allow Deletes'. The main table lists three students with columns for Action, Status, Sort, Stu ID, Student, Sex, Grd, Start Date, End Date, and Transfer Grade. A blue arrow points to the 'Details' button in the Transfer Grade column for the first student.

Action	Status	Sort	Stu ID	Student	Sex	Grd	Start Date	End Date	Transfer Grade
▼	Active	1	99400052	Almada, Crystal C	F	12	6/15/2015	5/13/2016	Details
▼	Active	2	99400061	Alvarez, Kathleen	F	12	6/15/2015	5/13/2016	Details
▼	Active	3	99400066	Amaya, Brandon A	M	12	6/15/2015	5/13/2016	Details

The Transfer Grade column has a **Details** button next to each student. Clicking on the Details button will display a **Transfer Grade window**. The Transfer Grade window options will apply to the student that the Details button was selected for. The Transfer Grade Details button only displays for Active students. It only applies to assignments that were assigned before the student's gradebook start date.

The right side of the Transfer Grade window displays gradebooks the student has records in. The arrows can be used to expand the gradebook information and display the associated categories. The gradebooks listed are informational and are displayed to assist in determining what an appropriate default percentage should be for the student.

Transfer Grade for Almada, Crystal C

Define Transfer Grade

The grade that a student earned from the previous teacher can be transferred to the current gradebook. By defining the Default Percentage, any assignments assigned before the student's Start Date will be included in the calculation of the student's Overall Grade.

Enter a Default Percentage (Required)

The category percentages are optional. If defined, the system will use the category percentages first, then the Default Percentage.

Classwork

Homework

Tests

* If defined, values must be greater than 0.

Student Gradebooks - Only Non-Rubric Gradebooks

The student has records in the below gradebooks. Use this information to determine the default percentages.

Name	Term	Per	Teacher	Overall
Current Terms				
English 10 CP	Year	2	Acosta	80.00
Classwork				80.00
Homework				80.00
Tests				80.00
Past Terms				
English 10 CP	Fall	2	Acosta	75.00
Quiz				100.00
Tests				50.00

Save

The left side of the form is used to define the student transfer grade percentage. A default percentage is required. The Default percentage entered must be greater than zero. When a default percentage is defined for a student any assignment given before the student's start date will be included in the calculation of the student's overall grade by using the default percentage.

Transfer Grade for Almada, Crystal C

Define Transfer Grade

The grade that a student earned from the previous teacher can be transferred to the current gradebook. By defining the Default Percentage, any assignments assigned before the student's Start Date will be included in the calculation of the student's Overall Grade.

Enter a Default Percentage (Required)

Student Gradebooks - Only Non-Rubric Gradebooks

The student has records in the below gradebooks. Use this information to determine the default percentages.

Name	Term	Per	Teacher	Overall
Current Terms				
English 10 CP	Year	2	Acosta	80.00
Classwork				100.00

There is also an option to define percentages for the gradebook categories. **This is optional.** If the category percentages are defined these percentages will be used before the default percentage.

Define Transfer Grade

The grade that a student earned from the previous teacher can be transferred to the current gradebook. By defining the Default Percentage, any assignments assigned before the student's Start Date will be included in the calculation of the student's Overall Grade.

Enter a Default Percentage (Required)

The category percentages are optional. If defined, the system will use the category percentages first, then the Default Percentage.

Classwork
 Homework
 Tests

After a Transfer Grade has been assigned to a student the default percentage entered will display to the left of the Details button on the Manage Students page under the Transfer Grade column.

Action	Status	Sort	Stu ID	Student	Sex	Grd	Start Date	End Date	Transfer Grade	
▼	Active	1	99400052	Almada, Crystal C	F	12	4/27/2016	5/13/2016	80	Details
▼	Active	2	99400061	Alvarez, Kathleen	F	12	6/15/2015	5/13/2016		Details

The Transfer Grade will also display on the Scores by Class, Scores by Assignment, and Scores by Student pages with () around it.

Override Not Applicable / Transfer Grades						Classwork Assignment 1	Homework Assignment 1	Chapter 1 Exam	Chapter 2 Exam
Show Filters						4/7/2016 #1 : 5	4/25/2016 #2 : 10	4/25/2016 #3 : 10	4/25/2016 #4 : 5
Sorting by: Student Name									
	Name	Grd	%	Mark					
1	Almada, Crystal C.	12	80.0	B-	(80%)	(80%)	(80%)	(80%)	
2	Alvarez, Kathleen	12	65	D	10	5	4	5	

Transfer Grades can be edited. An override checkbox will display if there are Not Applicable or Transfer Grades for a student on Scores By Class, Scores by Assignment and Scores by Student pages. If a Transfer Grade displays for a student to replace it with a different score, check the override option and then type in the new score.

The override function is applied at the assignment level. If an assignment has the option Input by Standard selected, the override option will affect all standards related to the assignment.

<input checked="" type="checkbox"/> Override Not Applicable / Transfer Grades <input checked="" type="checkbox"/> Show Filters Sorting by: Student Name					Classwork Assignment 1	Homework Assignment 1	Chapter 1 Exam	Chapter 2 Exam	Book Review Essay
Name	Grd	%	Mark		4/7/2016 #1 : 5	4/25/2016 #2 : 10	4/25/2016 #3 : 10	4/25/2016 #4 : 5	4/25/2016 #5 : 10
1	Almada, Crystal C.	12	80.0	B-	<input type="text"/>	(80%)	(80%)	(80%)	(80%)
2	Alvarez, Kathleen	12	65.0	D	10	5	4	5	2

The Gradebook **Restore** function will restore the Gradebook Transfer Grades (**GTS**) table information if Gradebook Scores (**GBS**) is also selected.

Restore Gradebook

Step 3: Select Tables to Restore

**** Gradebook Description:**

**** If left blank, the description from the saved gradebook will be used.**

- Assignment Categories (GBT)
- Assignments (GBA) *
- Students (GBU)
- Scores (GBS)
- Final Marks (GTG)
- Gradebook Options (GBO)
- Main Gradebook Setup (GBK)