Gradebook - Transfer Scores

Modified on: Tue, Feb 13, 2018 at 2:42 PM

The **Manage Students** tab has a **Transfer** option. The option will only display for **Linked Gradebooks** for the same teacher. This option is for students who have moved between classes with the same teacher and course.

In the example below, Adv Algebra CP - Spring period 3 and 6 gradebooks are linked as displayed on the **Link Gradebook** page. If a student transfers from one period to the other, their existing gradebook scores can be transferred to the New gradebook. The student must first be added to the new gradebook.

In the examples below, student Esteban Booker transferred from the Adv Algebra CP period 6 class to the same teacher's Adv Algebra CP period 3 class. On the **Manage Students** tab, click the mouse on the Adv Algebra CP period 3 class gradebook on the dropdown list of gradebooks on the top left.

	3 - Adv Algebra CP - Sprin	ng 👻 🖓 Dashboard 💷 Scores by Class 🕜 Assignments 👹 Students 🗎 Reports 🔷 Manage
CONF	Add Gradebook CURRENT	Add Gradebook Link Gradebooks
Edit G	1 - AP Calculus A8 - Spring 2 - 2nd Sem Geometry Cp - Spring	ssignments Manage Students Final Marks Narrative Grades Options Rules Backups Restore
	2 - Test Kery Restore - Spring 3 - Adv Algeora CP - Spring	dates determine what assignments the student is accountable for based on assignment due dates.
	4 - 2nd Sem Adv Algebra Cit opring 5 - 2nd Sem Geometry Cp - Spring	students to be Added To or Dropped From your Gradebooks Add Students Drop Students
	6 - Adv Algebra CP - Spring	

Click the mouse on the **Manage Students** tab. It is imperative that the **NEW** Gradebook is selected from the gradebook list on gradebook drop down. Click the mouse on the **Transfer** option to the left of the student's name.

3 - Adv Algebr	a CP	- Spring	• •	a Dashbo	ard 🖩 Scores	s by Class	2 Assign	men	is t	Students	Report	s 🗢 Manage
ONFIGURATION	: 3	- Adv A	lgeb	ra CP -	Spring	Add Gradebo	ook		Link G	radebooks		
Edit Gradebook Cat	egor	ies As	isignm	ents Ma	anage Students	Final Marks	Narrati	ve Gr	ades	Options	Rules E	lackups Restor
1	Start	and End d	tates d	etermine v	hat assignments	the student is	accountab	le for	based	l on assignme	nt due dates	
	Y	ou have s	student	ts to be Ad	ded To or Droppe	ed From your Ge	radebooks	Add	Stude	ents Drop S	tudents	
					Add Stude	ents Not in You	r Classes					
Action	/ Del	Status	Sort	Stu ID	Student			Sex	Grd	Start Date	End Da	te
a constant	٠	Active	37	99400282	Booker, Este	eban C		м	12	7/31/2014	8/22/20	14
[]		Active	31	99400307	Breceda, Ar	nna Marie		F	11	8/28/2013		
Drop		Active	34	99400460	Cesena, Far	/ððZ	3	M.	11	1/25/2014		
6		Active	3	99400461	Chacon, Jor	athon		м	11	8/28/2013		

The linked gradebooks will display in the dropdown. Choose the **OLD** gradebook under the **Select Gradebook** to **Pull From** list.

Student Trans	sfer					×			
		Selec	t a Gradebool	k to Pull From					
Gradebook#	Per	Name	Term	Grd Range	Start Date	End Date			
3923587	6	Adv Alge CP	^{bra} Spring	10 - 12	1/22/2014	9/6/2014			
Transfer Cancel									

When selected, the gradebook will be highlighted in green. Click the mouse on the **Transfer** button.

Student Transfer >										
Select a Gradebook to Pull From										
Gradebook#	Per	Name	Term	Grd Range	Start Date	End Date				
3923587	6	Adv Algebra	^a Spring	10 - 12	1/22/2014	9/6/2014				
Transfer Cancel										

The following message will display.



Click the mouse on the **OK** button to begin the **Transfe**r process. The following message will display.

Int	E OI	rm	at	ion
			a	

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Student Transfer Complete!

	~	
	OK	
L		

The student's scores will now be viewable under the New Gradebook.

NOTE: It is imperative that the NEW gradebook is chosen from Manage Students tab and

the OLD gradebook is selected when clicking on the Transfer option. Scores can

be lost if the incorrect gradebooks are selected.

It is recommended that for transfer students the **Start Date** and **End Date** under the **Manage Students** tab should be populated accordingly for the previous and current gradebook. Enter the **End Date** value in the dropped gradebook to ensure that the student is not responsible for assignments with due dates after the students gradebook **End Date**.

Action	Status	Sort	Stu ID	Student	Sex	Grd	Start Date	End Date
	Active	5	99400282	Booker, Esteban C	М	12	1/22/2014	6/30/2014

When the student is added to the new gradebook the **Start Date** value in the new gradebook will be populated based on the Course Attendance (CAR) date. Verify the students date to ensure that the student is responsible for assignments with due dates after the student's gradebook **Start Date** in the new gradebook.

Action	Status	Sort	Stu ID	Student	Sex	Grd	Start Date	End Date
	Active	33	99400271	Boissiere, Natthakarn A	F	11	1/23/2014	
	Active	37	99400282	Booker, Esteban C	М	12	7/1/2014	