

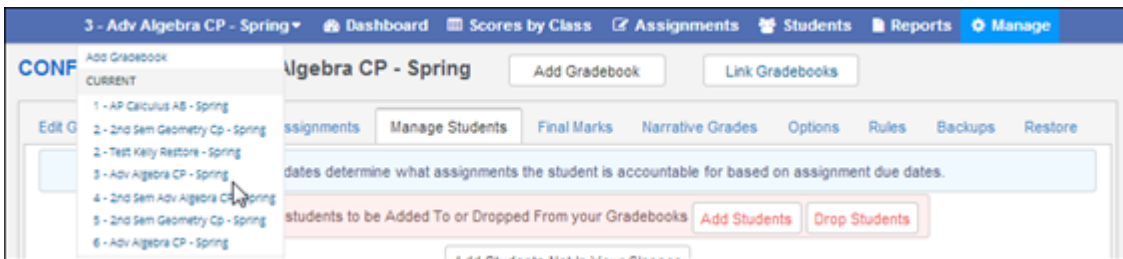
Gradebook - Transfer Scores

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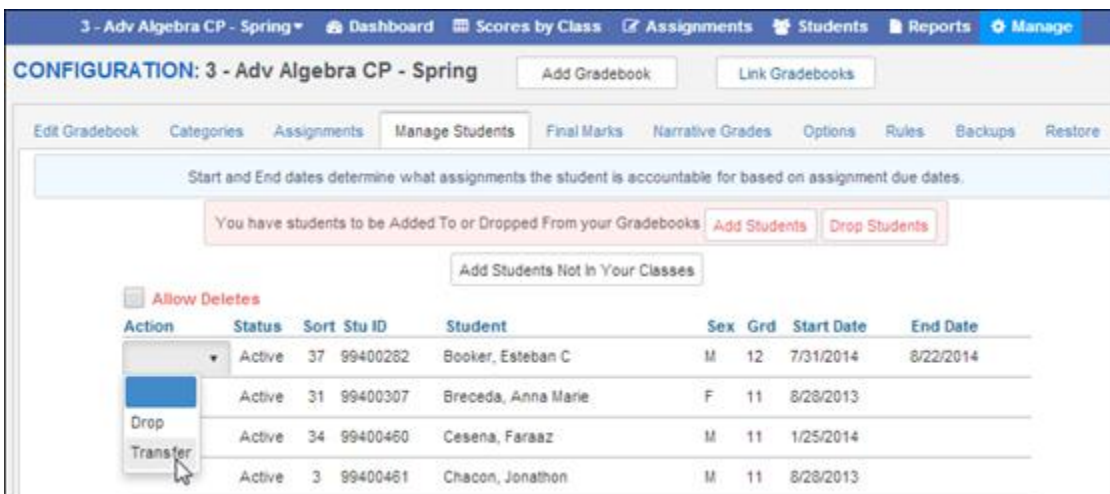
The **Manage Students** tab has a **Transfer** option. The option will only display for **Linked Gradebooks** for the same teacher. This option is for students who have moved between classes with the same teacher and course.

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.



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.



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

Student Transfer ×

Select a Gradebook to Pull From

Gradebook#	Per	Name	Term	Grd Range	Start Date	End Date
3923587	6	Adv Algebra CP	Spring	10 - 12	1/22/2014	9/6/2014

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 CP	Spring	10 - 12	1/22/2014	9/6/2014

The following message will display.

Confirmation ×

Are you sure you want to pull this student's scores FROM the chosen gradebook and replace the scores in the CURRENT gradebook?

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

Information ×

Student Transfer Complete!

OK

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	M	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	M	12	7/1/2014	