



## 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).

**Option #2 - Transfer Assignment/Term Scores From a Dropped Class** Manually Transfer Scores

Choose this option to manually transfer or enter  based on one of 2 dropped classes

Use Dropped Class: **Band I / 01** ([Hide Dropped Classes](#))

Entity	Class	Description	Teacher	Drop Date	
<input checked="" type="radio"/>	001 - Entity (001) Grades 9 to 12	<a href="#">Band I / 01</a>	Band I	MARILEE ANDREASCR	05/19/13
<input type="radio"/>	001 - Entity (001) Grades 9 to 12	<a href="#">1MUS / 01</a>	1 Music	MARILEE ANDREASCR	05/16/13

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 Term Grades

Transfer Scores
My Print Queue Back

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Transfer Term 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%	

**Enter Term Grades for Class Band I / 02**

Term	Current Grade	Current Percent	Report Card	Adjustment	New Grade	New Percent
1ST					<input type="text"/>	<input type="text"/> %
2ND					<input type="text"/>	<input type="text"/> %
3RD					<input type="text"/>	<input type="text"/> %
EX1						
SM1					<input type="text"/>	<input type="text"/> %
4TH					<input type="text"/>	<input type="text"/> %
5TH					<input type="text"/>	<input type="text"/> %
6TH						
EX2						
SM2						

Save Term Grades  
and Enter Semester 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 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

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%			<input type="text"/>	<input type="text"/> %
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%				

Save Semester Grades and Finish

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.