

Transfer Student Marks Overview

ProgressBook provides several options for transferring a student's marks from the original class to the new class. The actual transfer of a student from one class or section to the other must be completed before transferring the student's marks in ProgressBook. If your school is integrated with a student information system, the ProgressBook administrator will perform the transfer in that system and ProgressBook reflects the changes the following day.

ProgressBook automatically analyzes the grade book setup for both classes and recommends the appropriate method of transferring the student's marks. The table describes the possible scenarios and ProgressBook's recommendations.

If	And/Or/But	Then ProgressBook Recommends
Classes share assignments...	And classes use same grading scale option,	Transfer All Assignment Marks. Follow system prompts.
Classes share assignments...	But classes do NOT use same grading scale option,	Run Report. Follow system prompts.
Classes do not share assignments...	But classes use same types of marks (points v letter grades) And same grading scale option And class that student is transferring to does NOT use weights by assignment type,	Transfer Student's Past Performance into One Assignment. Follow system prompts.
Classes do not share assignments...	But classes use same types of marks (points v letter grades) And same grading scale option	Transfer Student's Past Performance Into Assignments for each Assignment Type. Follow

And class that student is transferring to uses weights by assignment type, system prompts.

Classes do not share assignments...	And classes do NOT use same types of marks (points v letter grades)	
	Or classes do not use same grading scale option,	
	Or classes use Custom Setup 2 for standards-based report cards	Run Report. Follow system prompts.

Based on the above analysis, ProgressBook recommends one of the following options:

- [Transfer all assignment marks](#)
- [Transfer student's past performance into one assignment](#)
- [Transfer student's past performance into assignments for each assignment type](#)
- [View student's progress report](#)

Transfer Student's Marks

Based on the assignment set-up used in the original class and the class to which the student is transferring, ProgressBook recommends the appropriate method of transferring the student's marks.

1. On the Teacher Home Page or Class Dashboard, click **Transfer Student Marks**.
2. On the Assignment Mark Transfer Tool screen, select the **new class** in the Select the class that the student has transferred TO list.

3. Select the appropriate **student** in the Select the student who has transferred list.
4. Select the **original class** in the Select the class that the student has transferred FROM list.
5. Select the appropriate **grading period** or **date range** in the Select the period or date range of the assignments to transfer list.

The appropriate dates display in the date range fields.

6. Click **Check Compatibility**.

ProgressBook recommends the best option to use based on the assignment set-up used in both classes. The recommendation displays in the Recommendation box on the left side of the screen. If the classes use standards-based report cards ProgressBook recommends to use the Student Progress Report.

7. Click the recommended option in the Options box.
 - Transfer all assignment marks
 - Transfer the student's past performance into assignments for each assignment type
 - Transfer the student's past performance into one assignment
 - View the student's progress report

Once the assignments have been transferred, they display on the Class Dashboard of the class to which the student was transferred.

8. The teacher of the class from which the student transferred should hide that student in the class roster. See [Update Class Roster](#) for more details.