

Creating a Transfer Grade for a New Student

When you get a new student, there will be an average temporarily displayed in **Classroom** for that student.

If you have already posted assignment grades for other students, you must do the following in order for his grade in your class to reflect the grade he came to you with.

Enter the Transfer Average for All Prior Assignments

For an **elementary or middle school** student in this scenario, the student is coming to you with a letter grade average and you have already recorded several grades for assignments that were completed before this student enrolled in your class.

1. In **Classroom**, enter the letter grade from the previous course for **all** missed assignments.
2. Click **SAVE**.

For a **high school** student in this scenario, the student is coming to you with a numeric average and you have already recorded several grades for assignments that were completed before this student enrolled in your class.

1. In **Classroom**, multiply each assignment's possible points by the average from the previous course.
 - a. For example, let's say a student enters your class with a 75 average and you already have three graded assignments worth 25, 50, and 75 points respectively.
 - b. You will multiply .75 times the first assignment total of 25 and record 18.75 for that assignment.
 - c. You will multiply .75 times the second assignment total of 50 and record 37.5 for that assignment.
 - d. You will multiply .75 times the third assignment total of 75 and record 56.25 for that assignment.
2. Click **SAVE**.

Here is another example :

A student comes to you from another school with an average of 78C.

For you to calculate his correct average, you would need to look at your Assignment Syllabus and determine what 78% of each of the assignments he missed would have been.

See below:

Assignment	Maximum Points	Bonus Points	Weight
Bibliography Note Cards	15	0	
15 Research Notecards Check	15	0	
10 Research Notecards Check	10	0	
Research Paper Content	100	0	
Research Paper Form	50	0	
Research Paper Mechanics	100	0	
Research Paper Works Cited	50	0	
TKAM Quickwrite	10	0	
TKAM Chapter 1 One Question	5	0	
Chapter 2 Close Reading	10	0	
TKAM Chapters 2-3 OQQ	5	0	
TKAM Chapter 4 OQQ	5	0	
TKAM Chapter 5 OQQ	5	0	
TKAM Chapter 10 One Question	5	0	
Reading Participation	100	0	
A Day in the Life of the Working Person	20	0	Formative
TKAM Chapter 16 OQQ	5	0	Summative
Iphone Characterization Activity	30	0	Formative

Since the student came to you with a 78C average, you would have to find 78% of each maximum points of the assignments he missed.

Ex. Biography Note Cards -
78% of 15 points = 11.7

15 Research Notecards Check -
78% of 15 = 11.7

10 Research Notecard Check -
78% of 10 points = 7.8

Research Paper Content -
78% of 100 = 78

Once you have calculated the points earned per assignment, you can go into your class grades, and give him the grades reflecting the 78C average.

5 F	15 A	10 A	94 A	45 B	100 A	48 A	10 A	5 A
10 D	15 A	7 D	100 A	40 C	90 B	50 A	0 F	1 F
15 A	15 A	10 A	95 A	30 F	80 C	48 A	10 A	1 F
15 A	9 F	10 A	80 C	30 F	85 B	50 A	10 A	1 F
5 F	15 A	10 A	50 F	25 F	50 F	25 F	10 A	5 A
15 A	15 A	9 B	90 B	50 A	85 B	49 A	10 A	5 A
15 A	15 A	10 A	100 A	48 A	98 A	50 A	10 A	5 A
15 A	15 A	10 A	100 A	50 A	100 A	50 A	10 A	5 A
14 A	15 A	10 A	100 A	48 A	98 A	48 A	10 A	5 A
15 A	15 A	10 A	50 F	25 F	50 F	25 F	10 A	E
14 A	15 A	10 A	100 A	30 F	96 A	48 A	10 A	5 A
12 C	8 F	7 D	90 B	30 F	80 C	50 A	0 F	5 A
15 A	15 A	10 A	100 A	45 B	100 A	40 C	10 A	1 F
15 A	10 D	0 F	100 A	48 A	60 F	42 C	10 A	5 A
11.7 C	11.7 C	7.8 C	78 C	39 C	78 C	39 C	7.8 C	3.9 C
15 A	15 A	7.5 C	89 B	45 B	60 F	48 A	10 A	1 F
13 B	15 A	10 A	100 A	46 B	96 A	50 A	10 A	5 A
15 A	15 A	10 A	95 A	40 C	84 C	48 A	10 A	E
2 F	5 F	0 F	0 F	0 F	0 F	0 F	10 A	0 F
4 F	10 D	0 F	0 F	0 F	0 F	0 F	10 A	1 F
14 A	15 A	10 A	65 F	30 F	96 A	42 C	10 A	1 F
9 F	8 F	5 F	70 D	30 F	90 B	50 A	10 A	0 F
11 D	15 A	5 F	80 C	30 F	95 A	38 C	10 A	1 F
15 A	15 A	10 A	55 F	28 F	60 F	50 A	0 F	1 F
15 A	15 A	10 A	90 B	45 B	100 A	50 A	10 A	1 F

Click **SAVE**.

Another Method for creating a transfer grade for new students (High School)

On the day a new student enters your class,

1. Create an assignment "Transfer Grade 1".
2. Make this assignment worth the number of points available to students at that time, which is the number of points that student missed.
3. Go to **Grades, Duplicate Grade**. Choose the assignment Transfer Grade 1 and assign an E to all students. When you get a grade in progress for the new student, give them the corresponding number of points for the Transfer Grade.

For ex. If the total points the student missed was 150 and they came to you with a 78%.
Calculate $.78 \times 150 = 117$. So make the Transfer grade worth 150 points and give the student a 117 as the grade.

4. When you get another new student in the same class, create Transfer Grade 2.

Dropped students

If a student drops and you need to enter more grades to determine their grade in progress, you can do 'restore dropped grades' under A+ grades.

You can also use this when a student drops your class, then returns.