



New Button

NEW Button

- Option #1 – Auto-Transfer Scores from Dropped Section of this Course
- Option #2 – Transfer Assignment/Term Scores From a Dropped Class
- Option #3 – Manually Enter Term Scores
- Option #4 – One-Click Transfer Term Percents from Dropped Section of this Course
- Option #5 – Enter a Starting Grade Percentage for the Current Term

NEW Button

- Option 1 Auto Transfer Scores from Dropped Section
- Option 2 Transfer Assignment/Term Scores from another Class
- Option 3 Manually Enter Term Scores
- Option 4 One Click Transfer Term Percents from Dropped Section of this course
- Option 5 Entering a Starting Grade Percentage for the Current Term

The NEW button will display when a new student enters your class. This button can allow you five different options to enter assignment scores and grades from the prior class depending upon the scheduling of the student.

High School-Grades 9-12

ACHOR / 2 Prd-5 A Cappella Choir

Pamala Ansleyscr

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		Term Grade	S2	SE2	T4	P4	T3	Online	Theory	Lesson	Weekly	Music	Weekly	Worksh
		S2	Options	Options	Options	Options	Options	W30-Th	W30-T	W30-T	W29-F	W29-T	W28-F	W28-Th
	Thu 03/20 Atnd	Sort By %						03/20 ASGN	03/18 HMWK	03/18 LES	03/14 CLPA	03/11 ASGN	03/07 CLPA	03/06 ASGN
								4 0.00	100 83.25	100 88.50	100 84.25	100 80.25	100 87.75	100 83.50
Students														
1	Fenne Agnes	AUP NEW		*				*	*	*	*	*	*	
2	Sante Horac (12)	AUP	A 87.00%	A	*		A	*	98	76	80	87	94	
3	Sautt Pat (12)	AUP	A 87.00%	A	*		A	*	87	90	89	76	92	
4	Tells Alex (12)	AUP	A 87.00%	A	*		A	*	60	95	78	90	86	
5	Tenag Kendr	AUP	B- 85.00%	B-	*		B-	*	88	93	90	68	79	

You will click on **NEW** next to the student's name in the Gradebook. Clicking on the NEW button allows you to transfer grades and assignment information.

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New Student

Agnes F Fennelscr was added to this class on **Thursday, March 20 2014**
From **ACHOR / 1 A Cappella Choir**

☐ Do not display NEW by this student's name.

Transfer Scores

Option #1 - Auto-Transfer Scores from Dropped Section of this Course Transfer Matching Scores

Agnes F Fennelscr dropped section 1 of this course with **6** graded assignments

Choose this option to automatically transfer 6 graded assignments from dropped section 1 to current section 2

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

Choose this option to manually transfer or enter assignment and term grades ▼ based on a dropped class

Use Dropped Class: **Not Selected** (Select Dropped Class)

Option #3 - Manually Enter Term Scores Manually Enter Scores

Choose this option to manually enter term grade percents for closed grading periods

Option #4 - One-Click Transfer Term Percents from Dropped Section of this Course

T1: Current percent of **0.00** scored in ACHOR / 1
Current percent of **0.00** scored in ACHOR / 2

T2: Current percent of **0.00** scored in ACHOR / 1
Current percent of **0.00** scored in ACHOR / 2

Click **Transfer Percents** to transfer the term grade percent from the dropped section with one click

Option #5 - Enter a Starting Grade Percentage for the Current Term Enter a Starting Grade

- **Do not display NEW by this student's name** – If you wish to remove the NEW button by the student's name from the Gradebook Main Screen, you can check the box 'Do not display NEW by this student's name.'

Option 1 Auto Transfer Scores from Dropped Section of this Course

Transfer Scores

Option #1 - Auto-Transfer Scores from Dropped Section of this Course Transfer Matching Scores

Agnes F Fennelscr dropped section 1 of this course with **6** graded assignments

Choose this option to automatically transfer 6 graded assignments from dropped section 1 to current section 2

Auto-Transfer Scores from Dropped Section allows you to transfer assignment scores and grades. This option will only be available when the new student is transferred from another section of the same course with the same graded assignments. This area tells you the section that was dropped and how many matching graded assignments there are. To automatically transfer graded assignments from the dropped section to the current section select the **Transfer Matching Scores** button.

Transfer Scores
My Print Queue

Transfer Scores

6 Matching Assignments Found for Agnes F Fennelscr

Assignments are matched if the following information is the same: Due Date, Category, Max Score and Weight. If all criteria are the same, the system will look at the Assignment Description.
Click Save to transfer these scores to ACHOR / 2 A Cappella Choir.

Matched Assignments							Scores				
Date Due	Week	Day	Category	Assign Group	Description	Weight Max	Student Score	Special Code	No Count	Missing	Comment
03/18/14	30	Tue	HMWK	THEORY	Theory - R	1.00 100	85		☐	☐	
03/18/14	30	Tue	LES		Lesson 2	1.00 100	76		☐	☐	
03/14/14	29	Fri	CLPA		Weekly Par	1.00 100	100		☐	☐	
03/11/14	29	Tue	ASGN	THEORY	Music Theo	1.00 100	85		☐	☐	
03/07/14	28	Fri	CLPA		Weekly Par	1.00 100	100		☐	☐	
03/04/14	28	Tue	LES		Weekly Les	1.00 100	100		☐	☐	

The **Transfer Scores** screen will show how many assignments have been found. It will also tell you how many assignments match as long as the following information is the same: **Due Date, Category, Max Score** and **Weight**. If all of the criteria are the same, the system will look at the **Assignment Description**. You will also be able to see the Student Score, Special Code, No Count, Missing and any Comments. Click **Save** to transfer these scores into the Gradebook.

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 term grades only. This 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 assignment and term grades based on a dropped class

Use Dropped Class: **ACHOR / 1** [\(Hide Dropped Classes\)](#)

Entity	Class	Description	Teacher	Drop Date
☒ 400 - High School-Grades 9-12	ACHOR / 1	A Cappella Choir	Pamala Ainsleyscr	03/20/14

You can use the dropdown menu to manually transfer scores for either **assignment and term grades** or **term grades only**. Then you will need to select a class you want to transfer the grades from. Once the option and class are selected, you can click on the **Manually Transfer Scores** button.

Transferring Assignment and Term Grades

Transfer Scores

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Transfer Assignment Scores for Agnes Fennelscr

Unscored Assignments from ACHOR / 2 - A Cappella Choir

Complete Assignment Scoring

No Count Ungraded Assignments & Complete Assignment Scoring

Due Date	Assignment	Category	Weight	Max Score	Graded	No Count	
03/04/14	Weekly Lessons	Lessons	1.00	100	Yes	☒	Grade
03/06/14	Worksheet 1B	Assignments	1.00	100	No	☐	Grade
03/07/14	Weekly Participation	Class Participation	1.00	100	No	☐	Grade
03/11/14	Music Theory Assignment	Assignments	1.00	100	No	☐	Grade
03/14/14	Weekly Participation	Class Participation	1.00	100	No	☐	Grade
03/18/14	Lesson 2	Lessons	1.00	100	No	☐	Grade
03/18/14	Theory - Rhythms	Homework	1.00	100	No	☐	Grade
03/20/14	Online Assignment	Assignments	1.00	4	No	☐	Grade

Each assignment in the new class is displayed. You will need to check the **No Count** box or click on the **Grade** link to grade each assignment. In the image above, you will notice that 'No Count' has been selected for the first assignment. You will click on **Grade** to score an assignment.

Transfer Scores

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Transfer Assignment Scores for Agnes Fennelscr

Due Date	Assignment	Category	Weight	Max Score	Graded	No Count
03/06/14	Worksheet 1B	Assignments	1.00	100	No	☐

Score: / 100 % (Set Grade Mark)

Save
Undo
Cancel

Special Code:

Comment:

☐ No Count ☐ Missing

Scored Assignments from Dropped Class ACHOR / 1 - A Cappella Choir

Due Date	Assignment	Category	Weight	Score	Special Code	No Count	Missing	
01/13/14	Worksheet 1B	Assignments	1.00	* / 100		No	No	Transfer
03/04/14	Weekly Lessons	Lessons	1.00	100 / 100		No	No	Transfer
03/07/14	Weekly Participation	Class Participation	1.00	100 / 100		No	No	Transfer
03/11/14	Music Theory Assignment	Assignments	1.00	85 / 100		No	No	Transfer

After clicking on **Grade**, you will be able to manually enter an assignment score. Assignments from the dropped class are also displayed under the 'Scored Assignments from Dropped Class' section. You can select **Transfer** next to an assignment to copy it from the dropped class into the selected assignment.

Transfer Scores
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Transfer Assignment Scores for Agnes Fennelscr

Unscored Assignments from ACHOR / 2 - A Cappella Choir

Due Date	Assignment	Category	Weight	Max Score	Graded	No Count	
03/04/14	Weekly Lessons	Lessons	1.00	100	Yes	☒	Grade
03/06/14	Worksheet 18	Assignments	1.00	100	No	☐	Grade
03/07/14	Weekly Participation	Class Participation	1.00	100	No	☐	Grade
03/11/14	Music Theory Assignment	Assignments	1.00	100	No	☐	Grade
03/14/14	Weekly Participation	Class Participation	1.00	100	No	☐	Grade
03/18/14	Lesson 2	Lessons	1.00	100	No	☐	Grade
03/18/14	Theory - Rhythms	Homework	1.00	100	No	☐	Grade
03/20/14	Online Assignment	Assignments	1.00	4	No	☐	Grade

[Complete Assignment Scoring](#)

[No Count Ungraded Assignments & Complete Assignment Scoring](#)

When you are finished scoring the assignments, select either **Complete Assignment Scoring** or **No Count Ungraded Assignments & Complete Assignment Scoring**. No Count Ungraded Assignments & Complete Assignment Scoring would be used to mark all ungraded assignments as No Count.

After completing the assignment scoring, the Transfer Term Grades screen will display.

Transfer Term Grades

Transfer Scores
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Transfer Term Grades for Agnes Fennelscr

Class ACHOR / 1 (Dropped)

Term	Grade	Percent	Report Card
T1			
T2	A	98.00%	
SE1			
S1	A	98.00%	
T3	A-	91.50%	
T4			
SE2			
S2	A-	92.00%	

Enter Term Grades for Class ACHOR / 2

Term	Current Grade	Current Percent	Report Card	Adjustment	New Grade	New Percent
T1					...	%
T2				98.00%	A ...	98.00 %
SE1						
S1						%
T3						
T4						
SE2						
S2						

[Save Term Grades and Enter Semester Grades](#)

The Transfer Term Grades allow you to enter in a new grade for the Term under the **New Grade** column. Once finished entering the grades you will click on the **Save Term Grades and Enter Semester Grades** button.

Transfer Scores
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Transfer Semester Grades for Agnes Fennelscr

Class ACHOR / 1 (Dropped)

Term	Grade	Percent	Report Card
T1			
T2	A	98.00%	
SE1			
S1	A	98.00%	
T3	A-	91.50%	
T4			
SE2			
S2	A-	92.00%	

Enter Semester Grades for Class ACHOR / 2

Term	Current Grade	Current Percent	Report Card	Adjustment	New Grade	New Percent
T1						
T2	A	98.00%		98.00%	A	98.00%
SE1						
S1	A	98.00%		0.00%	A ...	98.00 %
T3						
T4						
SE2						
S2						

[Save Semester Grades and Finish](#)

You can enter in a grade for the semester in the **New Grade** column. After you have finished entering the semester grades, click on the **Save Semester Grades and Finish** button.

Option 3 Manually Enter Term Scores

Option #3 - Manually Enter Term Scores

[Manually Enter Scores](#)

Choose this option to manually enter term grade percents for closed grading periods

Manually Enter Term Scores allow you to enter the term grades for the previously closed grading periods. This option will be available when a new student has been added to the course and does not have any dropped classes available.

Transfer Scores
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Transfer Term Grades for Agnes Fennelscr

Enter Term Grades for Class ACHOR / 2

Term	Current Grade	Current Percent	Report Card	Adjustment	New Grade	New Percent
T1				98.56%	A ...	98.56%
T2				97.98%	A ...	97.98%
SE1						
S1						%
T3						
T4						
SE2						
S2						

[Save Term Grades and Enter Semester Grades](#)

You will enter the term grade(s) and tab to the next field to populate the percent. After the term grade(s) have been entered, you will click on **Save Term Grades and Enter Semester Grades** button.

Transfer Scores
My Print Queue Back

Transfer Semester Grades for Agnes Fennelscr

Enter Semester Grades for Class ACHOR / 2

Term	Current Grade	Current Percent	Report Card	Adjustment	New Grade	New Percent
T1	A	98.56%		98.56%	A	98.56%
T2	A	97.98%		97.98%	A	97.98%
SE1						
S1	A	98.50%		0.00%	A ...	98.50%
T3						
T4						
SE2						
S2						

[Save Semester Grades and Finish](#)

You can enter in a grade for the semester in the **New Grade** column. After you have finished entering the semester grades, click on the **Save Semester Grades and Finish** button.

Option 4 One Click Transfer Term Percents from Dropped Section of this course

Option #4 - One-Click Transfer Term Percents from Dropped Section of this Course

T1: Current percent of **0.00** scored in ACHOR / 1
Current percent of **0.00** scored in ACHOR / 2

T2: Current percent of **98.00** scored in ACHOR / 1
Current percent of **0.00** scored in ACHOR / 2

SE1: Current percent of **0.00** scored in ACHOR / 1
Current percent of **0.00** scored in ACHOR / 2

Click **Transfer Percents** to transfer the term grade percent from the dropped section with one click

[Transfer Percents](#)

This option allows you to transfer the term percentages from the dropped class to the current one. This option will only be available if the student has transferred from another section of the course. The transferred percentage will show as a Term Grade Adjustment in the Gradebook.

Option 5 Entering a Starting Grade Percentage for the Current Term

Option #5 - Enter a Starting Grade Percentage for the Current Term

[Enter a Starting Grade](#)

This option allows you to enter a **Starting Grade Percentage** to be applied to each current term assignment that was due before the student's start date.

Set Starting Grade

Set Starting Grade for Agnes Fennelscr

The **Starting Grade Percent** will be applied to each current term assignment that was due before Agnes Fennelscr's **Start Date**.

Starting Grade Percent: % A

Student Start Date: (Enrollment Date is 03/20/14)

☐ Overwrite existing assignment scores

NOTE: Due to rounding, the current term percent may not exactly match the Starting Grade Percent that you enter.
All assignments with a max score of zero and those with Benchmarks attached will be marked No Count and not scored.

[Apply Grade Percent](#)

You can enter the **Starting Grade Percent** and verify the **Student Start Date**. You can use the option to **Overwrite existing assignment scores** if the student has scores entered on any assignments with a due date before the Student Start Date. After you have entered the Grade Percent, you will click on the **Apply Grade Percent**.