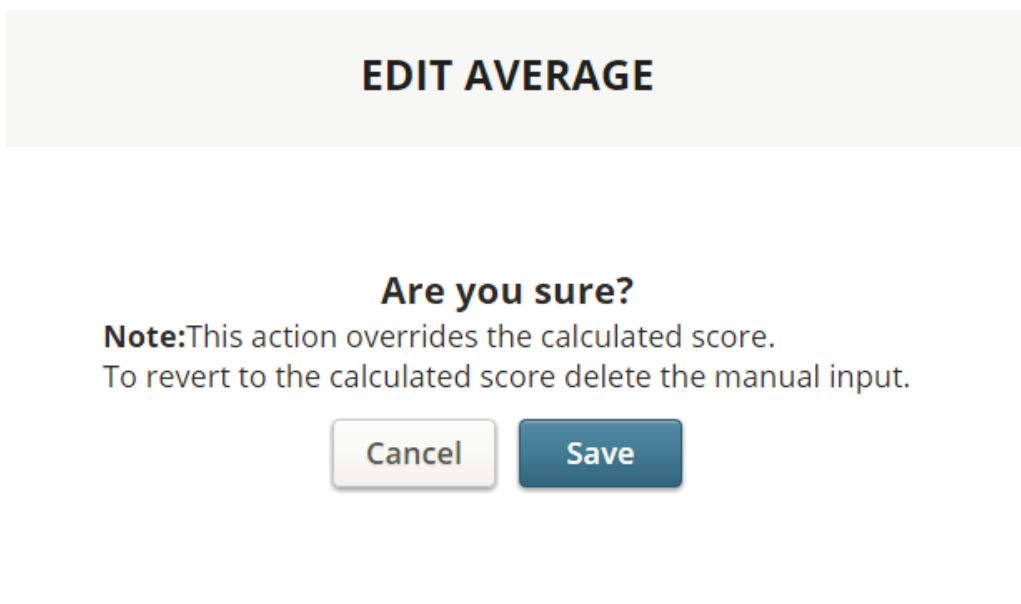# ENTERING TRANSFER GRADES INTO THE CHALKABLE CLASSROOM GRADEBOOK

When a new student enrolls in your class, you will need to enter the grades from the previous school into the Chalkable Classroom Gradebook.

1. Go into the Gradebook and click on **Q1**.
2. Once you locate the student, click in the box next to the student name in the **"AVG"** column.
3. Using the 100 point grade scale, enter the grade the transfer student had for **Q1** and press **ENTER**.
4. The message below will pop up. Select **SAVE**.

EDIT AVERAGE

Are you sure?
Note: This action overrides the calculated score.
To revert to the calculated score delete the manual input.

Cancel   Save

5. Once grades for the current grading period have been posted, student grades will be up to date for all grading periods.