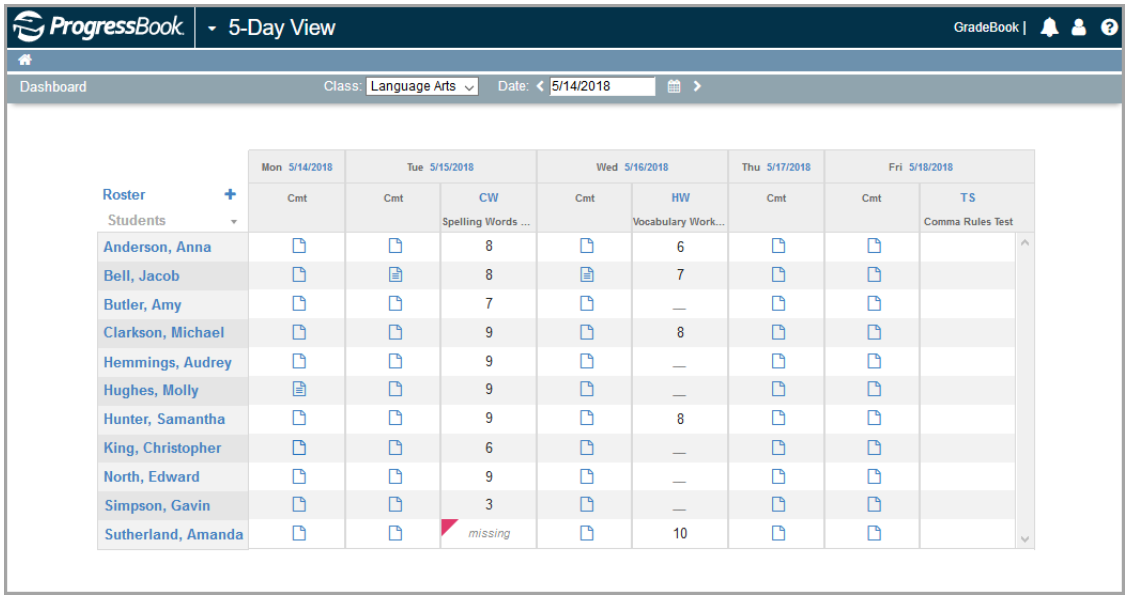
On the **5-Day View** screen, you can perform the following actions:

- Click **Roster** above the list of students to update the **Class Roster**.
- Click a student's name to view student profile information.
- Click the date at the top of a column to view the **5 Day Planner** screen.
- Click + at the top the **Students** column to add an assignment to a class.
- Click an assignment abbreviation to enter assignment marks for a class.
- Click to add a comment or to view an existing one.

View the previous week's assignments or assignment's assessments by clicking the left arrow next to the **Date** field or view the next week's assignments by clicking the right arrow next to the **Date** field. To view a 5-day view of assignments or assignment's assessments for a different class, select the appropriate class in the **Class** drop-down list.

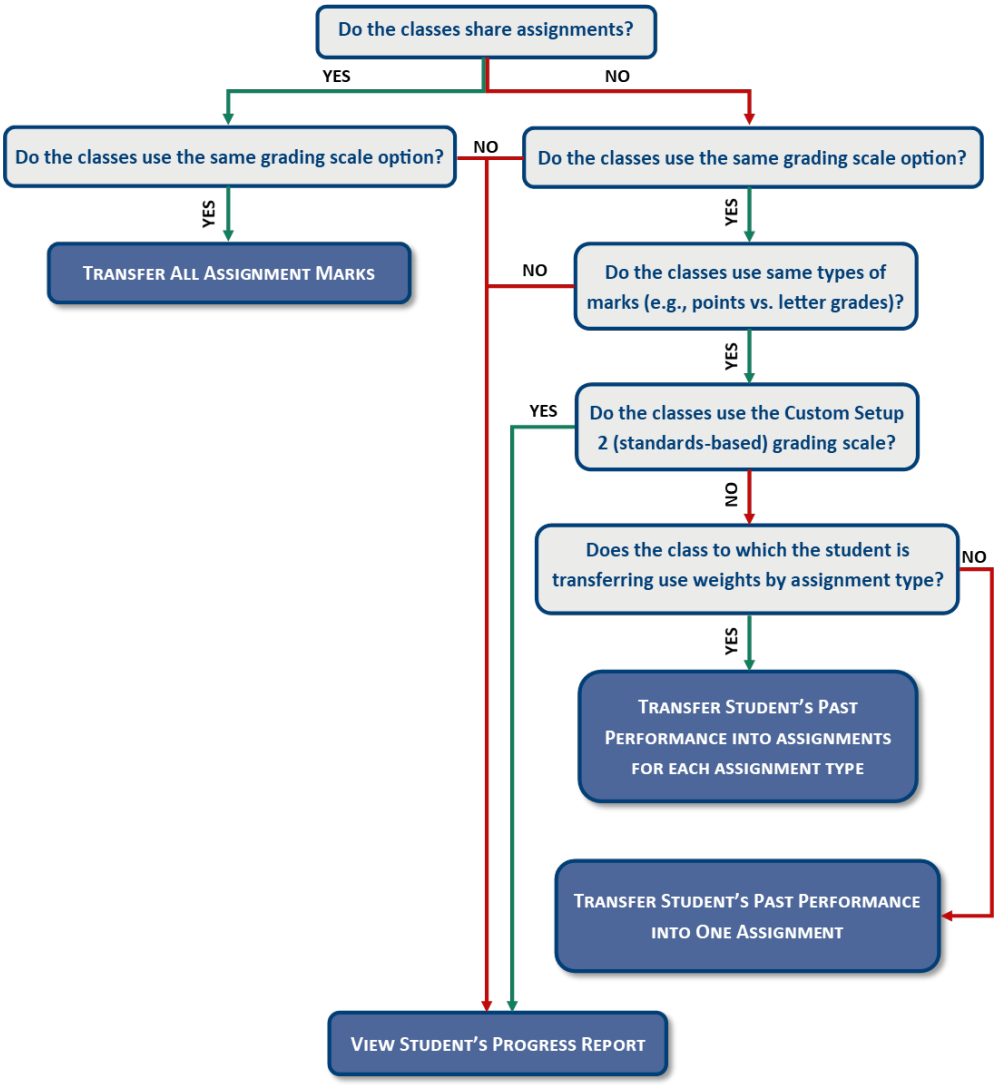


Transferring a Student's Marks from Class to Class

GradeBook 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 GradeBook. The GradeBook administrator performs the transfer in StudentInformation, and GradeBook reflects the changes immediately.

GradeBook automatically analyzes the GradeBook setup for both classes and recommends the appropriate method of transferring the student's marks. The *"GradeBook's Recommendations for Transferring Student Marks"* flowchart depicts the logic GradeBook follows when providing a recommendation.

GradeBook's Recommendations for Transferring Student Marks



Based on the previous analysis, GradeBook recommends one of the following options:

- **Transfer All Assignment Marks** – Each individual assignment mark is transferred to the new class; you have the opportunity to verify each assignment that should be transferred before the action is completed
- **Transfer Student's Past Performance into One Assignment** – The total of all the assignments is transferred into a single assignment in the new class; you have the opportunity to edit the new assignment before it is created
- **Transfer Student's Past Performance into Assignments for each Assignment Type** – A separate assignment is created for each assignment type to correctly maintain weighted averages; you have the opportunity to edit each assignment before it is created
- **View Student's Progress Report** – Assignment mark types or grading scales do not match; therefore, they are not compatible to transfer marks. This option produces the Student's Progress Report in a separate window. If classes use standards-based report cards, the Student Progress Report by Assessments displays.

Transfer a Student's Marks from Class to Class

Based on the assignment setup used in the original class and the class to which the student is transferring, GradeBook 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.

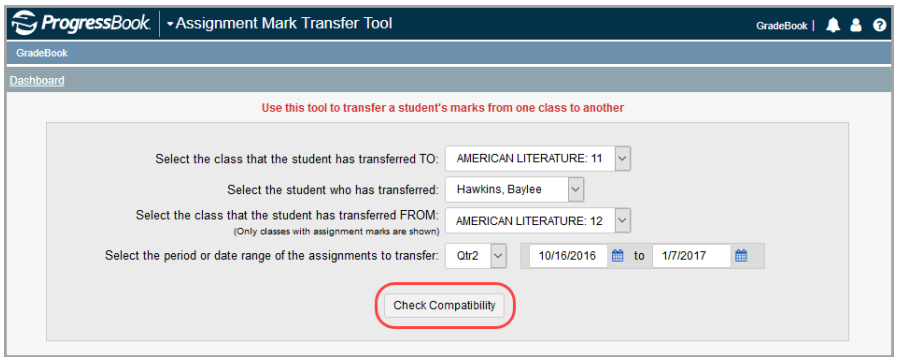
   Note: *Classes without any assignments do not display in the drop-down list.*

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.

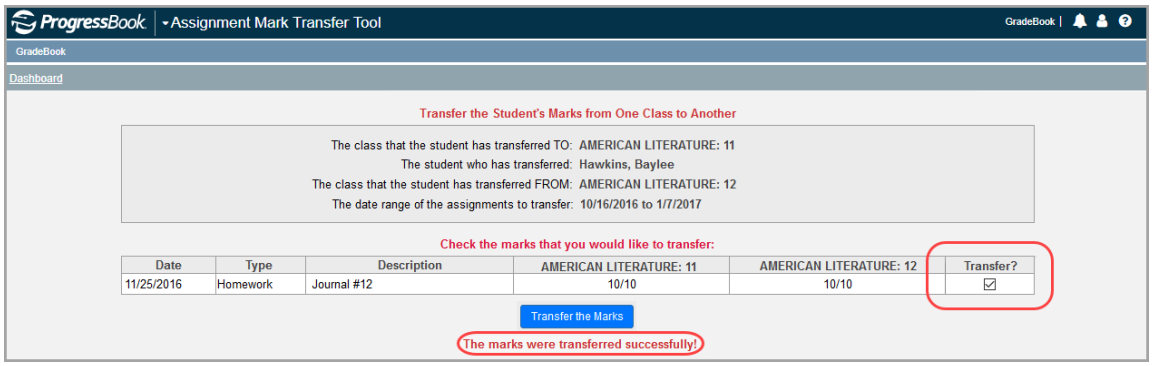
6. Click **Check Compatibility**.

   GradeBook recommends the best option to use based on the assignment setup 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, GradeBook recommends to use the Student Progress Report.



7. Click the following recommended options in the options box.
   - Transfer all assignment marks
     i. Verify that the assignments to be transferred are selected in the **Transfer?** column.
     ii. Click **Transfer the Marks**.

The message “The marks were transferred successfully!” displays if the process was completed successfully.



- Transfer the student's past performance into assignments for each assignment type.

  It is recommended that you view the student’s Progress Report and make note of the total points earned and points possible before proceeding with the recommended transfer option to let you verify that the transfer is accurate

  GradeBook displays the number of points that the student earned for the assignments of one assignment type in the **Points Earned** field and the total number of points possible for the assignments being transferred in the **Points Possible** field. A separate assignment will be created for each assignment type. The **Post Marks to the Web** option is selected if that option was selected for the original assignment(s).

  i. Verify that the points earned and the points possible are correct.

  ii. If desired, modify the assignment description and/or assignment type.

  iii. Click **Create the Assignment**.

  The message, “The marks were transferred successfully!” displays if the process was completed successfully.

  iv. Repeat *step i* through *step iii* to create an assignment for each assignment type.

- Transfer the student's past performance into one assignment

  It is recommended that you view the student’s Progress Report and make note of the total points earned and points possible before proceeding with the recommended transfer option to let you verify that the transfer is accurate.

  GradeBook displays the number of points that the student earned for the assignments in the **Points Earned** field and the total number of points possible for the assignments being transferred in the **Points Possible** field. The **Post Marks to the Web** option is selected if that option was selected for the original assignment(s).

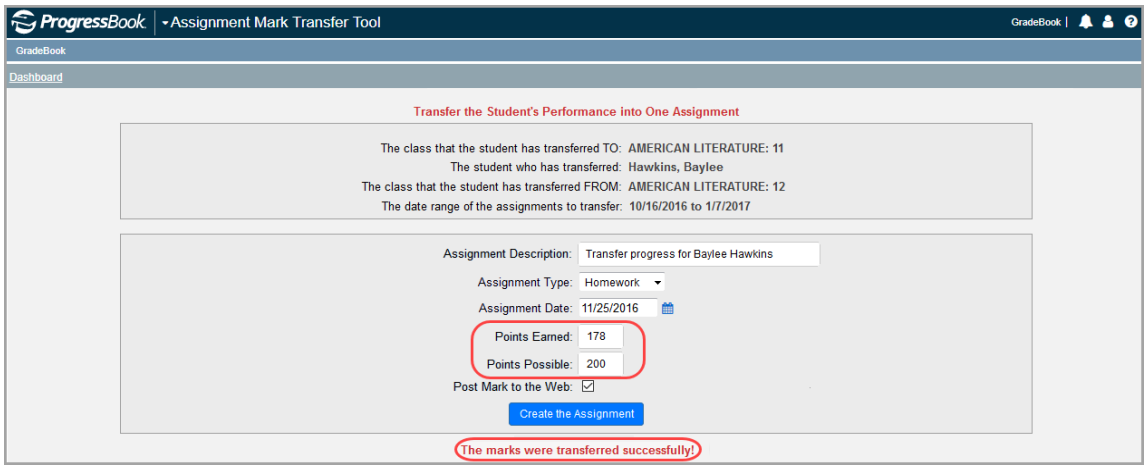
  i. Verify that the points earned and points possible are correct.

  ii. Modify the assignment description and/or assignment type, if desired.

  iii. Click **Create the Assignment**.

  The message “The marks were transferred successfully!” displays if the process was completed successfully.

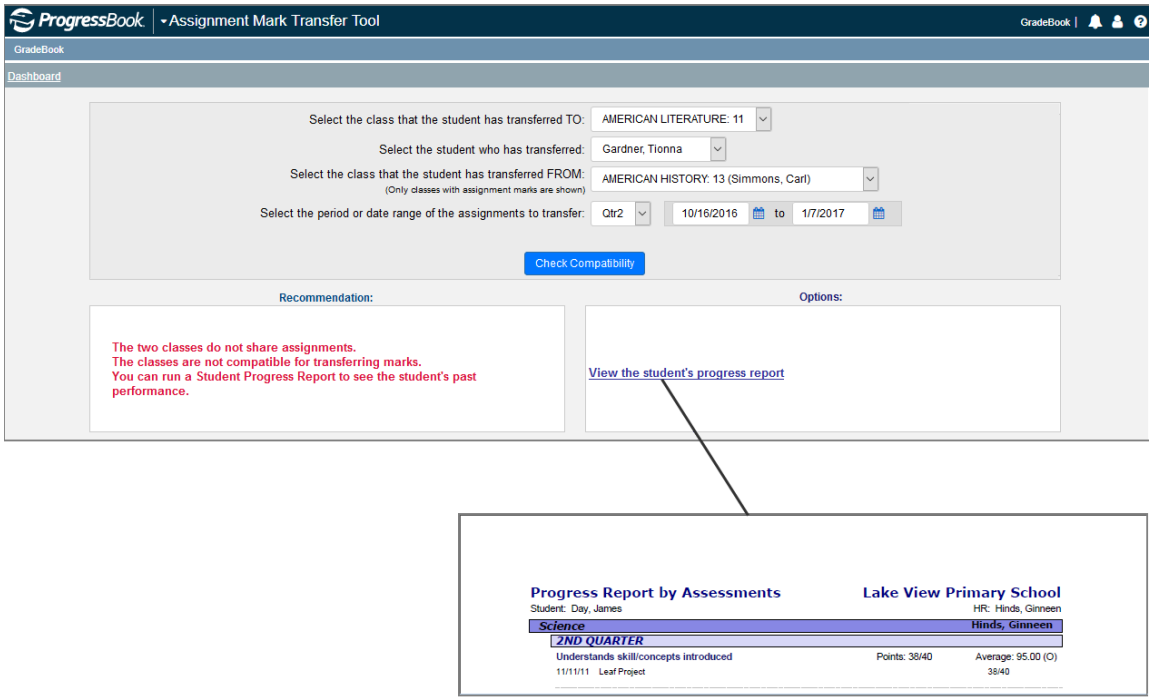
GradeBook creates the assignment and automatically excludes all of the other students in the new class from the transfer assignment.



- View the student's Progress Report

  The progress report displays.

  i. Make note of the student's progress or print the report for reference.



  ii. Close the report and return to the **Assignment Mark Transfer Tool** screen.

  iii. Click **Dashboard**.

  iv. Select **Add an Assignment** and manually create an assignment that will appropriately transfer the student's average to the new class.

  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 *"Group Classes Together."*