## Transferring Student Assignments and Scores in PTP Gradebook

This document will show teachers how to copy assignments and scores in PTP Gradebook when a student changes from one period to another. For example; a student changes from 1<sup>st</sup> hour Algebra to 3<sup>rd</sup> hour Algebra with the same teacher. Please note the term must be unlocked/open for this process to be available.

## <u>Overview</u>

## Transfer Grades in the PowerTeacher Pro Gradebook

Step 1-Transfer scores in PowerTeacher Pro Gradebook Step 2-Recalcualte the Gradebook

## **Transfer Scores and Assignments in PTP Gradebook:**

**From within the PTP Gradebook:** 

□ Navigate to the course the New student is enrolled in

Select Students on the left Navigation pane

Click on the Students Name(New should appear next to the Students Name)

	PowerTeacher Pro		1(A) SOCIAL STUDIES 7-A - S1	
	Student View	Students (33)	Show Dropped	
Class	Assignments	Type to sear	ch	
Grading	Standards Progress	All		
Students	Standards Scoresheet	1(A) SOCIAL S	STUDIES 7-A	
Progress	Comment Log		7	
Reports	Observations			
<b>\$</b> Settings	Assets and Textbooks			
	Demographics Not available for admin login			
Apps	Quick Lookup - Traditional Not available for admin login			
	Quick Lookup - Standards Not available for admin login	New student as of 10/17/2024		п
📋 Once y	ou select the student the	following page w	ill open	Term buckets
- As	ssignments 🗸			
Read Only View				
Q1 Course Grades				
1(A) SOCIAL STUDIES 7-A			Abo	ent - Tardy - Missing - Loto
Assignments			Aus	ern relicity, - missing, - Ldle, -
Assignment: Welcome Information/Signature				Edit Assignment Show More
Score Type: Points (5) ASSIGNMENT Intr 1. Welcome Information/Signature	Score:     /5 SCORE DU	E DATE V 0/6/2024	Due: 9/6/2024	

□ Make sure you are in the correct Term

Click the Gear Icon

- □ Click Transfer Scores
- □ Make sure the course selections are correct as well as the Terms. Both Sections of the course need to be unlocked.

TRANSFERRING SCORES/RECALCULATE PTP GRADEBOOK

From Class 4(A) ELA 8 (i) Inclusion	23-24	~	To Class	s 1(A) E	LA/8 - 23-24	
From Term Q1	Previous Term	n 💙	To Term	Q1		Previous Term
Q1 Course Grades			Q1 Cou	rse Grades		
4(A) ELA 8 (i) Inclusion	А	93.09%	<b>1</b> (A) ELA/8			
Assignments						
ASSIGNMENT	FROM CL	ASS 4(A) ELA 8 (I) SCORE	INCLUSION SCORE TYPE	DUE DATE	STANDARDS	TO CLASS 1(# ASSIGNMENT
Assi 1. Gerund and Gerund Phrases Assessment		10	Points pts: 10 x 2	10/26/2023	0	Assi Gerund and Gerund Phrases A
Assi 2. Independent Reading Log (10-16 to 10-22)		21	Points pts: 25	10/23/2023	0	Assi Independent Reading Log (10-
Assi 3. "Are Bionic" Selection Assessment		14	Points pts: 16 x 2	10/17/2023	0	Assi "Are Bionic" Selection Asses
Assi 4. Independent Reading Log (10-2 to 10-9)		20	Points pts: 25	10/9/2023	0	Assi Independent Reading Log (10-
Assi 5. Engage Your Brain: "Are Bionic Superhumans		20	Points pts: 20	10/4/2023	0	Assi Engage Your Brain: "Are Bioni
				:		Transfer County

□ If the Assignments are Not the Same you will need to click the dropdown to select how to map the previous assignments to the new course

- Click on **Transfer Scores**
- □ Click on the Grading Tab on the Left
- $\square$  Click on the Scoresheet for the course you need to recalculate the gradebook for
- $\square$  Click on the Gear Icon and Select Recalculate Final Grades
- Please note the Term still needs to be unlocked for this to work and you need to make sure you are in the correct Term.

Scoresheet - Q1 1(A) SOCIAL STUDIE	S 7-A					*	Q1
Read Only View						Show Filter	
rioud only from						Hide Summary	
Class Grade: Q1 Calculation: Category Weighting						Show Metrics	Show More
Grade Scale Type: (A - E) Grade: A   100%							
STUDENTS (33)	c	GRADE	INTRODUCTIO (9/5/2024)	WELCOME INF (9/6/2024)			
	A	100%	5	5		Show Accignments from Mast Bacont	
	A	100%	5	5		Show Assignments from Most Recent	
	A	100%	5	5			
	A	100%	5			Recalculate Final Grades	
	A	100%	5	5			
	A	100%	5				
	A	100%	5	5			
	A	100%	5	<b>I</b>			