

Student Transfer Grades (Out-of-County)

Transfer Grades will need to be entered for students that transfer in **FROM OUT OF COUNTY** that have grades that should be averaged into a semester or final grade.

Note: The course numbers must match between what they are taking now and what is transferred in for the “final” averaging to occur.

Transfer grades should be reviewed and evaluated by the school Counselor prior to being entered by the Data Entry. Upon review, the transfer grade form should be completed by the school Counselor and submitted to the Data entry so he/she can proceed with entering the information into FOCUS.

1. Click Grades tab.
2. Select Final Grades, GPA, & Class Rank.
3. Search for and Select the Student.
4. The Final Grades, GPA, & Class Rank screen will load. This may take several seconds.
5. You should be using the Detailed Report view.

Note: If your screen defaults to Grades Summary, Click the View Detailed Report link to switch to the proper view.

6. The default tab will be Course History.
7. New records should be entered under the Course History tab for Transfer Students with Final Semester and/or full year grades from a non-district school.
8. Proceed with entering from the transfer grade form submitted by the school Counselor.

Creating a New Record

1. To create a new record, use the top row of empty fields.
2. Use the tab key to navigate across the screen.
3. Press Enter after entering the information in the perspective fields.
4. The line item will be added to the list, the row will highlight orange, and the save button will turn red.
5. Click Save.

Final Grades, GPA, & Class Rank

Demographic Enrollment Schedule Requests **Grades** Gradebook Absences Activities Referrals Fees & Payments Test History

Quarter 3 Semester 2 Semester 2 Exams Full 2016 Year Full 2016 Year Exams Interim 3 All Quarters All Semesters All Semester Exams All Years All Year Exams All Progress Periods Course History

GPA: N/A Collier Add On Points Rank Total Credits Earned:
Collier Weighted GPA: N/A Extra Curricular GPA: N/A Total Credits Attempted: 0.00
Collier Weighted Rank Class Rank: N/A Quality Points: 0.00
Collier Add On Points GPA: N/A As of: Cohort Year: 2014-2015

0 Grades

Export: Filters: OFF Toggle Columns Page Size: 20

Comment Codes Long Teacher Comments Hide Florida fields Save

Year	Marking Period	Course	Course Number	Percent	Grade	Grade Scale	Cred. Attempted	Cred. Earned	GPA PTS	Affects GPA	Teacher	Grad Subject	Co
2016-2017	Quarter 3					N				☒			

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Final Grades, GPA, & Class Rank

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Quarter 3 Semester 2 Semester 2 Exams Full 2016 Year Full 2016 Year Exams Interim 3 All Quarters All Semesters All Semester Exams All Years All Year Exams All Progress Periods Course History

GPA: N/A Collier Add On Points Rank: Total Credits Earned: Collier Weighted GPA: N/A Extra Cumulative GPA: N/A Total Credits Attempted: 0.00 Collier Weighted Rank: Class Rank: N/A Quality Points: 0.00 Collier Add On Points GPA: N/A As of: Cohort Year: 2014-2015

0 Grades

Comment Codes Long Teacher Comments Hide Florida fields Save

Export Filters: OFF Toggle Columns Page Size: 20

Year	Marking Period	Course	Course Number	Percent	Grade	Grade Scale	Cred. Attempted	Cred. Earned	GPA PTS	Affects GPA	Teacher	Grad Subject
2016-2017	Quarter 3	ENG 2 1001340W	1001340W		B	N	0.50	0.50	3.00	☒	ARIVIVIAN	EN - English

Note: Use the scroll bar at the bottom of the table to view/access fields to access additional fields.

2020-2021	Semester 2	ERTH/SPA SCI 2001310	2001310		C	High Sch...	0.50	0.50
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Out-of-County Transfer Grade Fields to Complete

Data Entry should only be working from a source document that has been approved by the school Counselor or Assistant Principal.

Make sure to check all fields for accuracy and change as needed.

Entering Term

Year: Select the school year during which the grade was given.

Marking Period: Select the marking period during which the grade was given.

Year	Marking Period
2016-2017	Quarter 3

- Full Year – a Full year grade.
- Semester – a half-year grade.
- Quarter – a 9-week grade.
- Interim – Interim grades would not be entered into Course History.

Entering Course

Course (name) or Course Number: Select from the drop-down or enter the course number.

Course	Course Number	Percent	Grade	Grade Scale	Cred. Attempted	Cred. Earned	GPA PTS	Affects GPA	Teacher	Grad Subject
ENG 2 1001340	1001340			N	0.50			☒		EN - English

Entering the Grade

Grade (Letter): Select a letter grade from the drop-down.

Credit Attempted: Auto-populates based on the course selected/entered for courses earning High School credit.

Credit Earned: Auto-populates based on what is entered/selected in the credit attempted field.

Note: If the grade is F, WF, or WP the credit earned must be changed to 0.

GPA Pts: Auto-populates based on the percent/letter grade entered/selected (A=4, B=3, C=2, D=1, and F=0).

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Affects GPA: Auto-populates based on the course entered/selected for courses earning High School credit.

Course History: The course history flag should only be set (set=checked) if the grade is a “final” grade. Any course that is “not” a final grade “should not” have the course history flag set (not set=unchecked).

Grad Subject: Auto-populates based on the course entered/selected.

Although some fields auto-populate.

Make sure to check (all fields) for accuracy and change as needed before proceeding.

A “final” grade could be a quarter grade, a semester grade or a full year grade depending on the information received. For example, Eng 4 could be a quarter grade for LWH, it could be a semester grade for NHS or it could be a full year grade for RHS (out-of-county – Lee).

Semester Content: Select Course Term.

Course	Course Number	Percent	Grade	Grade Scale	Cred. Attempted	Cred. Earned	GPA PTS	Affects GPA	Teacher	Grad Subject	Comments	Internal Notes	Course History	Semester Content
ENG 2 1001340	1001340		B	N	0.50	0.50	3	☒		EN - English			☐	Course Term

Middle school students taking classes for high school credit will have credits attempted, credits earned, Grad Subject and affects GPA. These would be Algebra 1, Algebra 1A, Algebra 1B, Geometry, Spanish and some vocational classes. Note - Do not set Affects GPA for grades of P, WP, WF.

2016-2017	Quarter 2	ALG 1 1200310A	1200310A		C	N	1.0	1.0	2	☒			A1 - Algebra ...
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Although some fields auto-populate.

Make sure to check (all fields) for accuracy and change as needed before proceeding.

Entering Teacher

Teacher is not filled in for out-of-county transfer grades. Grades posted from the gradebook would have the teacher name field populated.

Course	Course Number	Percent	Grade	Grade Scale	Teacher
ENG 2 1001340	1001340		B	N	

Entering District/School of Instruction

(where/when course was taken)

District: Select the School District.

School: Select the school name.

Grade Level: Select the grade level.

District	School	Gradelevel
13 - DADE	7461 - MIAMI SENIOR HIG...	11

*Note: Do not leave this field blank. If there is an * then no school was selected. Make sure to select the district, school, and grade of origin.*

For Example: FLVS = District 71 and School 0500 and 0600; College or University classes or private school = District 99; Out-of-State or Out-of-Country District = State or Country Code

Student Transfer Grades (Out-of-County)

Course Flag 1 ▾	Distance Learning ▾	Online Course ▾	Credits withheld for Attendance ▾
	Z - Not Distance ... ▾	N - Not an O... ▾	

“11-COLLIER” should not be used for private schools (St. John Newman, etc.)

School must exist on the Master School ID file from the DOE.

<http://doeweb-prd.doe.state.fl.us/EDS/MasterSchoolID/index.cfm>

Entering Course Type

Course Flag: Select as needed.

Codes frequently used: 9 = MS student taking a HS course; G = Gifted; H – Honors; I – Include in State & Local GPA; N – No credit/Attd Credit Denial; X – Exclude; Z – Local – Advanced Placement

Distance Learning: Select A=web-based (online) course if the course is to be used for the student’s online course requirement. If not, select Z=not distance learning class.

Online Course: Select for any course set as web-based or online. Select Y=online course if the course is to be used for the student’s online course requirement. If not an online course, select N=not an online course.

Industry Certification Identifier:

Entered for any industry certifications or assessments taken/attempted in a

course. An identifier should only be reported when all exams required to earn the certification or pass the assessment have been taken/attempted. For example, an MOS or Adobe certification or a Certified Dental Technician certification program.

Industry Certification Outcome: If an identifier is entered, then you must enter an outcome.

Industry Certification Identifier ▾	Industry Certification Outcome ▾
MICRO017 Microsoft Office Spe... ▾	P - Passed all assessments or c... ▾
N/A ▾	Filter
N/A ▾	N/A
N/A ▾	A - Only passed academic assessment
N/A ▾	C - Only passed industry certification exam
N/A ▾	F - Did not pass any assessments or certifications
N/A ▾	I - Attempted at least one but not all assessments or certifications
N/A ▾	P - Passed all assessments or certifications
N/A ▾	Z - Did not attempt any assessments or certifications

After entering the proper fields, don’t forget to ...

1. Press Enter after entering the information in the perspective fields.
2. The line item will be added to the list, the row will highlight orange, and the save button will turn red.
3. Click Save.

Deleting an Existing Record

You should only use this to delete records you may have entered in error. DO NOT DELETE existing academic records, as you may be altering historical data.

1. Click the red minus to the left of the record you want to delete.
2. A confirmation warning will display before the record is deleted.
3. Click OK.
4. Click Save.

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5. The record will be removed from the history.

Final Grades, GPA, & Class Rank

Demographic Enrollment Schedule Requests **Grades** Gradebook Absences Activities Referrals Fees & Payments Test History

All Year Quarter 3 Semester 2 Semester 2 Exams Fu

15 Grades

Export:   Filters: OFF Toggle Columns Page Size: 20

Year	Marking Period	Course	Course Number	Percent	Grade	Grade Scale	Cred. Attempted	Cred. Earned
2016-2017	Full Year					N	0	
2015-2016	Full Year	ENG 2 1001340	1001340		B	N	1.00	1.00