Recording Marking Period Grades for Transfer Students

Counselor Reference Guide · Mid-Year Transfers Into the District

Use this process when a student transfers into the district mid-year with marking period grades already earned at their previous school, and the district wants those grades recorded in OnCourse.

1 Open the Student's Grades

1. Go to **SIS > People**, search for the student, and open their profile.
2. Select the **Grades** tab from the left-hand menu.
3. Find the **corresponding course** in the grades grid.

2 Enter the Earned Grade

1. Click the **marking period** you want to add the earned grade to, then click **Edit** to open the Edit Grade window.
2. Enter the **Override Numeric Grade** — or select a **Grade Exception Code** if applicable.
3. Add a **Note** if you want to document where the grade came from (optional).
4. Click **Update** to save the grade. Repeat for each course and marking period as needed.

! **Permission required:** overriding a marking period grade requires a specific user permission. If you cannot edit the grade, contact your system administrator to have it granted.