Student Completes Part of a Course Outside the District

Counselor Reference Guide · Transcript & Schedule Management

1 Option 1 — District Awards Full-Year Credit

Use this option when your district includes an EOC or cumulative marking period in the final average — the student completes the rest of the course with you and earns full-year credit.

1 **Enroll the student in the course** and leave the Grading Term set to **Default**.

2 Go to the student's **Grades tab** in their profile.

3 **Enter the MP grades** the student earned at the previous school into the appropriate marking period columns.

2 Option 2 — District Awards Only Semester 1 Credit

Use this option when the student completed Semester 1 elsewhere and you are only enrolling them in Semester 2. Record S1 on the transcript and enroll them in your S2 section.

Step 1 — Add the S1 Grade to the Student's Transcript

1 Go to the student's profile and open the **Transcript tab**.

2 Click **Add Course** and search for the course.

3 **Complete the S1 transcript fields:**

Code	Field	What to enter
LG	Letter Grade	The letter grade earned at the previous school (e.g., B+)
NG	Number Grade	The numeric grade from the previous school
GP	Grade Points	Auto-calculates — no entry needed
BGP	Bonus Grade Points	Enter only for AP or Honors courses
PC	Potential Credit	The credit the course was worth
ED	Earned Credit	The credit the student actually earned

Step 2 — Enroll the Student in Your S2 Section

1. **Add the student to the appropriate S2 section** using the Schedule tab or Class Manager. Set the Grading Term to **S2** so only Semester 2 credit is tracked from this enrollment.