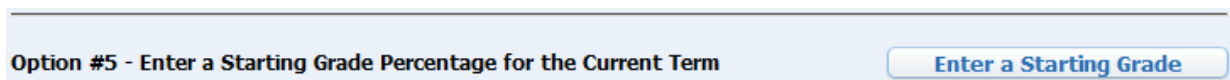


How To Enter Grades for New Students During An Open Grading Period

If a student enrolls in your class during a progress report grading period you should click on the **'NEW'** BUTTON



Select Option 5 Enter a Starting Grade Percentage for Current Term



Enter the student's withdrawal grade in Starting Grade Percent

A screenshot of a form titled 'Set Starting Grade for'. The form has a blue header bar. Below the header, there is a text input field with a blue arrow pointing to it from the text above. Below the input field, there is a paragraph of text: 'The **Starting Grade Percent** will be applied to each current term assignment that was due before ANGIE HOOVER's **Start Date**.' Below this text, there are three input fields: 'Starting Grade Percent:' with a value of '99.00' and a '%' sign; 'Student Start Date:' with a value of '09/14/2012' and a calendar icon; and '(Enrollment Date is 09/14/12)'. Below these fields is a checkbox labeled 'Overwrite existing assignment scores'. At the bottom of the form, there is a **NOTE:** 'Due to rounding, the current term percent may not exactly match the Starting Grade Percent that you enter. All assignments with a max score of zero and those with Benchmarks attached will be marked No Count and not scored.'

This will populate all assignments and tests within that grading period so the Progress grade will be a calculated average.

	PR2 Options▼	CON	Writin W06-T 10/02 DWQ 100 74.96	Interp W05-T 09/25 DWQ 100 87.82	Test # W04-F 09/21 TEST 100 68.54	Test # W04-W 09/19 DWQ 100 99.96	Sherlo W04-T 09/18 DWQ 100 94.96	Proper W04-T 09/18 DWQ 100 90.54	Condit W03-F 09/14 DWQ 100 89.43	Condit W03-F 09/14 DWQ 100 70.93	T/F Lo W03-W 09/12 DWQ 100 72.82	Test # W02-F 09/07 TEST 100 81.93
Wed 10/31 Atnd												
	[Redacted]											
	99		99	99	99	99	99	99	99	99	99	99

It added the 99 in all the assignments which occurred before her enrollment date of 10/31/2012.

If the student comes in after a report card reporting period (1st 9 Weeks) then the report card grade must be entered by manually entering grades in Option 3

Option #3 - Manually Enter Term Scores

[Manually Enter Scores](#)

Choose this option to manually enter term grade percents for closed grading periods

Enter Term Grades for Class PEFB2A / 01

Term	Current Grade	Current Percent	Report Card	Adjustment	New Grade	New Percent
PR1					<input type="text"/> ...	<input type="text"/> %
PR2					<input type="text"/> ...	<input type="text"/> %
1ST					<input type="text"/> ...	<input type="text"/> %