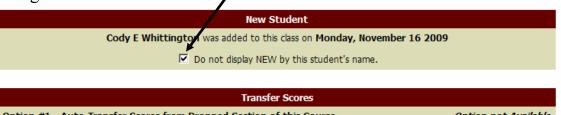
Accepting Grades for New Students Secondary School Version

For Students New to the District

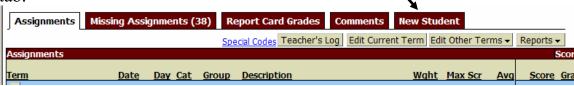
When you receive a new student in your class who is new to the district, take the following steps to get his/her previous term grades into your gradebook:

Click the yellow NEW button beside the student's name. How do you Term CP5 CR5 5TH 03/04/2010 Grade Options▼ Options▼ PR5 ▼ DA 100 Sort By % 96.00 <u>Students</u> Baltazar, Dasia J 90 90 90 90.00% 100100.00% 100 100 Best, Victor J 100 Cain, Charity H 100 100.00% 100 100 100 100 100.00% 100 100 100 Groover, Hayden A Guajardo, Shelby L 100 100.00% 100 100 100 100 100 00% 100 100

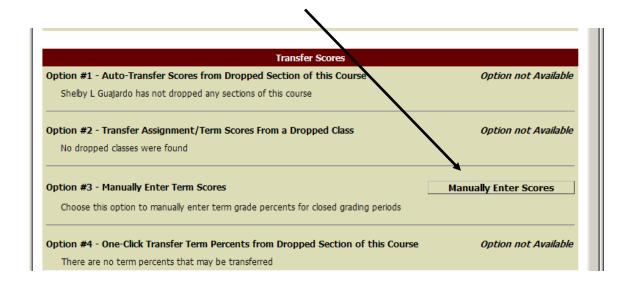
2. Click the box so that the NEW button will no longer be displayed in your gradebook.



NOTE – If the New button is not there, you will need to click on the student's name. It will take you to another screen where you can click on the New Student tab.



3. Choose **Option 3** to manually enter term scores. This option will allow you to enter previous term scores, but will not include any individual tasks. This is what you will use for brand new students who have term and/or semester scores entered in the office. In this case (brand new students), it will probably be the ONLY option available for you to choose.



Save Term/Exam Grades

The following screen will appear:

Enter Term Grades for Class WGEO / 05

Enter Term Grades for Class WGEO / 05						and Enter Semester Grades	
Term	Current Grade	Current Percent		Adjustment	New Grade	New Percent	
1ST			75		<u></u>	%	
2ND			71			%	
3RD			66			%	
SE1			72	Exam Score:	0 /	100 points	
S1			71			%	
4ТН			68		<u></u>	%	
5ТН	0	0.00%					
6ТН							

In the blanks, enter the grades that are present in the "Report Card" column and tab out of the box. (You will not be able to enter a grade for S1. That process will be available on the next screen.)

Enter Term Grades for Class WGEO / 05

Term	Current Grade	Current Percent	Report Card	Adjustment	New Grade	New Percent		
1ST			75	75.49%	75	75.49 <mark>%</mark>		
2ND			71	71.49%	71	71.49 %		
3RD			66	66.49%	66	66.49 %		
SE1			72	Exam Score:	/ 100 points			
S1			71			%		
4ТН			68	68.49%	68	68.49 <mark>%</mark>		
5TH	0	0.00%						

5. After entering all missing grades, click the "Save Term Grades and Enter Semester Grades" button.

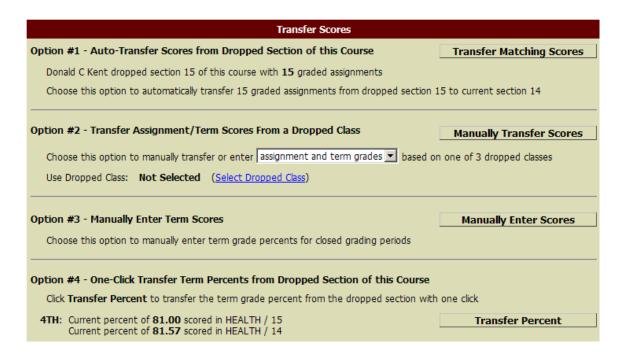
Save Term/Exam Grades and Enter Semester Grades

- 6. Enter the semester grade and click the "Save Semester Grades and Finish" button. (If you do not want to enter a semester exam score, you MUST delete the zero that is in the box by default)
- 7. You will then be returned to your gradebook. The discrepancies will no longer be visible in BOLD and the NEW button will be removed. There is no need to request grade changes or notify the office. This completes the process!

NOTE You cannot simply enter an S1 grade in the gradebook without entering grades for T1, T2 and T3. S1 is a calculated grade so all 3 terms must be entered. If you only have a semester grade, enter that same grade into the T1, T2, and T3 buckets so that it will calculate in your gradebook properly.

For Students New to Your Class (but not new to your campus)

If the student is not a new student, but is transferring from one class to another, you may have several options to choose for transferring scores from one course/section to another.



Option 1

This option will automatically transfer scores for all matching assignments from the old section. Assignments are matched if they have the same Due Date, Category, Max Score and Weight. When you select this option, you will see all tasks and scores that are about to be transferred. You may make changes or simply select SAVE to save the data into your gradebook.

Option 2

This option is a manual process that allows you to choose entry of assignments and term grades or just term grades from a dropped class. If you choose to use this tool, you will need to select the dropped class from which you want to pull grades.

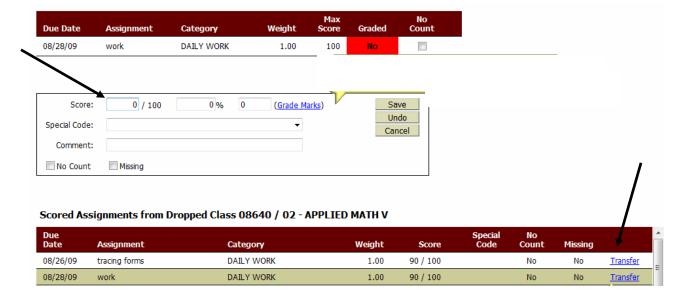
Option #2 - Transfer Assignment/Term Scores From a Dropped Class Manually Transfer Scores									
Choose this option to manually transfer or enter assignment and term grades based on one of 3 dropped classes									
Use Dropped Class: HEALTH / 15 (Hide Dropped Classes)									
		Entity	Class	Description	Teacher	Drop Date			
	•	002 - Dayton High School	HEALTH / 15	HEALTH	Daryl Bell	03/02/10			
	0	002 - Dayton High School	WGEOPA / 02	PRE-AP W GEOGRAPHY	Tyson Games	03/02/10			

Once the class is selected, click the "Manually Transfer Scores" button to see the actual tasks and scores.

Due Date	Assignment	Category	Weight	Max Score	Graded	No Count		Â
08/26/09	tracing forms	DAILY WORK	1.00	100	Yes	V	<u>Grade</u>	
08/28/09	work	DAILY WORK	1.00	100	Yes		<u>Grade</u>	
09/01/09	manipulatives	LAB	1.00	100	No		<u>Grade</u>	Ξ
09/04/09	simple addition	DAILY WORK	1.00	100	No		<u>Grade</u>	
09/11/09	class participation	PROJ	1.00	100	No		<u>Grade</u>	
09/16/09	identification of lesser/great	LAB	1.00	100	No		<u>Grade</u>	
09/18/09	using a calculator	DAILY WORK	1.00	100	No		<u>Grade</u>	
09/23/09	work	DAILY WORK	1.00	100	No		<u>Grade</u>	÷

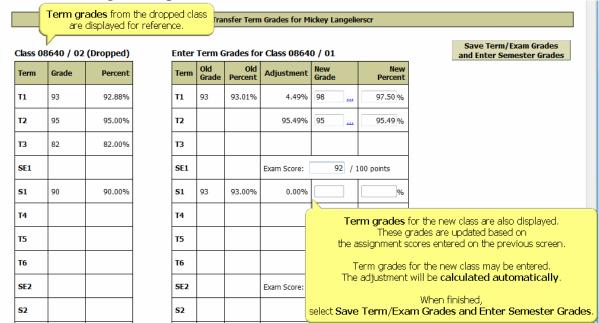
You can see if a task has a grade entered (with a YES in the green area). You can click the "Grade" hyperlink beside any task to see the actual score. You may choose to count something as NO COUNT if you don't want to bring in that task/score by clicking the NO COUNT box.

If the task has NO (in the red area) in the "Graded" column, you should click the GRADE hyperlink. This will take you to a screen where you can enter a grade manually (in the top box) or you can transfer a grade from the options at the bottom of the screen by clicking the TRANSFER hyperlink.



Once you have entered all desired tasks, you have 2 button choices. The top button, "Complete Assignment Scoring," will bring in the grades. The second button will mark any ungraded assignments as no count and brings in all of the graded assignments.

A new window appears showing the term grades from the dropped course, along with the term grades for the current course. This may or may not match, depending on which tasks/grades you copied to include in your gradebook. Great consideration must be given here, so take a few minutes to determine what will make the best grade representation in the new course/section.



When you are comfortable with the transfer grades you have entered, click the "Save Term/Exam Grades and Enter Semester Grades" button. Enter the semester grade (if necessary) and SAVE/FINISH. This should take you back to the gradebook. Check to make sure that all terms are correct.

Option 4

This option is a quick process for transferring term grades directly from a dropped section into the current section. It will not transfer assignments; it will just transfer term grades. You will see a list of possible term grades to transfer. You may click the **Transfer Percent** button next to any and all terms that you would like to transfer. Most likely, you will transfer all previous terms. You may not want to transfer a percent for a current term since there may be some additional assignments left to grade. In that instance, you will probably want to use a combination of options. You could use Option 4 for previous terms that have already been completed and Option 2 to bring in assignments and scores for the current term.