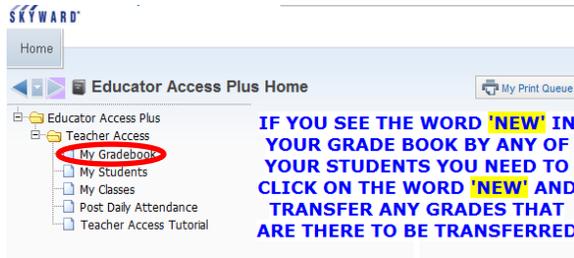


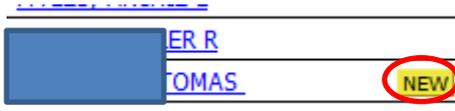
How to Pull a Transfer Student's Grades into Gradebook

When to use: This process should only be used if you are pulling grades in for a student that is transferring from another teacher's class (or school in Crosby ISD).

1. Login to Skyward Gradebook.
2. Click on **My Gradebook**



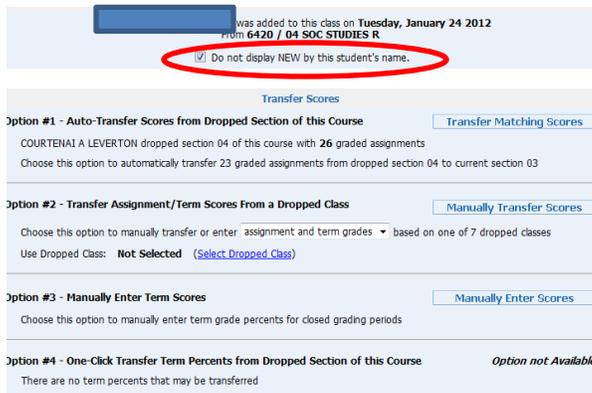
3. Select the appropriate gradebook.
4. Click the yellow **NEW** button next to the student's name.



****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.



5. Select the box that says **Do not display NEW by this student's name.**
You will be using the Manually Transfer Scores option. ****Do NOT** click on it at this point



6. Select **term grades only** from the drop down menu

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 7 dropped classes

Use Dropped Class: **Not Selected** [\(Select Dropped Class\)](#)

assignment and term grades
term grades only

7. Click on **Select Dropped Class**

Option #2 - Transfer Assignment/Term Scores From a Dropped Class Manually Transfer Scores

Choose this option to manually transfer or enter **term grades only** based on one of 7 dropped classes

Use Dropped Class: **Not Selected** [\(Select Dropped Class\)](#)

8. Click the circular button next to the class they are moving from.

Use Dropped Class: **6420 / 04** [\(Hide Dropped Classes\)](#)

Entity	Class	Description
<input type="radio"/> 104 - Drew Intermediate School	6850 / 05	PE
<input type="radio"/> 104 - Drew Intermediate School	6120 / 04	LANG ARTS R
<input type="radio"/> 104 - Drew Intermediate School	6121 / 04	READING R
<input type="radio"/> 104 - Drew Intermediate School	6220 / 01	MATHEMATICS R
<input type="radio"/> 104 - Drew Intermediate School	6320 / 01	SCIENCE R
<input checked="" type="radio"/> 104 - Drew Intermediate School	6420 / 04	SOC STUDIES R
<input type="radio"/> 104 - Drew Intermediate School	6750 / 12	MUSIC T

9. Click **Manually Transfer Scores**

Transfer Scores

Option #1 - Auto-Transfer Scores from Dropped Section of this Course Transfer Matching Scores

COURTENAI A LEVERTON dropped section 04 of this course with 26 graded assignments

Choose this option to automatically transfer 23 graded assignments from dropped section 04 to current section 03

Option #2 - Transfer Assignment/Term Scores From a Dropped Class Manually Transfer Scores

Choose this option to manually transfer or enter **term grades only** based on one of 7 dropped classes

Use Dropped Class: **6420 / 04** [\(Select Dropped Class\)](#)

Option #3 - Manually Enter Term Scores Manually Enter Scores

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

Option #4 - One-Click Transfer Term Percents from Dropped Section of this Course Option not Available

There are no term percents that may be transferred

Option #5 - Enter a Starting Grade Percentage for the Current Term Enter a Starting Grade

10. Enter the Term grades (report card grades) from the previous class in the **New Grade** field.

Enter Term Grades for Class 6420 / 02

Term	Current Grade	Current Percent	Report Card	Adjustment	New Grade	New Percent
1ST			87		<input type="text" value="87"/>	<input type="text" value=""/>
2ND			86		<input type="text" value="86"/>	<input type="text" value=""/>
3RD	75	74.50%	75	74.50%	<input type="text" value="75"/>	<input type="text" value=""/>
S1	75	75.00%	75	0.00%	<input type="text" value="75"/>	<input type="text" value=""/>
4TH	70	70.00%	70	0.00%	<input type="text" value="70"/>	<input type="text" value=""/>
5TH	52	52.00%	52	0.00%	<input type="text" value="52"/>	<input type="text" value=""/>
6TH	68	68.00%				
S2	63	63.33%				
FIN	69	69.00%				

**The system will only allow you to enter grades for the areas highlighted yellow.

11. Click the **Save Term Grades and Enter Semester Grades** button in the top right corner.



12. Enter the Semester 1 grade in the **New Grade** field.

Enter Semester Grades for Class 6320 / 09

Term	Current Grade	Current Percent	Report Card	Adjustment	New Grade	New Percent
1ST						
2ND						
3RD						
S1	79	79.00%	79	79.00%	<input type="text" value="79"/>	<input type="text" value=""/>
4TH	83	83.00%	83	83.00%	83	83.00%
5TH	74	74.49%	74	74.49%	74	74.49%
6TH	88	88.00%				
S2	82	81.67%				
FIN	81	80.50%				

13. Click the **Save Semester Grades and Finish** button in the top right corner



This completes the process. If you pull grades in for students in this way, you will NOT need to do a Grade Change Request.