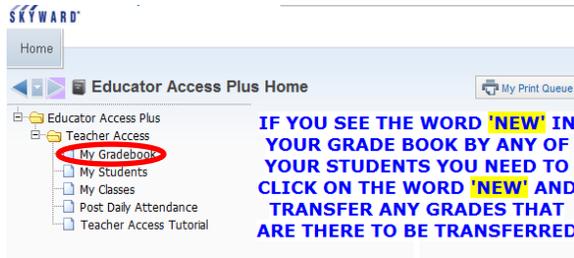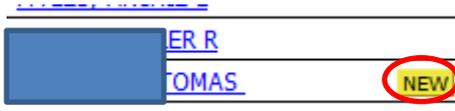# How to Pull a Transfer Student's Grades into Gradebook

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).

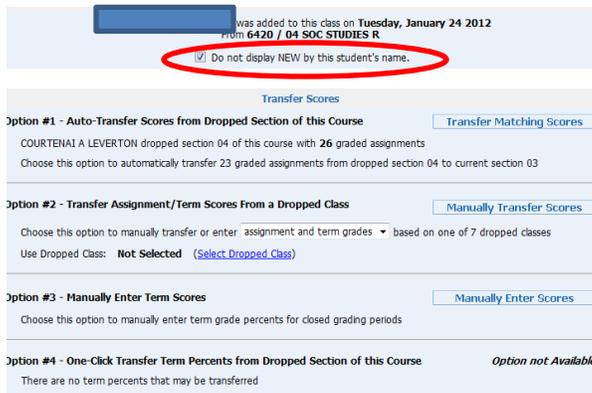1. Login to Skyward Gradebook.

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

7. Click on **Select Dropped Class**

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

9. Click **Manually Transfer Scores**

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		...	%
2ND			86		...	%
3RD	75	74.50%	75	74.50%	...	%
S1	75	75.00%	75	0.00%		%
4TH	70	70.00%	70	0.00%	...	%
5TH	52	52.00%	52	0.00%	...	%
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.

Save Term Grades
and Enter Semester Grades

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%	789 ...	%
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

Save Semester Grades
and Finish

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