

## Transfer Grades

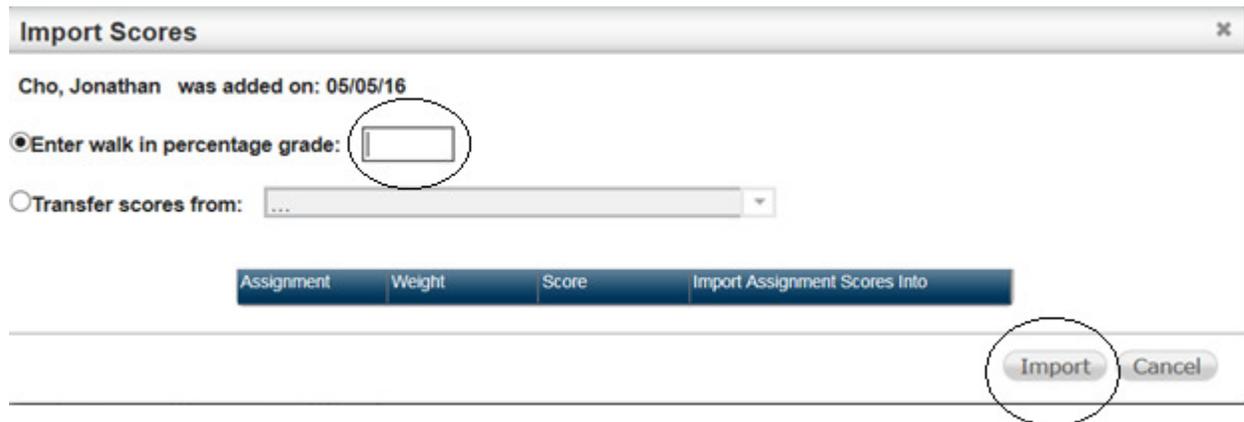
Students transfer in, schedule changes happen and when a student moves from one teacher to another or one school to another, grades do not transfer. Grades must be manually entered in the teacher's gradebook.

You can easily enter a walk-in grade for a student that transfers in during the quarter – whether from class within building or elsewhere.

When a student enters on a date after last assignment due date, there will be a “sunburst” icon after their name....click on it.



The following screen pops up:

A screenshot of a software dialog box titled 'Import Scores'. At the top, it says 'Cho, Jonathan was added on: 05/05/16'. There are two radio button options: 'Enter walk in percentage grade:' with an empty text input field next to it, and 'Transfer scores from:' with a dropdown menu. Below these is a table with columns: 'Assignment', 'Weight', 'Score', and 'Import Assignment Scores Into'. At the bottom right, there are 'Import' and 'Cancel' buttons. Red circles highlight the text input field and the 'Import' button.

Type the students transfer grade average in the field and click Import.....EASY!!

**WARNING: Once the walk-in information is saved, if an assignment setup for total points is updated, the calculated assignment points DO NOT CHANGE**

- The “transfer scores from”: field **ONLY** works when used on SAME TEACHER, with the number of and SAME ASSIGNMENTS only a different period.