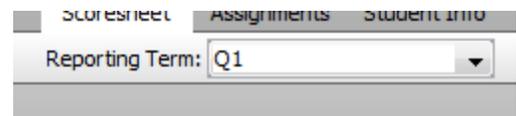


Student moving from another class or school How do I enter those grades in MY grade book?

Depends on the timing of when the student makes the move, as to what needs to be copied over.

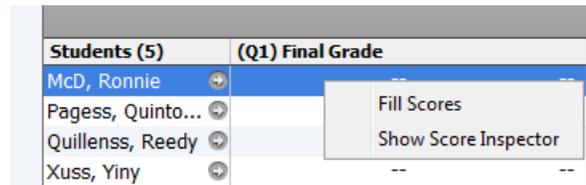
This example below is for a student (Ronnie McD) that moves during Q2 from WRE to BGE.

1. Get the grades from the previous section/teacher for each subject (obtained from a printout of the quick lookup or a final grade report from the grade book).

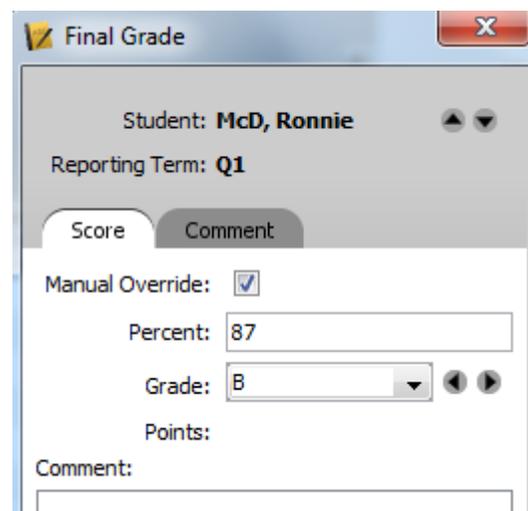


2. BGE current teacher – change reporting term to Q1 in his/her grade book.

3. For each subject, the final Q1 grade needs to be overridden. Right click next to the correct student (in this example I am using Ronnie McD), and select “show score inspector”



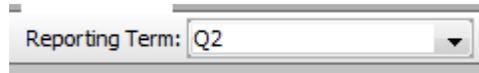
4. Check the box to manually override the Q1 final grade, then enter the Q1 grade from the previous teacher/section. Percent and grade both need to be entered. When finished, click on “Close”



5. Repeat these steps for all subjects.

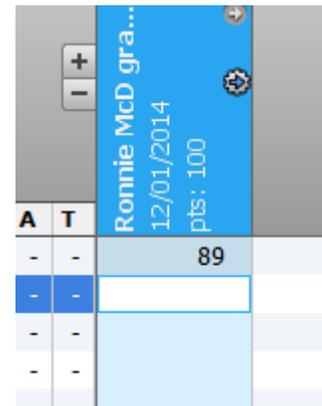
Now you have all the Q1 grades in your grade book. So, the S1 will calculate accordingly. (Reminder the S1 calculation should be set for TERM WEIGHTS – instructions are on the reminder sheet that is always emailed). Now – moving to the Q2 grades.

1. Change reporting term to Q2.



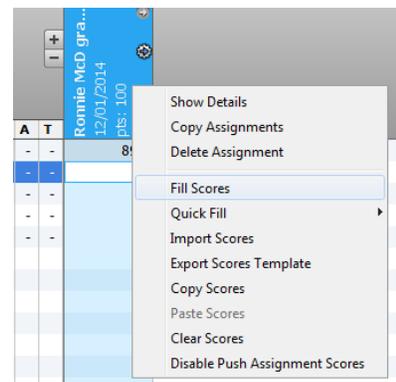
2. IF you do NOT use category weights, I suggest doing the following: (IF you use category weights, you will need to enter an assignment for each category instead of just one assignment per subject).

3. Go to your first subject – Create a new assignment – you can name this assignment “Ronnie McD grades transferred from WRE” – or whatever will make sense to you and Ronnie’s parents. I would use the date of when Ronnie transferred.

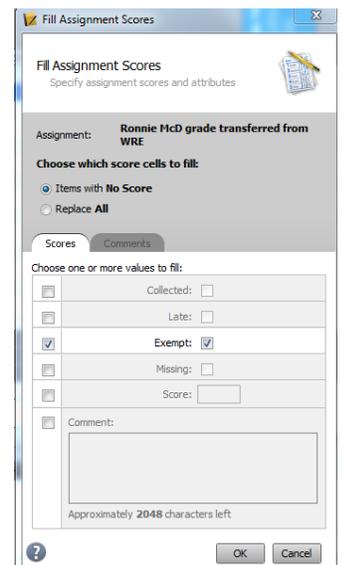


4. Enter the Q2 final score that Ronnie had when leaving WRE for this subject. This will now be the grade your grade book will start with and continue forward.

5. Once you have created the assignment and entered his score as it was – you will want to exempt all other students, so those parents don’t see this assignment on the parent portal. Do this by right clicking on the column heading for the assignment you just created, then select “**Fill Scores.**”



6. When the window appears, confirm that the Items with No Score is selected. Check the box to the left of Exempt, and also check the box to the right of exempt. Then click on OK. This will then display an EX for all other students. Making this an exempt assignment for them. So, it won’t appear on the parent portal, nor will it affect their grades.



7. Repeat these steps for all subjects.