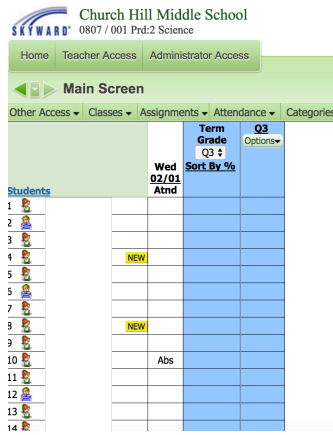


Entering Grades for a NEW Student

When a new student is added to one of your classes, the word **NEW** will appear next to his/her name in your gradebook.



Clicking the word **NEW** will open a popup window that will give you five options on how you want to enter the student's grades.

New Student
 [Name] was added to this class on **Wednesday, August 24 2016**
 From **0807 / 007 Science**
 Do not display NEW by this student's name.

Transfer Scores

Option #1 - Auto-Transfer Scores from Dropped Section of this Course *Option not Available*
 [Name] dropped section 007 of this course with 2 graded assignments
 No matching graded assignments were found

Option #2 - Transfer Assignment/Term Scores From a Dropped Class
 Choose this option to manually transfer or enter [assignment and term grades] based on one of 10 dropped classes
 Use Dropped Class: **Not Selected** ([Select Dropped Class](#))

Option #3 - Manually Enter Term 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
 No grading periods have ended prior to [Name]'s drop effective date.
 Click **Transfer Percents** to transfer the term grade percent from the dropped section with one click

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

Option #1 will allow you to transfer grades from a different section of the same course. This option is great for when a student moves from one of your classes to another one of your classes with the same assignments.

Option #2 will allow you to transfer assignments or 9 weeks grades from any class. If you click ([Select Dropped Class](#)) it will display all of the student's dropped classes. Click the radio button next to the appropriate class, and click "Manually Transfer Scores".

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

Choose this option to manually transfer or enter [term grades only] based on one of 10 dropped classes
 Use Dropped Class: **Not Selected** ([Hide Dropped Classes](#))

Entity	Class	Description	Teacher	Drop Date
<input type="radio"/>	025 - Church Hill Middle School 0849 / 1	8th Grade STEM	Jason Joyner	01/05/17
<input type="radio"/>	025 - Church Hill Middle School 0801 / 007	English/Lang Arts 8	Shanna Smith	08/24/16
<input type="radio"/>	025 - Church Hill Middle School 0806 / 007	Math 8	Charles Shaver	08/24/16
<input type="radio"/>	025 - Church Hill Middle School 0807 / 007	Science	Autumn Spencer	08/24/16
<input type="radio"/>	025 - Church Hill Middle School 0814 / 007	Social Studies	Randall Mcghee	08/24/16
<input type="radio"/>	025 - Church Hill Middle School 08522 / 003	PE 2 8	Jordan Ward	08/24/16
<input type="radio"/>	025 - Church Hill Middle School 0860 / 002	Music 8	Ashley Guice	08/24/16
<input type="radio"/>	025 - Church Hill Middle School 9305 / 015	Study Hall	George Keen	08/24/16
<input type="radio"/>	025 - Church Hill Middle School 96018 / 001	Exploratory 8	George Keen	08/24/16
<input type="radio"/>	025 - Church Hill Middle School 96058 / 003	Grade 8 Connections	Autumn Spencer	08/24/16

On the next screen, it will show you what he/she had in the dropped class you selected as well as what was reported on the student's report card. Enter the grade in the "New Percent" column and click "Save".

Class 0849 / 1 (Dropped)				Enter Term Grades for Class 0807 / 001						
Term	Grade	Percent	Report Card	Term	Current Grade	Current Percent	Report Card	Adjustment	New Grade	New Percent
Q1	96	96.00%	94	Q1	94	94.00%	94	2.00%	<input type="text"/>	<input type="text"/> %
Q2	99	99.00%	90	Q2	90	90.00%	90	2.00%	<input type="text"/>	<input type="text"/> %
S1	98		92	S1	92		92		<input type="text"/>	
Q3				Q3						
Q4				Q4						
S2				S2						

Option #3 will allow you to enter 9 weeks grades only. This option does not require you to pick a dropped class. You simply enter the scores in the "New Percent" column and click "Save".

Option #3 - Manually Enter Term Scores

Manually Enter Scores

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

Enter Term Grades for Class 0807 / 001

Term	Current Grade	Current Percent	Report Card	Adjustment	New Grade	New Percent
Q1	94	94.00%	94	2.00%	<input type="text"/>	<input type="text"/> %
Q2	90	90.00%	90	2.00%	<input type="text"/>	<input type="text"/> %
S1	92		92		<input type="text"/>	
Q3						
Q4						
S2						

Option #4 will allow you to transfer grades from a different section of the same course with one click. As soon as you click it, the grades are entered.

Option #4 - One-Click Transfer Term Percents from Dropped Section of this Course

Q1: Current percent of **72.00** scored in 0807 / 003
 Current percent of **0.00** scored in 0807 / 004

Transfer Percents

Click **Transfer Percents** to transfer the term grade percent from the dropped section with one click

Option #5 allows you to enter a starting grade for the current 9 weeks. It will autofill any assignment grades prior to the student's enrollment with the grade you choose. Enter the starting date and the date the student was first in your class, and then click "Apply Grade Percent".

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

Enter a Starting Grade

Set Starting Grade for

The **Starting Grade Percent** will be applied to each current term assignment that was due before Madison Gillenwater's **Start Date**.

Starting Grade Percent:

Student Start Date: (Enrollment Date is 08/24/16)

Overwrite existing assignment scores

NOTE: Due to rounding, the current term percent may not exactly match the Starting Grade Percent that you enter.
 All assignments with a max score of zero and those with Benchmarks attached will be marked No Count and not scored.

Apply Grade Percent