Accepting Transfer grades in TxGradebook

1. Beside each student's name is the transfer icon ⊤ (i.e., a gray T) indicating that he is not a transfer student. If a student transfers into the class, the red transfer icon **T** is displayed next to his name.

   To accept the transfer student into the course section, click the red transfer icon **T**. The Transfer Walk-In Average dialog box opens.

   - The **Date** field displays the student's transfer date by default. To enter a different date, type over the date in the MMDDYYYY format, or click 📅 to select a valid date from the calendar.

     o If there is only one track for the campus displayed, the calendar is color-coded according to the track, and a legend is provided for the colors. If this is a multi-track campus, the calendar is color-coded for multiple tracks.

     o If you enter an invalid date according to the calendar, an error message is displayed on the right side of the **Date** field. You must type or select a valid date.

     o You cannot select a date outside the current calendar year. Valid school dates begin with the earliest meeting day for any track at the campus and end with the latest meeting day for any track at the campus.

     o To close the calendar, you must click a valid date on the calendar or click the calendar icon.

   - In the **From** fields, the teacher name, course number, and section are displayed for the course from which the student transferred. This data is only displayed if the student transferred from a different section of the same course and has a transfer average.

   - In the **Average** field, the student's transfer average is displayed if available. Otherwise, you can type the student's walk-in average. This is the student's average in the class from which he transferred. You can enter a numeric grade or an alphabetical (ABCD or ESNU) grade.

     o If a student transferred from a course that posts letter grades to a course that posts numeric grades, and a letter grade is entered for his transfer average, the student's working cycle average is displayed as a numeric grade.

     o See the Calculate Averages page for an explanation of calculating averages for transfer students.

   - The **Weight** field displays a 0 for a transfer student who has not yet been accepted into the class. To accept the student into your class, type the weight you want to apply to the student's transfer average. For example, if a student transferred three weeks into a six-week cycle, you may want to enter a weight of 50%. The maximum weight you can enter is 99.

     Note: • The student's transfer icon remains red **T** until a weight is entered and saved.

     • Once you have entered and saved a weight, the student's transfer icon turns blue **T**. The blue icon remains until the end of the semester.

     • Any course assignments that were due prior to the student's transfer date are excluded for the student, and the **X** icon is displayed for the assignments. You can override the exclusion if you want the transfer student to complete an assignment that was due prior to his transfer date. To override the exclusion, click 📄, unselect **Exclude**, and then click **Ok**.

2. To save the transfer data for the student, click **Ok**.

   If you entered and saved the transfer average data for the student, his walk-in average is calculated in his working cycle average.

3. To close the dialog box without saving any data, click **Cancel**.

4. To clear all data previously entered for the transfer student, click **Clear**.

Any changes made for a transfer student must be saved after they are entered. The data entered is not actually saved until you type your PIN and click **Save** to save all data on the Assignment Grades page. When you click **Ok**, it only saves the data until you save all data on the Assignment Grades page.