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Entering Transfer Grades in your Grade Book

When a new student enrolls in your class you **MUST** enter in the grades he/she have earned from their previous teacher within your building or from another school. Guidance will supply you with transfer grades when you are notified of student entering your class.

When a student transfers from one section to another you will receive an email from the Guidance Department. When a student transfers from another school these grades may or may not be available upon entering your class but Guidance will email the grades as soon as they have the information.

Once you receive the transfer email please enter the grade into your gradebook so the the final grade for this course will reflect accurately in the student's transcript.

If you were unable to enter the grade when you received this email and have since lost track of the email, no worries, you can go to the student's Quick LookUp and click the prompt to 'Show Dropped Classes'

Note: If the transfer is from a different school you will not be able to see the details of that grade.

Attendance By Class				
F	Course	Q1	Q2	S1
	Advisory 2016 Laney, William R - Rm: P8	--	--	--
	Trig / Pre-Calculus Christopher, Jon - Rm: G2	--	--	--
	Financial Literacy Fitzmaurice, Darcy - Rm: B6	--	--	--
	Col Comp/Intro Lit Libby, Laura - Rm: P3	--	--	--
	Senior Privileges Henderson, Gregory	--	--	--
	Advisory 2016 Ross, Heather - Rm: P8	--	--	--
	Senior Privileges Henderson, Gregory	--	--	--
	Senior Privileges Henderson, Gregory	--	--	--
	Col Govt Doughty, Paula - Rm: P1	100	--	100
	Chemistry Level 2 Finnemore, Mary - Rm: G12	--	--	--
Current SAHS Class Rank GPA (Y1): 84.8026				
Show dropped classes also				

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Entering the Transfer Grade During a Current Quarter

If the student enrolls in your class in the middle of the quarter you need to enter their historical grade up to this point. In your grade book, please go to the quarter you wish to work with. Enter the grade information; two methods of entering grades during an active quarter currently used by teachers are listed below.

- Enter in the score the student has earned so far and exempt everyone else “out” of that assignment. You will want to choose an assignment category that is going to make the grade average fairly for the student. This works well when you are using points.

Points

New Assignment

Assignment | Publish | Standards

Name: Abbreviation:

Category: Score Type:

Points Possible: Extra Points: Max: 10 Weight:

Date Due: Include in Final Grade:

Description:

Revert Save

		TransferGrade 09/09/2015 pts: 100	
A	T		
1	-		
2	-	80	
-	-	Ex	
-	-	Ex	
-	-	Ex	
-	-	Ex	
-	-	Ex	
-	-	Ex	
1	-	Ex	
1	-	Ex	
-	-	Ex	

- Enter the transfer grade for all assignments in that quarter up until the student entered your class. This works well if you are using percentages.

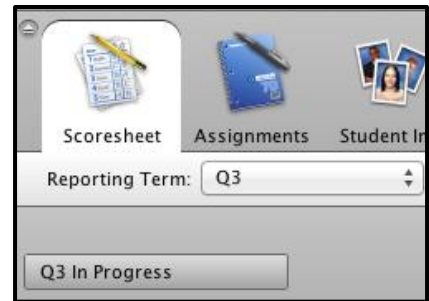
Percentage

Assignment	Date	pts	Score
Chpt 1 Outline ...	09/01/2014	100	80
Chpt 1 Talking...	09/01/2014	100	80
Chpt 1 Vocabul...	09/07/2014	100	80
Student Questi...	09/07/2014	100	80
Timeline Work...	09/07/2014	100	80
Revised Chapte...	09/11/2014	100	80
Chapter 1 onlin...	09/15/2014	100	0
Chapter 1 Exam	09/21/2014	100	88
			93

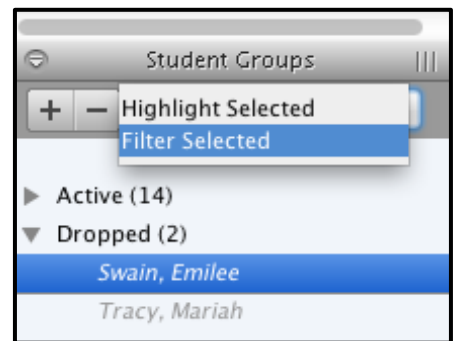
Entering the Transfer Grade At Start of a Term (Quarter or Semester)

In order for the semester or year grade to calculate properly you will need to enter a grade for the prior quarter/semester (Term).

- Go back to the prior term by clicking the appropriate term tab on the grade-book grid.



If you don't see the student listed in your roster, click the arrow above the "Student Groups" and choose to show "Dropped Students".



Click Dropped. The student's name will appear grayed out.

Click on Highlight Selected to choose Filter Selected

Right click on the students name and select SHOW SCORE INSPECTOR

Students...	(S2)	Final Grade	A	T	Fill Scores	Project (C)	Self-eval	
Andr...	A	97%	340/350	1	-	145/150	100/100	95/100
Earl...	B	84%	295/350	-	1	100/150	50/50	50/50
Golh...	B	83%	250/300	1	-	100/150	50/100	50/50
Han...	B	83%	250/300	1	-	150/150	50/100	50/50
Hesl...	F	50%	150/300	1	-	50/50	50/100	50/50
Hurde...	A	100%	300/300	1	-	250/250	100/100	50/50
Jackm...	B	83%	250/300	1	-	150/150	100/100	0/50
Jeff...	A	100%	300/300	-	-	150/150	100/100	50/50
John...	B	83%	250/300	-	-	100/150	100/100	50/50
Ken...	A	100%	300/300	-	-	150/150	100/100	50/50
Kuef...	A	100%	300/300	2	-	150/150	100/100	50/50
Lars...	B	33%	100/300	3	-	0/150	50/100	50/50
Lars...	A	100%	300/300	-	-	150/150	100/100	50/50
Lena...	A	100%	300/300	-	-	150/150	100/100	50/50
Lilleh...	A	100%	300/300	-	1	150/150	100/100	50/50
Lind...	B	83%	250/300	1	-	150/150	100/100	0/50
Lise...	A	100%	300/300	-	-	150/150	100/100	50/50

Move over to the "Final Grade" column on the right side of the page.

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Control Click (Right Click) on the term you wish to enter your grade in. You will get the 'Score Inspector' window.

- Click in the Manual Override box
- Enter in the Percent
- Use the drop to Enter the Grade (they will be the same).

A student will need a grade in every applicable quarter for the course you are teaching in order to calculate the semester grade properly. If you have any questions, please contact the student's Guidance Counselor, Dorothy Small and/or Laurie Attwood.

TechNote: Please remember to close out/shut down your PowerGrade gradebook at least every day in order to be sure your grades sync properly.

Attendance Note: You do NOT need to enter historical attendance. This is recorded in the previous enrolled section.

The screenshot shows a window titled "Final Grade" with a standard macOS-style title bar (red, yellow, green buttons). Below the title bar, there is a "Student:" field with a blue selection box containing the letter "E". Underneath is "Reporting Term: S2". There are two tabs: "Score" (selected) and "Comment". In the "Score" section, there is a "Manual Override:" checkbox, a "Percent:" input field with the value "0", a "Grade:" dropdown menu, and "Points: n/a". Below this is a "Comment:" text area. At the bottom of the window, there is a "2048 characters left" indicator and two buttons: "Clear" and "Close". A small blue question mark icon is visible in the bottom left corner of the window's content area.