

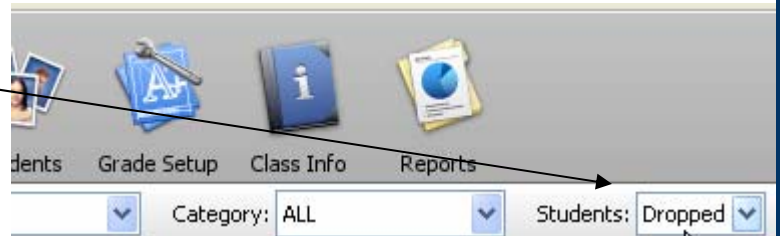


## Setup Grades for Student Transferring into Your Class

**Purpose:** *Teachers* – Suggestions for setting up grade for a student who has just transferred into your class section from another class in your school. This method uses a percentage to determine a current grade in the new class and assumes the grade setup is set to total points.

Steps:

1. New class teacher receives a % from previous teacher that the student had in the class they left.
  - a. Teachers in the class they left can click on the Students filter drop down and select Dropped. This will show the student that has dropped and show their grade at the point of dropping the class.



2. The New classroom teacher will calculate the total points available to the class before this new student joined it.
3. Using the percentage the previous teacher supplied, calculate the points the new student has in your class. (old % x total possible before joining)
4. Create a new assignment in the grade book with a points possible of zero (consider calling the assignment something like "Transfer Student Grade").
5. Exempt all students except the new one.
6. Give that new student the points you calculated in step 3
7. Now carry on with new assignments as usual including the new student in the grading.

### Example:

Jimmy Johnson transfers from Mrs. Smith's Algebra class to Mr. Pauls Algebra Class.

Mr. Pauls advises Mrs. Smith that Jimmy was getting a 75% in his class

Mrs. Smith determines up to the day Jimmy was transferred to her class, the total number of points available in that class was 225.

75% of 225 is 169 (rounded up).

Mrs. Smith adds a new assignment to her grade book called Trans Stu Grade and uses the Fill Scores feature to exempt all the students in that class for that assignment. She then goes back and give Jimmy 169 points for that assignment.

Now the grade book is ready to calculate grades for Jimmy the rest of the term.