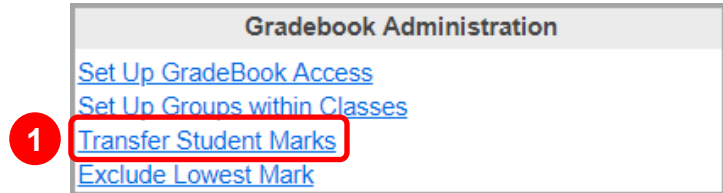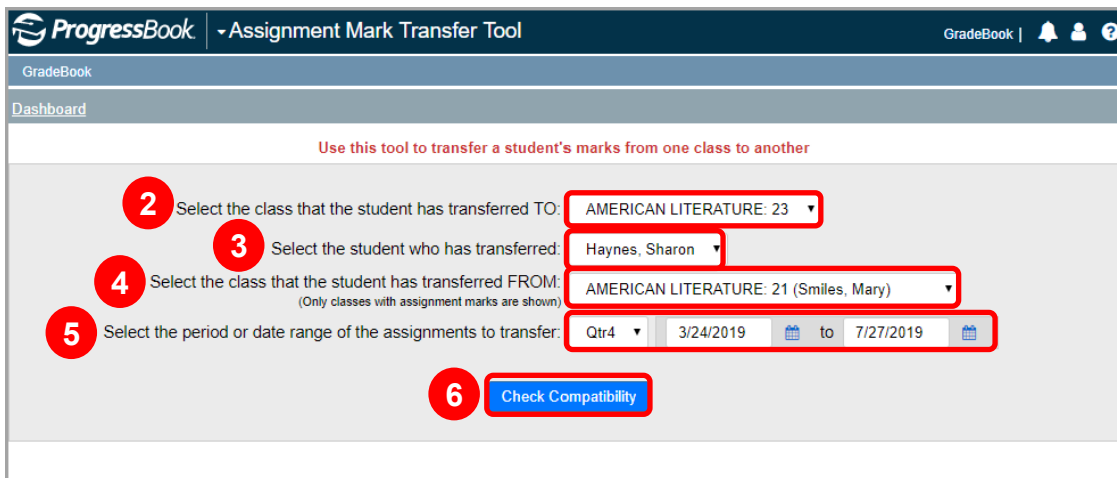# A+ *ProgressBook* GradeBook
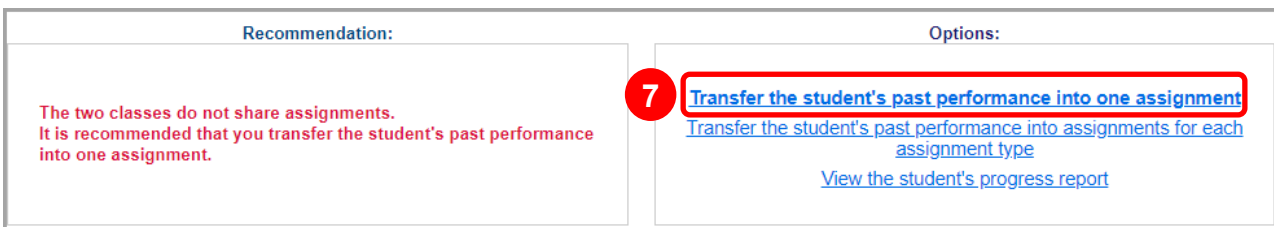
Transferring Student Marks

1 On the **Class Dashboard** for the desired class, below **Gradebook Administration**, click **Transfer Student Marks**.

Gradebook Administration

Set Up GradeBook Access
Set Up Groups within Classes
1 Transfer Student Marks
Exclude Lowest Mark

2 On the **Assignment Mark Transfer Tool** screen, select a class from the **Select the class that the student has transferred TO** drop-down list.

3 Select a student from the **Select the student who has transferred** drop-down list.

4 Select a class from the **Select the class that the student has transferred FROM** drop-down list.

5 Select a reporting period or enter a date range of assignments to transfer using the drop-down list or date fields, respectively.

6 Click **Check Compatibility**.

ProgressBook ▾ Assignment Mark Transfer Tool — GradeBook | 🔔 👤 ❓

GradeBook

Dashboard

Use this tool to transfer a student's marks from one class to another

2 Select the class that the student has transferred TO: `AMERICAN LITERATURE: 23 ▾`

3 Select the student who has transferred: `Haynes, Sharon ▾`

4 Select the class that the student has transferred FROM: `AMERICAN LITERATURE: 21 (Smiles, Mary) ▾`
(Only classes with assignment marks are shown)

5 Select the period or date range of the assignments to transfer: `Qtr4 ▾` `3/24/2019` 📅 to `7/27/2019` 📅
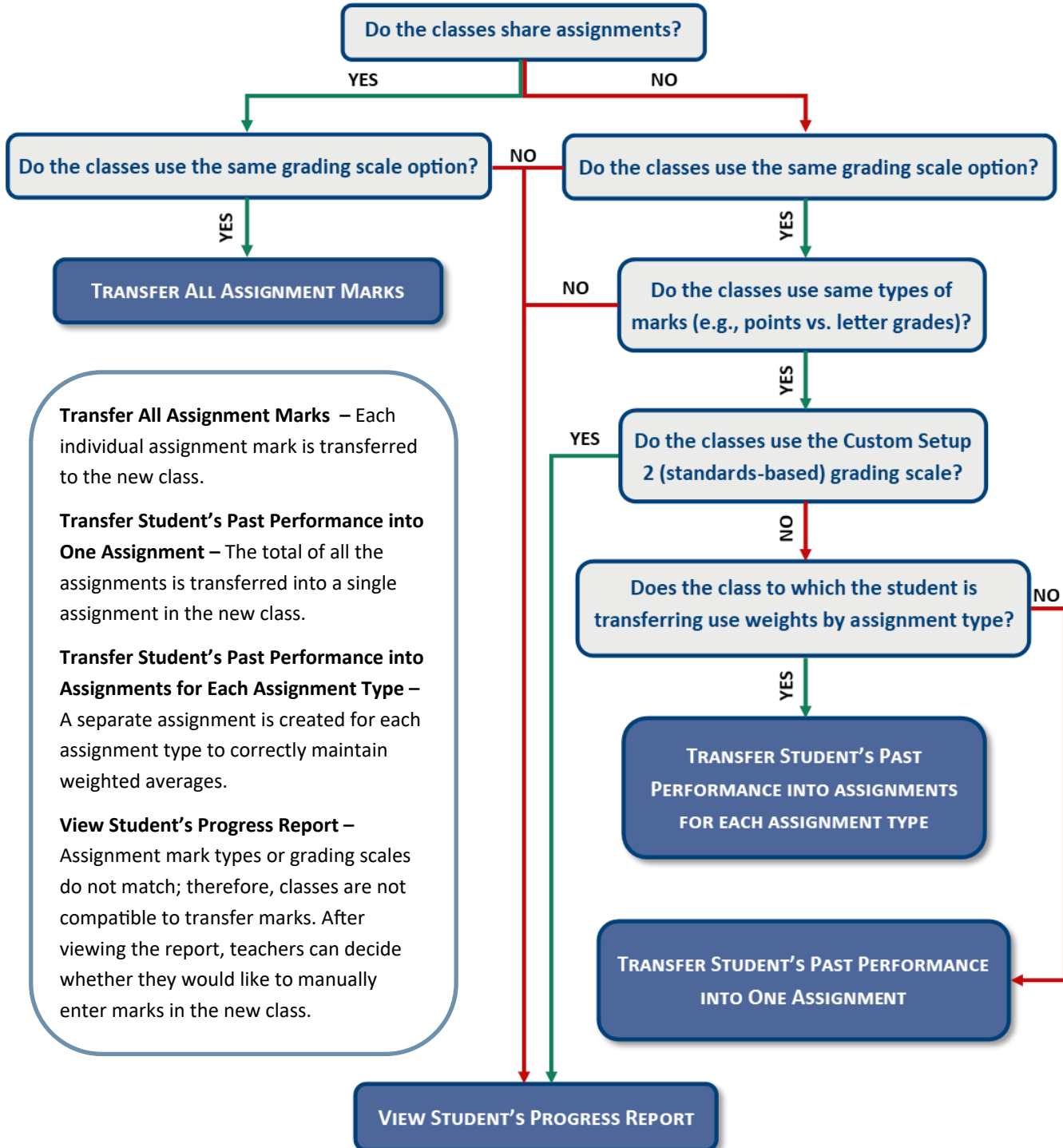
6 [Check Compatibility]

7 At the bottom of the screen, a **Recommendation** area and an **Options** area display. The **Recommendation** area contains the best practice for transferring the marks from the classes you selected. The **Options** area provides you with one or more options, including the one suggested in the **Recommendation** area. Click one of these.

Recommendation:

The two classes do not share assignments.
It is recommended that you transfer the student's past performance into one assignment.

Options:

7 **Transfer the student's past performance into one assignment**
Transfer the student's past performance into assignments for each assignment type
View the student's progress report

*See reverse side for recommendations on transferring marks as well as explanations of each option.

ProgressBook® A+ GradeBook

Recommendations

Do the classes share assignments?

YES → **Do the classes use the same grading scale option?**

NO → **Do the classes use the same grading scale option?**

(Left branch, YES) → **TRANSFER ALL ASSIGNMENT MARKS**

(Between the two "same grading scale option" boxes) NO

(Right branch, YES) → **Do the classes use same types of marks (e.g., points vs. letter grades)?**

(YES) → **Do the classes use the Custom Setup 2 (standards-based) grading scale?**

(NO from types of marks)

(NO from Custom Setup 2) → **Does the class to which the student is transferring use weights by assignment type?**

YES → **TRANSFER STUDENT'S PAST PERFORMANCE INTO ASSIGNMENTS FOR EACH ASSIGNMENT TYPE**

NO → **TRANSFER STUDENT'S PAST PERFORMANCE INTO ONE ASSIGNMENT**

YES → **VIEW STUDENT'S PROGRESS REPORT**

Transfer All Assignment Marks – Each individual assignment mark is transferred to the new class.

Transfer Student's Past Performance into One Assignment – The total of all the assignments is transferred into a single assignment in the new class.

Transfer Student's Past Performance into Assignments for Each Assignment Type – A separate assignment is created for each assignment type to correctly maintain weighted averages.

View Student's Progress Report – Assignment mark types or grading scales do not match; therefore, classes are not compatible to transfer marks. After viewing the report, teachers can decide whether they would like to manually enter marks in the new class.