ENTERING TRANSFER GRADES

1. Calculate the Transfer Percentage Score: Total Points Earned/Total Points Possible of transfer grade. (Ex. Johnny transfers in with an English grade of 215/290 = 74%)
2. Separately, calculate your Total Points for your class up until the date of the transfer/date students enter your class. (Johnny transfers in on 10/02/2012 so find what the total possible points are in the class up until 10/02/2012.)
3. Multiply your Total Points by the Transfer Percentage Score to determine the student's Proportionate Total Points in your class. (385 x .74 = 285)
4. Create a new assignment for the class in each of the 3 categories and title it "Transfer Grades". Because we use these categories in weighting grades, this will allow your gradebook to accurately weight the student's transfer grade. Set the total points for these assignments to your Total Points for the class up until the date of the student's transfer. For only the student who transferred in, enter his/her score for transfer assignment as the Proportionate Total Points which you have already calculated (285).
5. At the top of the assignment column that you created, right click on the assignment, choose "Fill Scores". Be sure the bullet of "Items with No Score" is chosen. Put a check in the box next to "Exempt" and the word "Exempt" will change from shaded to bold. Also, put a check in the box directly next to "Exempt" and save this.

    *******This will allow the transfer student's scores to appear in his/her assignment history, but the transfer assignment will not be viewable to you or parents for all other students in the class to which the transfer grade does not apply.*