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The screenshot shows the Skyward Educator Access Plus web application in a Windows Internet Explorer browser. The user is logged in as 'ashley howe'. The left sidebar contains a tree view of navigation options, including 'Teacher Access', 'Student Services Access', 'Advisor Access', 'Administrator Access', and 'Family Access'. A yellow callout box is overlaid on the 'My Gradebook' link in the 'Teacher Access' section. The callout box contains the following text:

**Transfer Assignments/Term Scores from a Dropped Class**

Click here to access My Gradebook, then select a Secondary Gradebook.

**What is Transfer Assignments/Term Scores from a Dropped Class?**  
Transfer Assignments/Term Scores from a Dropped Class allows teachers to transfer assignments and term grades from a dropped class or skip the assignments and transfer over term grades only.

This option is available when a student is added into a course and has previously dropped classes (in any entity).

Buttons for 'Print this tutorial' and 'Edit this Page' are visible in the top right of the interface.

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**Entity (001) Grades 9 to 12**  
 Teacher: **Kim Whitegoatsc**    Class: [08640 / 01 Prd:7 APPLIED](#)

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Other Access	Classes	Assignments	Attendance	Categories	Grade Marks	Posting	Reports	Charts	Display Options	Quick Scoring	Export				
				<b>Term Grade</b> Options▼ FIN ▼ Sort By %	<b>FIN</b> Options▼	<b>S2</b> Options▼	<b>SE2</b> Options▼	<b>T6</b> Options▼	<b>PR6</b> Options▼	<b>T5</b> Options▼	<b>PR5</b> Options▼	<b>T4</b> Options▼	<b>PR4</b> Options▼	<b>S1</b> Options▼	<b>SE1</b> Options▼
				<b>Mon 01/04</b> <b>Atnd</b>											
<b>Students</b>															
1	+	<a href="#">Leandro W Tousevscr</a>	575485		78.78.00%	78		*						78	*
2	+	<a href="#">Mickey B Langelierscr</a>	568966	NEW				*							*

Student Mickey Langelierscr has recently **transferred** to this course.

Click **New** next to her name.

**Please Note:** If you do not see the indicator NEW, then this option has not been turned on.

This can be accomplished by your Technology Personnel by going to Student Management, Educator Access Plus, Gradebook, Product Setup, Configuration, District Setup and checking the option to **Show New** button for any student added # days after the start of the course.

Done
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1. Note the information above and select **Do not display NEW** by this student's name if you wish to have the indicator (New) removed from the Gradebook main screen.

2. **Option #2 - Transfer Assignment/Term Scores from a Dropped Class** is available when the "new" student has previously dropped classes, in any entity.

Use the **drop down** to select to manually transfer or enter **assignments and term grades** based on a dropped class or skip the assignments and **transfer the term grades only**.

**001) Grades 9 to 12**      Class: [08640 / 01 Prd:7 APPLIED](#)

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**New Student**

Mickey B Langelienscr was added to this class on **Monday, January 4 2010**  
From **08640 / 02 APPLIED MATH V**

Do not display NEW by this student's name.

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**Transfer Matching Scores**

section 02 to current section 01

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**Manually Transfer Scores**

Choose this option to manually transfer or enter **assignment and term grades** based on a dropped class

Use Dropped Class: **Not Selected** ([Hide Dropped Classes](#))

Entity	Class	Description	Teacher	Drop Date
<input type="radio"/> 001 - Entity (001) Grades 9 to 12	<a href="#">08640 / 02</a>	APPLIED MATH V	Kim Whitegoatscr	01/04/10

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**Option #3 - Manually Enter Term Scores**      **Manually Enter Scores**

Choose this option to manually enter term grade percents for closed grading periods

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**Option #4 - One-Click Transfer Term Percents from Dropped Section of this Course**

Click **Transfer Percent** to transfer the term grade percent from the dropped section with one click

**T1:** Current percent of **92.88** scored in 08640 / 02  
Current percent of **0.00** scored in 08640 / 01      [Transfer Percent](#)

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**Entity (001) Grades 9 to 12**  
 Teacher: **Kim Whitegoatsc**    Class: [08640 / 01 Prd:7 APPLIED](#)

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New Student

Mickey B Langelierscr was added to this class on **Monday, January 4 2010**  
From **08640 / 02 APPLIED MATH V**

Do not display NEW by this student's name.

Transfer Scores

**Option #1 - Auto-Transfer Scores from Dropped Section of this Course**    Transfer Matching Scores

Mickey B Langelierscr dropped section 02 of this course with **13** graded assignments  
Choose this option to automatically transfer 12 graded assignments from dropped section 02 to current section 01

**Option #2 - Transfer Assignment/Term Scores From a Dropped Class**    Manually Transfer Scores

Choose this option to manually transfer or enter assignment and term grades based on a dropped class  
Use Dropped Class: **Not Selected** ([Hide Dropped Classes](#))

Entity	Class	Description	Teacher	Drop Date
001 - Entity (001) Grades 9 to 12	<a href="#">08640 / 02</a>	APPLIED MATH V	Kim Whitegoatscr	01/04/10

**Option #3 - Manually Enter Scores**

Choose this option to manually enter scores for each grading period

**Option #4 - Transfer Percent**

Click **Transfer Percent** to transfer the term grade percent from the dropped section with one click


**T1:** Current percent of **92.88** scored in 08640 / 02  
Current percent of **0.00** scored in 08640 / 01    [Transfer Percent](#)

In this example the user clicked Use Dropped Class: **Select Dropped Class** which now reads Hide Dropped Class.

Select this dropped class and then click **Manually Transfer Scores**.

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**Entity (001) Grades 9 to 12**  
 Teacher: **Kim Whitegoatsc**    Class: [08640 / 01 Prd:7 APPLIED](#)

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**Transfer Assignment Scores for Mickey Langeliersc**

**Unscored Assignments from 08640 / 01 - APPLIED MATH V**

Due Date	Assignment	Category	Weight	Max Score	Graded	No Count
08/26/09	tracing forms	DAILY WORK	1.00	100	Yes	<input checked="" type="checkbox"/> <a href="#">Grade</a>
08/28/09	work	DAILY WORK	1.00	100	No	<input type="checkbox"/> <a href="#">Grade</a>
09/01/09	manipulatives	LAB	1.00	100	No	<input type="checkbox"/> <a href="#">Grade</a>
09/04/09	simple addition	DAILY WORK	1.00	100	No	<input type="checkbox"/> <a href="#">Grade</a>
09/11/09	class participation	PROJ	1.00	100	No	<input type="checkbox"/> <a href="#">Grade</a>
09/16/09	identification of lesser/great	LAB	1.00	100	No	<input type="checkbox"/> <a href="#">Grade</a>
09/18/09	using a calculator	DAILY WORK	1.00	100	No	<input type="checkbox"/> <a href="#">Grade</a>
09/23/09	work	DAILY WORK	1.00	100	No	<input type="checkbox"/> <a href="#">Grade</a>

**Complete Assignment Scoring**

**No Count Ungraded Assignments & Complete Assignment Scoring**

Each assignment in the new class is displayed. Click **No Count** or **Grade** to grade each assignment.

**No Count** has already been selected for the first assignment. Select **Grade** for the second assignment.

Done
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**Entity (001) Grades 9 to 12**  
 Teacher: **Kim Whitegoatsc**    Class: [08640 / 01 Prd:7 APPLIED](#)

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**Transfer Assignment Scores for Mickey Langeliersc**

Due Date	Assignment	Category	Weight	Max Score	Graded	No Count
08/28/09	work	DAILY WORK	1.00	100	No	<input type="checkbox"/>

Score:  / 100            [\(Grade Marks\)](#)

Special Code:

Comment:

No Count     Missing

**Scored Assignments from Dropped Class 08640 / 02 - APPLIED MATH V**

Due Date	Assignment	Category	Weight	Score	Special Code	No Count	Missing	
08/26/09	tracing forms	DAILY WORK	1.00	90 / 100		No	No	<a href="#">Transfer</a>
08/28/09	work	DAILY WORK	1.00	90 / 100		No	No	<a href="#">Transfer</a>
09/01/09	manipulatives	LAB	1.00	95 / 100		No	No	<a href="#">Transfer</a>
09/04/09	simple addition	DAILY WORK	1.00	90 / 100		No	No	<a href="#">Transfer</a>
09/11/09	class participation	PROJ	1.00	90 / 100		No	No	<a href="#">Transfer</a>
09/16/09	identification of lesser/great	LAB	1.00	90 / 100		No	No	<a href="#">Transfer</a>

javascript:transferAsn("16025\_521711")    Local intranet | Protected Mode: Off    100%

This form appears for grading the assignment. An assignment grade can be manually entered.

Assignments from the dropped class are also displayed. Select Transfer to copy this assignment grade from the dropped class into the grading form for the new assignment.

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**Entity (001) Grades 9 to 12**  
 Teacher: **Kim Whitegoatsc**    Class: [08640 / 01 Prd:7 APPLIED](#)

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**Transfer Assignment Scores for Mickey Langeliersc**

Due Date	Assignment	Category	Weight	Max Score	Graded	No Count
08/28/09	work	DAILY WORK	1.00	100	No	<input type="checkbox"/>

Score:  / 100     %        [\(Grade Marks\)](#)

Special Code:

Comment:

No Count     Missing
*Transferred from work*


The assignment grade has been transferred.  
 Make modifications as needed and click **Save** to finish grading this assignment.

**Scored Assignments from Dropped Class 08640 / 02 - APPLIED M**

Due Date	Assignment	Category	Weight	Score	Code	Count	Missing	
08/26/09	tracing forms	DAILY WORK	1.00	90 / 100		No	No	<a href="#">Transfer</a>
09/01/09	manipulatives	LAB	1.00	95 / 100		No	No	<a href="#">Transfer</a>
09/04/09	simple addition	DAILY WORK	1.00	95 / 100		No	No	<a href="#">Transfer</a>
09/11/09	class participation	PROJ	1.00	90 / 100		No	No	<a href="#">Transfer</a>
09/16/09	identification of lesser/great	LAB	1.00	100 / 100		No	No	<a href="#">Transfer</a>
09/18/09	using a calculator	DAILY WORK	1.00	85 / 100		No	No	<a href="#">Transfer</a>
08/28/09	work	DAILY WORK	1.00	100 / 100		No	No	<a href="#">Transfer</a>

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Finish grading the new assignments  
and select **Complete Assignment Scoring**.

- OR -

Select **No Count Ungraded Assignments & Complete Assignment Scoring**  
to mark all ungraded assignments to No Count.

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**Unscored Assignments**

Due Date	Assignment	Category	Weight	Max Score	Graded	No Count	
08/26/09	tracing forms	DAILY WORK	1.00	100	Yes	<input checked="" type="checkbox"/>	<a href="#">Grade</a>
08/28/09	work	DAILY WORK	1.00	100	Yes	<input type="checkbox"/>	<a href="#">Grade</a>
09/01/09	manipulatives	LAB	1.00	100	No	<input type="checkbox"/>	<a href="#">Grade</a>
09/04/09	simple addition	DAILY WORK	1.00	100	No	<input type="checkbox"/>	<a href="#">Grade</a>
09/11/09	class participation	PROJ	1.00	100	No	<input type="checkbox"/>	<a href="#">Grade</a>
09/16/09	identification of lesser/great	LAB	1.00	100	No	<input type="checkbox"/>	<a href="#">Grade</a>
09/18/09	using a calculator	DAILY WORK	1.00	100	No	<input type="checkbox"/>	<a href="#">Grade</a>
09/23/09	work	DAILY WORK	1.00	100	No	<input type="checkbox"/>	<a href="#">Grade</a>


**Complete Assignment Scoring**

**No Count Ungraded Assignments & Complete Assignment Scoring**

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**Entity (001) Grades 9 to 12**  
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**Term grades** from the dropped class are displayed for reference.

**Transfer Term Grades for Mickey Langelierscr**

**Save Term/Exam Grades and Enter Semester Grades**

**Class 08640 / 02 (Dropped)**

Term	Grade	Percent
T1	93	92.88%
T2	95	95.00%
T3	82	82.00%
SE1		
S1	90	90.00%
T4		
T5		
T6		
SE2		
S2		
FIN	90	90.00%

**Enter Term Grades for Class 08640 / 01**

Term	Old Grade	Old Percent	Adjustment	New Grade	New Percent
T1	93	93.01%	4.49%	98 <input style="width: 30px;" type="text"/>	97.50 %
T2			95.49%	95 <input style="width: 30px;" type="text"/>	95.49 %
T3					
SE1			Exam Score: <input style="width: 30px;" type="text" value="92"/> / 100 points		
S1	93	93.00%	0.00%	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/> %
T4					
T5					
T6					
SE2			Exam Score:		
S2					
FIN	93	93.00%			


**Term grades** for the new class are also displayed. These grades are updated based on the assignment scores entered on the previous screen.

Term grades for the new class may be entered. The adjustment will be **calculated automatically**.

When finished, select **Save Term/Exam Grades and Enter Semester Grades**.

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**Entity (001) Grades 9 to 12**  
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**Transfer Term Grades for Mickey Langelierscr**

**Class 08640 / 02 (Dropped)**

Term	Grade	Percent
T1	93	92.88%
T2	95	95.00%
T3	82	82.00%
SE1		
S1	90	90.00%
T4		
T5		
T6		
SE2		
S2		
FIN	90	90.00%

**Enter Term Grades for Class 08640 / 01**

Term	Old Grade	Old Percent	Adjustment	New Grade	New Percent
T1	98	97.50%			
T2	95	95.49%			
T3					
SE1					
S1	97	96.50%	-6.50%	<input type="text" value="90"/>	<input type="text" value="90.00 %"/>
T4					
T5					
T6					
SE2					
S2				<input type="text"/>	<input type="text" value=" %"/>
FIN	97	96.60%			

**Save Semester Grades and Finish**

**Semester grades** for the new class are updated based on the term scores just entered.

Semester grades for the new class may be entered. The adjustment will be **calculated automatically**.

When finished, select **Save Semester Grades and Finish**.

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**Entity (001) Grades 9 to 12**  
 Teacher: [Kim Whitegoatsc](#) Class: [08640 / 01 Prd:7 APPLIED](#)

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Students		Term Grade	S1 Options	S1 Grade Adjust	SE1 Options	T3 Options	PR3 Options	T2 Options	T2 Grade Adjust	PR2 Options	partic W09-Th 10/22 DW 100 80.00	daily W09-T 10/20 DW 100 80.00	T1 Options	T1 Grade Adjust	CBA W06-T 10/01 CBA 100 92.50
		FIN													
		Sort By %													
1	<a href="#">Leand Touse</a>	78	78.00%	78		*			80		80	80	80	76	
2	<a href="#">Micke Lange</a> <span style="background-color: yellow; border: 1px solid black; padding: 1px;">NEW</span>	95	95.20%	90		-6.50	*		95	95.49		0	0	98	4.49

The new student has been updated with assignment scores and term/semester adjustments.

[This concludes the tutorial.](#)

Done
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