

Adding Student Transfer Grades To GradeQuick Web

When you get a new student from another school who brings a grade with him/her, you must add this grade to GradeQuick. Here's how:

1. Add a test column to your grade book
2. Short name--Transfer stu. (or something similar)
3. Long name--Transfer grade
4. Date--date within term for which grade is being entered *(For example, if the grade is for Term 1, the date must be within the range for Term 1.)*
5. Points—100
6. Test score--% transferred from old district
7. Be sure that the other students are exempt. They will be exempt if there is a ** in this column. *(If you are concerned that parents of the exempt students will see Edline reports with a ** next to the assignment that nothing was added to, therefore making it look like it was an assignment/test/etc. that was never turned in, you can select which assignments show on the Edline report so the Transfer grade column could be removed. Then send the report for everyone but the new student.)*

If the new student enrolls during the current term and brings a grade for the current term from his/her former school:

If the student enrolls during the term and has additional tests entered during the same term from their time at Keystone, you would use the same process as listed above.

However, if the overall grade is based on **points** and you want the new student to have the same number of points as the other students, it is slightly different. In this case, create a new test column with the total number of points equaling the total points so far in the marking period for the rest of the class. Then find the students' percentage of those points based on the average he is coming into the class with. That percentage is added to his field in this test, and nothing else is added for any other members of the class.