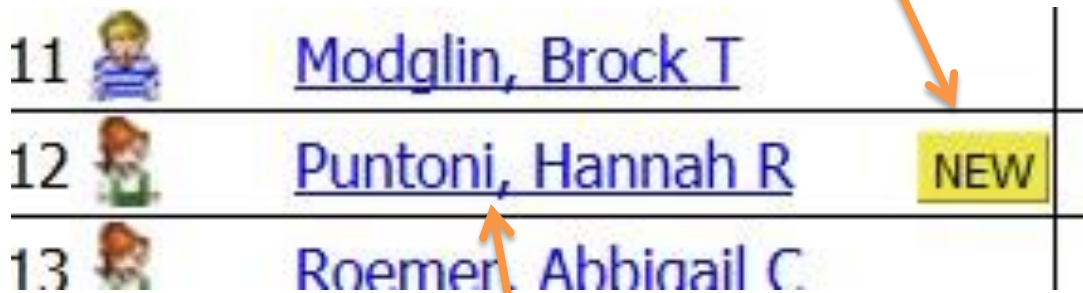





**Transferring assignments  
and grades when a student  
moves from one section of  
your class to another  
section of the same class.**

When a student moves from one section of your classes to another you will notice the word “new” appears next to their name.



The image shows a screenshot of a student list with three rows. Each row contains a number, a small cartoon icon, a name, and a yellow 'NEW' label. Two orange arrows point to the 'NEW' label in the second row and the name in the third row.

11		<u>Modglin, Brock T</u>	
12		<u>Puntoni, Hannah R</u>	NEW
13		<u>Roemer, Abhinav C</u>	

1. Go to that students name and click on it.

2. When you click on the new student's name it pulls up this window. You now have 3 options of putting those grades and assignments in. Option #1 will move everything in one click. Click on this option.

### New Student

**Hannah R Puntoni** was added to this class on **Wednesday, November 19 2014**  
From **4800 / 13 Consumer Economics**

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**

Hannah R Puntoni dropped section 13 of this course with **21** graded assignments

Choose this option to automatically transfer 21 graded assignments from dropped section 13 to current section 11

#### Option #2 - Transfer Assignment/Term Scores From Another Class

**Manually Transfer Scores**

Choose this option to manually transfer or enter  based on one of 8 other classes

Use Another Class: **Not Selected** ([Select Another Class](#))

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

**Manually Enter Scores**

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

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

No grading periods have ended prior to **Hannah's** drop effective date.

3. By clicking on option #1 this window will now appear. Click save and your new student's grades and assignments will be moved over from the section they dropped into the section that they have been enrolled in.

Transfer Scores

21 Matching Assignments Found for **Hannah R Puntoni**

Assignments are matched if the following information is the same: Due Date, Category, Max Score and Weight. If all criteria are the same, the system will look at the Assignment Description.

Click Save to transfer these scores to 4800 / 11 Consumer Economics.

Save

Undo

Back

Matched Assignments

Scores

<u>Date Due</u>	<u>Week</u>	<u>Day</u>	<u>Category</u>	<u>Assign Group</u>	<u>Description</u>	<u>Weight</u>	<u>Max</u>	<u>Student Score</u>	<u>Special Code</u>	<u>No Count</u>	<u>Missing</u>	<u>Comment</u>
11/13/14	14	Thu	ICA		working on	1.00	10*			<input type="checkbox"/>	<input type="checkbox"/>	
11/07/14	13	Fri	QUIZ		Form 1040E	1.00	30*			<input type="checkbox"/>	<input type="checkbox"/>	
11/05/14	13	Wed	TEST		Chapter 7	2.00	39*			<input type="checkbox"/>	<input type="checkbox"/>	
11/05/14	13	Wed	ICA		Chapter 7	1.00	10*			<input type="checkbox"/>	<input type="checkbox"/>	
10/20/14	11	Mon	TEST		Chapter 6	2.00	40*			<input type="checkbox"/>	<input type="checkbox"/>	
10/20/14	11	Mon	ICA		Chapter 6	1.00	10*			<input type="checkbox"/>	<input type="checkbox"/>	page numbers for all
10/17/14	10	Fri	ASGN		Terms from	1.00	10*			<input type="checkbox"/>	<input type="checkbox"/>	
10/09/14	9	Thu	ICA		Activity 6	1.00	10*			<input type="checkbox"/>	<input type="checkbox"/>	
10/01/14	8	Wed	DW		presentati	1.00	5*			<input type="checkbox"/>	<input type="checkbox"/>	
09/26/14	7	Fri	DW		presentati	1.00	5*			<input type="checkbox"/>	<input type="checkbox"/>	
09/23/14	7	Tue	DW		in compute	1.00	10*			<input type="checkbox"/>	<input type="checkbox"/>	messing around/not working
09/18/14	6	Thu	TEST		Chapter 5	2.00	39*			<input type="checkbox"/>	<input type="checkbox"/>	
09/18/14	6	Thu	ICA		Chapter 5	1.00	10*			<input type="checkbox"/>	<input type="checkbox"/>	
09/12/14	5	Fri	ICA		read with	1.00	10*			<input type="checkbox"/>	<input type="checkbox"/>	
09/09/14	5	Tue	DW		vocab; out	1.00	10*			<input type="checkbox"/>	<input type="checkbox"/>	