Region 10 ESC

SKYWARD

How to use the "New" Button in EA+

The New Button gives teachers access to five options for grade transfer for new students. This allows teachers to transfer assignment scores or term scores. Teachers can also use the New Button to manually enter the term scores or a starting grade percent for the current term.

When in the EA+ gradebook, the teacher will click the "**New**" button next to the student's name to see the grade transfer options below:

New Student

KIMBER GOLDMAN was added to this class on **Friday, October 12 2012**
From **CHEM / 01 CHEMISTRY**

☐ 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 |

KIMBER GOLDMAN dropped section 01 of this course with 9 graded assignments

Choose this option to automatically transfer 9 graded assignments from dropped section 01 to current section 02

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   (Select Dropped Class)

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

1ST: Current percent of 88.14 scored in CHEM / 01 | Transfer Percents |
Current percent of 80.49 scored in CHEM / 02

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

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Option #5 - Enter a Starting Grade Percentage for the Current Term | Enter a Starting Grade |

The teacher then makes the choice of which option works best for the current student's grades.

- **Option #1 – Auto Transfer Scores from Dropped Sections of this Course** - allows the teacher to automatically transfer in term grades and assignment scores for those assignments that the system considers "matching. It is not very commonly used. (This works best in a situation where a student is staying with the same teacher but is moving from one section to another **and** the assignments set up in both classes are the same).

Option #1:

This option is only available if the student transfer from one section to another of the same course. Only Matching assignments will be transferred.

1. Click the Transfer Matching Scores button

Transfer Scores

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

ES dropped section 03 of this course with 19 graded assignments

Choose this option to automatically transfer 10 graded assignments from dropped section 03 to current section 01

2. A new window with a list of matching assignments will open. All details of the assignment (Due Date, Category, Max Score and Weight, Description) must match exactly for transfer to be successful.

3. If this option will transfer all assignments, click Save to complete the transfer process.

6 Matching Assignments

Assignments are matched if the following information is the same: Due Date, Category, Max Score and Weight. If all others are the same, the system will look at the Assignment Description.
Click Save to transfer these scores to 100 / 03 ENGLISH 7.

Date Due	Week	Day	Category	Assign Group	Description	Weight	Max	Student Score	Special Code	No Count	Missing	Comment
01/11/10	20	Mon	HMWK		Huck Finn	1.01	100	100		☐	☐	
01/12/10	20	Tue	QUIZ		Huck Finn	1.01	100	100		☐	☐	
01/13/10	20	Fri	TEST		Huck Finn	1.01	100	91		☐	☐	
01/15/10	20	Fri	QUIZ		Where Red	1.01	100	72		☐	☐	
01/18/10	21	Mon	HMWK		Where Red	1.01	100	60		☐	☐	
01/20/10	21	Wed	TEST		Where Red	1.01	100	60		☐	☐	

Note: If several of the assignments are not exact matches, Option #2 allows teachers to manually match dissimilar assignments.

- **Option #2 – Transfer Assignment/Term Scores From a Dropped Class** - is similar to Option 1, but it is manual instead of automatic thus the teacher has the option of moving which assignments and term grade will be used. The teacher looks at each assignment in the old gradebook and decides if they want to transfer each grade into a similar assignment in their own gradebook. Grades are moved manually.

Students must have a previously dropped class at the same school. Teachers select to transfer assignment and term grades or just term grade.

To manually transfer <u>assignment and term</u> grades:

1. In Option 2, Choose **assignments and term grades** from the drop down menu.

2. Click the blue **Select Another Class** link and choose the class with the same course number.

3. Click on **Manually Transfer Scores.**

4. Your assignments and grades are listed.
5. Click the blue **Grade** link on the first assignment in the list.

6. Assignments from the previous teacher are listed at the bottom of the screen.
7. Choose an assignment that is the same or similar to your assignment. Click the **Transfer** link for that assignment.
8. The score will appear in the score box in the middle of the window. Add comments if necessary.
   Note: You can manually input grades in the score box if there is not a similar assignment option.
9. Click **Save.**

10. After clicking Save, you will return to the list of your assignments.
11. Follow the steps above until all grades have been transferred.
12. Check the **No Count** option for any assignments that will not count for the student.
13. Click the **Complete Assignment Scoring** button
14. After verifying the term grade on the next screen, click to finish the transfer process.

15. After transferring the grades and making any necessary adjustments for students who transfer during a six weeks, check the average. If the term grade is bold, you will need to complete the grade change request process

To manually transfer <u>term</u> grades only:

1. In Option 2, choose **term grades only** from the drop down menu.
2. Click on **Select Another Class**.
3. Click on **Manually Transfer Scores**

4. Enter any report card grades from the dropped class on the left to the New Percent Column for the new class on the right. If there is no grade in the report card column, leave the corresponding percent column blank.
5. Click on **Save Term Grades and Enter Semester Grades**. If necessary enter semester grades.
6. Click on **Save Semester Grades and Finish**
7. Check and see if the semester grade in your grade book is bold. If it is you will need to complete the Grade Change Request process to update the grades.

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

Choose this option to manually transfer or enter [term grades only ÷] based on one of 4 other classes

Use Another Class: Not Selected   (Select Another Class)

Class SS8AP / 01 (Dropped)

Term	Grade	Percent	Report Card
1ST	77	76.54%	77
2ND	75	75.15%	75
3RD	100	100.00%	
CG1	84	84.00%	
SM1			

Enter Term Grades for Class SS8 / 06

Term	Current Grade	Current Percent	Report Card	Adjustment	New Grade	New Percent
1ST						%
2ND						%
3RD	81	81.97%	81	0.00%		%
EX1	81	81.90%	81	0.00%		%
SM1	88	88.00%	88	0.00%		%

Save Term Grades and Enter Semester Gra

- **Option #3 – Manually Enter Term Scores** - is commonly used.   It is used for students who are transferring from another district/campus.   The teacher clicks on Manually Enter Scores and inputs the transferred term grade they were given by the office.

Option #3:

Use this option for those who do not have dropped classes available (new students to building/course) Teachers are manually entering grades for closed grading periods.

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1. Click **Manually Enter Scores**

   Option #3 - Manually Enter Term Scores

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

   | Manually Enter Scores |

2. Office Staff will have entered the grades for the new student. Enter that grade into the **New Percent** column.

   | Save Term Grades and Enter Semester Grades |

   Enter Term Grades for Class 5C16 / 06

Term	Current Grade	Current Percent	Report Card	Adjustment	New Grade		New Percent
1ST			94	94.00%	94		94.00 %
2ND			88	88.00%	88		88.00 %
3RD			92	92.00%	92		92.50 %
EX1			91				%
SM1			90				90%

   Type grades in the New Percent Column

3. Click the **Save Term Grades and Enter Semester Grades** button. Add semester grades if necessary

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4. To complete the grade entry the grade will need to be posted from your gradebook to the office side. To do this complete a Grade Change Request:
    - Request a grade change in the appropriate grading term for that class. Click on Request Grade Change
    - Click the back button and then click the Complete Grade Change Request button.

- **Option #4 – One-Click Transfer Term Percents from Dropped Section of this Course** - is also commonly used. This is when a student moves from one teacher to another within the same building and the same course/class (example Algebra 1) at the end of a term/semester. The teacher will click on "Transfer Percents" and pull in the term grades from the previous teacher.

Option #4:

Use this option for students who transfer from one section to another of the same course. It is also used for students who transfer late in the year or come into the class with only a few assignments. This option **only** transfers averages – **not** assignments.

1. Click on the **Transfer Percent** button for each complete six weeks.
2. The grade on top is the grade in the student's previous class; the grade on the bottom is the grade in the current class.

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

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

Click Transfer Percents to transfer the term grade percent from the dropped section with one click.

- **Option #5 – Enter a Starting Grade Percentage for the Current Term** - allows the teacher to enter a withdrawal grade (mid-term) grade.   Doing this will plug the entered "Starting Grade" into every assignment during the current grading period from the start to the current date.

<u>Option #5:</u>

Use when a new student comes into the class after a term has started.

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1. Click the **Enter a Starting Grade** button.

   Option #5 – Enter a Starting Grade Percentage for the Current Term   **Enter a Starting Grade**

2. Enter the grade from the previous school in the **Starting Grade Percent** box.

3. All missing grades for the student, from the start of the current term up to (and including) the student start date, will be assigned the starting grade unless they are marked no count or after the student start date.

   If you have marked assignments as no count for this student you must check this option to overwrite them or physically remove the no count on each assignment.

4. Click the **Apply Grade Percent** button.

When transfer grades are complete, click on the "New" button again.   Check the box next to "**Do not display NEW by the student's name**".

- **Note:** If the New button is accidently turned off, the same information can still be accessed.   The teacher can click on the student's name in the gradebook , and then select the New Student tab at the top of the page.

| Assignments | Missing Assignments (0) | Report Card Grades | Comments | New Student |

Special Codes Teacher's Log Edit Current Term Edit Other Term

Assignments   Scores

| Term Date | Day | Cat | Group | Description | Wght | Max Scr | Avg | Score |