

## Importing Grades from Another Class

When you receive a new student in your class, Skyward will notify you by placing a **NEW** alert icon next to the student's name in your gradebook. That icon serves two purposes, one, to alert you that you have a new student in your class and two, to allow you to transfer in grades for that student because the icon is actually a button.

Once you click on the button, you have 5 options for importing grades. Due to circumstances surrounding the change in classes, certain import options may or may not be available. Below is what you will probably see. I will explain each option and give detailed instructions later.

The screenshot displays the Skyward interface for a new student. At the top, it says "New Student" and "was added to this class on Thursday, March 30 2017". Below this is a checkbox labeled "Do not display NEW by this student's name." which is currently unchecked. A red box highlights this checkbox, and a red arrow points from a text box to it. The text box says "Checking this box removes the NEW button from the student". Below the checkbox are five options for importing grades:

- Option #1 - Auto-Transfer Scores from Dropped Section of this Course** (Option not Available)  
has not dropped any sections of this course
- Option #2 - Transfer Assignment/Term Scores From Another Class** (Manually Transfer Scores)  
Choose this option to manually transfer or enter assignment and term grades based on one of 3 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** (Option not Available)  
There are no term percents that may be transferred
- Option #5 - Enter a Starting Grade Percentage for the Current Term** (Enter a Starting Grade)

**Option #1** – Auto-Transfer Scores from Dropped Section allows you to transfer assignment scores and grades. This option will be available only when the new student is transferred from another section of the same course with the same graded assignments. This option tells you the section that was dropped and how many matching graded assignments there are.

**Option #2** – Transfer Assignment/Term Scores from a dropped class allows you to transfer assignments and term grades from a dropped class or transfer term grades only. This option will be available when a student is added into a course and has previously dropped classes (in any entity).

**Option #3** – Manually Enter Term Scores allows you to enter term grades for previously-closed grading periods. This option will be available when a new student has been added to the course and does not have any dropped classes to be used for score transfer. So, if you get a student in Q3 in a year-long course, you can enter in the term grades for Q1 and Q2.

**Option #4** – This option allows you to transfer the term percents from the dropped class to the current one. This option will be available only if the student has transferred from another section of the same course. The transferred percent will show as a Term Grade Adjustment in the Gradebook.

**Option #5** – Instead of transferring individual assignment scores, option #5 allows you to enter a **Starting Grade Percent** to be applied to each Current Term assignment that was due before the student's Start Date. This gives them credit for work done in their other class, before you received them.

## Directions for Each Option

### Option #1

1. Click the **Transfer Matching Scores** button.

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

dropped section 04 of this course with 2 graded assignments

Choose this option to automatically transfer 2 graded assignments from dropped section 04 to current section 08

2. If the assignments are OK to be transferred, just click the **Save** button. In the example below, there are matching assignments, but no scores (the \* means these scores are already in the new class) so nothing would need to be done here. Just go back.

**Transfer Scores**

2 Matching Assignments Found for

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.  
A disabled Assignment is in closed Grading Period and you can only transfer the score. For Assignment score changes a grade change request will need to be submitted.  
Click Save to transfer these scores to 311H / 08 Chemistry 1B.

Save  
Back

Matched Assignments							Scores				
Date Due	Week	Day	Category	Assgn Group	Description	Weight Max	Student Score	Special Code	No Count	Missing	Comment
01/27/17	1	Fri	Asgn 30%		Nomenclatu	1.00 100	* 100		<input type="checkbox"/>	<input type="checkbox"/>	
02/02/17	2	Thu	Asgn 30%		Molar Conv	1.00 100	* 88		<input type="checkbox"/>	<input type="checkbox"/>	

\* Scores are from new class

### Option #2

1. Chose the class where the grades come from and then click on **Manually Transfer Scores**

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

Choose this option to manually transfer or enter  based on one of 13 other classes

Use Another Class: **Not Selected** (Select Another Class) 1

- Select the assignment from your gradebook that you want to transfer into by clicking the **Grade** link. Alternately, you can choose the **No Count** box to exclude the assignment.

### Unscored Assignments from 311H / 04 - Chemistry 1B

Due Date	Assignment	Category	Weight	Max Score	Graded	No Count	
01/27/17	Nomenclature Practice	Assignments	1.00	100	Yes	<input type="checkbox"/>	<a href="#">Grade</a>
02/02/17	Molar Conversions Practice	Assignments	1.00	100	Yes	<input type="checkbox"/>	<a href="#">Grade</a>
02/03/17	Nomen Quiz	Test	1.00	100	Yes	<input type="checkbox"/>	<a href="#">Grade</a>
02/09/17	Stoich Vocab Sheets	Assignments	1.00	100	Yes	<input type="checkbox"/>	<a href="#">Grade</a>
02/15/17	In-Class Stoich / LR Practice	Assignments	1.00	100	Yes	<input type="checkbox"/>	<a href="#">Grade</a>
02/17/17	February PDN Sheets	Participation	1.00	100	Yes	<input type="checkbox"/>	<a href="#">Grade</a>

- Once you click the **Grade** link, adjust the points, if needed, and then click the **Transfer** link.

Due Date	Assignment	Category	Weight	Max Score	Graded	No Count
02/02/17	Molar Conversions Practice	Assignments	1.00	100	Yes	<input type="checkbox"/>

Score:  /   %  ( [Set Grade Mark](#) )

Special Code:

Comment:

No Count  Missing

You can adjust the score, if necessary. If the assignment was a quiz and only worth 35 points and you want to map it to a test that is worth 100 points, you can change the point value to be worth more points.

### Scored Assignments from Dropped Class 311H / 01 - Chemistry 1B

Due Date	Assignment	Category	Weight	Score	Special Code	No Count	Missing	
01/27/17	PDN #1	Participation	1.00	25 / 25		No	No	<a href="#">Transfer</a>
01/27/17	Bubble Gum Lab	Assignments	1.00	30 / 30		No	No	<a href="#">Transfer</a>
02/01/17	Moles, Atoms, Molecules WS	Assignments	1.00	25 / 25		No	No	<a href="#">Transfer</a>
02/01/17	Chem 1A Review Quiz	Test	1.00	* / 41		No	No	<a href="#">Transfer</a>

- Continue mapping assignments until finished.

### Option #3

- Click the **Manually Enter Scores** button to begin.

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

[Manually Enter Scores](#)

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

- Enter the term grade for the closed marking period. You can also adjust the percentage because Skyward ALWAYS uses the lowest value for a grade mark. For example, a grade of 95 is anything from 94.5 to 95.49 and it would use 94.5 as the percentage. If you know they have a different percentage, please enter that in the percentage box instead of the default that Skyward enters. Click the **Save Term Grades and Finish** button.

**Enter Term Grades for Class**

**Save Term Grades and Finish**

Term	Current Grade	Current Percent	Report Card	Adjustment	New Grade	New Percent
Q3					<input type="text"/>	<input type="text"/> %
Q4						
S2						
FIN						

**Option #4**

This option allows you to transfer the term percents from the dropped class to the current one. This option will be available only if the student has transferred from another section of the same course. The transferred percent will show as a Term Grade Adjustment in the Gradebook.

**Option #5**

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

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

**Enter a Starting Grade**

- Enter in the Starting grade percentage. Skyward should populate the start date. Every assignment PRIOR to that date (in an open marking period) will be populated with the percent you enter. Then click the Apply Grade Percent button.

**Set Starting Grade for**

The **Starting Grade Percent** will be applied to each current term assignment that was due before **Start Date**.

Starting Grade Percent:  % 0

Student Start Date:  (Enrollment Date is 02/02/17)

Overwrite existing assignment scores

**NOTE:** Due to rounding, the current term percent may not exactly match the Starting Grade Percent that you enter.  
All assignments with a max score of zero and those with Benchmarks attached will be marked No Count and not scored.

**Apply Grade Percent**