TRANSFERRING STUDENTS IN GRADEBOOK

This document provides guidelines and instruction for leveraging the ‘transfer student’ function of the IMPACT Gradebook. The Gradebook allows for a certain mobility of grades, provided the schedule change has already been made in SIM and has had adequate time to be transferred to the Gradebook. Typically, schedule updates are refreshed nightly. The instructions below address two transfer scenarios.

- When a student moves from one section to another with the same teacher, assignment level detail transfers with the student provided assignments are set up the same.
- When a student moves from one course to another with same course ID, taught by different teachers or even at different schools, a walk-in average can be used in the new class.

NOTE: These functions will ONLY work if the corresponding schedule changes have already been processed in SIM and have been uploaded into the Gradebook.

1. When a student is dropped from a section, a D will be displayed next to that student’s name. Ensure that all assignments match between the two classes. To transfer a student who has been dropped from one class into another class by the same teacher, click on the student’s name to access the Student Profile.

2. To transfer the student’s grades to the new section, click the green Transfer button at the bottom of the profile page. Note: this button will only appear if the student has already been dropped from the old section.
3. The following page will appear:

4. Using the first drop-down list, select the class that the student has been dropped from.

5. Indicate the appropriate student in the next drop-down list.

6. Next, indicate the class that the student is to be transferred to.

7. The information will be displayed as shown below:

8. Click **Transfer** to save the changes and return to the gradebook. The student’s grades will be transferred to the new section. Note: the assignment details must match between the two sections for this to work properly.
**Walk-In Average**

If a student moves from one section, taught by "teacher A," and is added to another section, taught by "teacher B" within the same school or at a different school, the student's average will transfer automatically to the new teacher's gradebook. This is called the "Walk-In" average and can be viewed on the Grades by Students page.

1. While viewing your roster, click on the desired student's Total Average

<table>
<thead>
<tr>
<th>Name</th>
<th>Average</th>
<th>ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sanson, William G</td>
<td>91.00</td>
<td>91</td>
</tr>
<tr>
<td>Yesulitis, Thomas D</td>
<td>79.00</td>
<td>79</td>
</tr>
<tr>
<td>Zimmerman, Norman J</td>
<td>80.00</td>
<td>80</td>
</tr>
</tbody>
</table>

2. You are now viewing the Grade by Students page.

To auto-fill the walk-in grade into every assignment that was given before the student's transfer date, click the "Use as 'walk-in' average" link in the top-right corner.

**NOTE:** All student transfers must have identical initial and destination course ID's.