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## TRANSFERRING GRADES MID-CYCLE IN GRADEBOOK

This document provides guidelines and instructions for leveraging the transfer grades function of IMPACT Gradebook. Gradebook allows for a certain mobility of grades, provided the schedule change occurs during the current cycle, has already been made in SIM, and has had adequate time to be transferred to Gradebook. Schedule updates are refreshed nightly.

This guide will cover:

- [Transferring grades for \*\*all students\*\* in a class from Teacher A to Teacher B](#)
- [Transferring grades for \*\*some students\*\* from one section to another with the same teacher](#)
- [Transferring grades for \*\*some students\*\* from one section to another with a different teacher](#)

### TRANSFERRING GRADES FOR ALL STUDENTS IN A GIVEN CLASS

Let's imagine that all the students in Teacher A's class are moving to Teacher B's class and you want to copy the entire gradebook. A few requirements must be met to do this. **Gradebook section copies can only be performed when the destination and source teacher are different, when the course name is the same, and when all the students are the same in both destination and source section.** The easiest way to do this is to open an existing course in SIM and add Teacher B as the "Teacher of Record", modifying the start and end dates accordingly.

1. In SIM, the school's Scheduler will add Teacher B as the "Teacher of Record" for the applicable section, following the [steps](#) detailed in the document entitled *Managing Teacher Class Assignments*.
2. Wait for the overnight sync from SIM to Gradebook. **The class will show up in the new teacher's gradebook the following day, irrespective of the start date.** Teacher B will not be able to take attendance or enter grades until the start date, but the class and students will still appear the following day after changes have been made in SIM. Thus, it is important to communicate all changes ahead of time to teachers and staff.
3. Once the start date for Teacher B has arrived, call the ITS Service Desk at (773) 553-3925 option 2 to put in a request for a gradebook section copy from Teacher A to Teacher B. The ticket will be escalated to the Gradebook team, who will transfer over all assignments and corresponding grades.

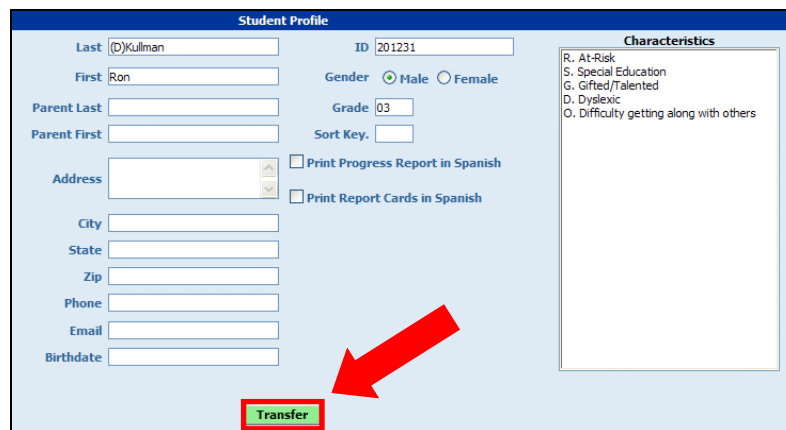
## TRANSFERRING GRADES FOR SOME STUDENTS FROM ONE SECTION TO ANOTHER WITH THE SAME TEACHER

In order to transfer student grades from one section to another with the same teacher, **assignments and category weights must be set up exactly the same in both source and destination sections.** Assignment names, possible points, and attached categories must be identical.

1. In SIM, the school's Scheduler will transfer student(s) to the desired class.
  - a. Elementary schools, see [page 17 of the ES Scheduling guide](#), section entitled "Transfer Students Between Classes."
  - b. High schools, see [page 22 of the HS Scheduling User Guide Part II](#).
2. Allow for the 24 hour schedule sync from SIM to Gradebook.
3. Log into Gradebook.
4. 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.

Sanson, William G	91.00	91
Yesulitis, Thomas D	79.00	79
Zimmerman, Norman J	80.00	80
(D)Kullman, Ron N	74.00	74
(D)Santiago, Carlos J	81.00	81

5. 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.



**Student Profile**

Last: (D)Kullman ID: 201231

First: Ron Gender:  Male  Female

Parent Last: Grade: 03

Parent First: Sort Key:

Address:   Print Progress Report in Spanish

City:   Print Report Cards in Spanish

State:

Zip:

Phone:

Email:

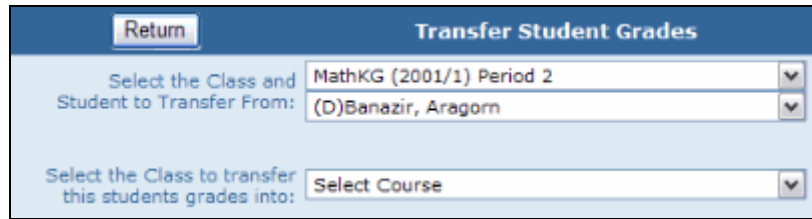
Birthdate:

**Characteristics**

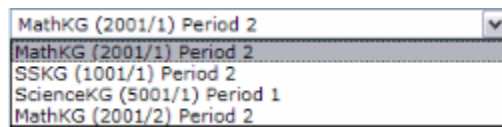
R. At-Risk  
S. Special Education  
G. Gifted/Talented  
D. Dyslexic  
O. Difficulty getting along with others

**Transfer**

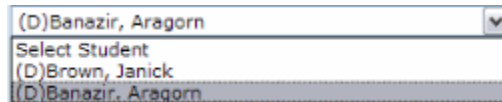
6. The following page will appear:



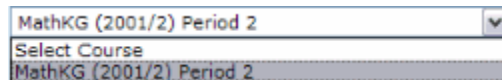
7. Using the first drop-down list, select the class that the student has been dropped from.



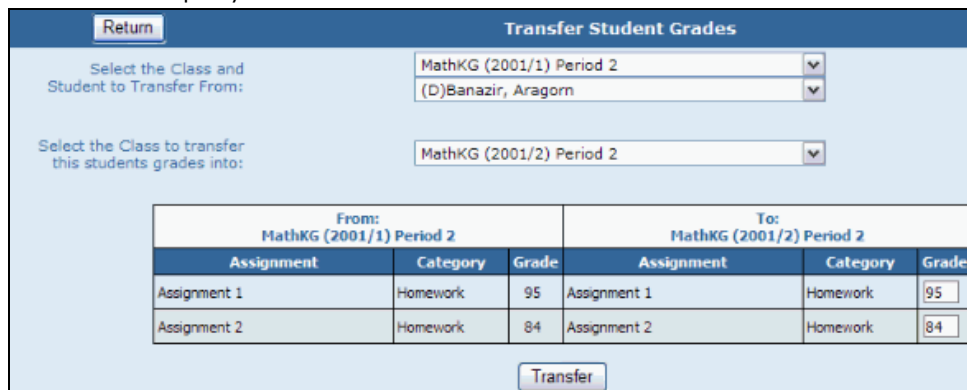
8. Indicate the appropriate student in the next drop-down list.



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



10. The information will display as shown below:



From: MathKG (2001/1) Period 2			To: MathKG (2001/2) Period 2		
Assignment	Category	Grade	Assignment	Category	Grade
Assignment 1	Homework	95	Assignment 1	Homework	95
Assignment 2	Homework	84	Assignment 2	Homework	84

11. 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.*

## TRANSFERRING GRADES FOR SOME STUDENTS FROM ONE SECTION TO ANOTHER WITH A DIFFERENT TEACHER

Let's imagine that you want to move a student's grades from one section, taught by Teacher A, to another section, taught by Teacher B. This can be done using the "Walk-In" average. You will not be able to transfer assignments and grades, but you can **transfer the student's overall average** into the new class. *There are a few non-negotiable **pre-requisites**:*

- **The course code must be the same for both the source and destination class**
- **There must be at least one assignment created in the destination class**
- **There can be no grades entered yet for the affected student in the new class.** If you still want to use the walk-in average, the new teacher may remove the grades that were added after the transfer and *then* perform the walk-in average.

1. In SIM, the school's Scheduler will **transfer student(s)** to the desired class. *Do not drop students from the class and add them to a new one. The walk-in average will not work.*
  - a. Elementary schools, see [page 17 of the ES Scheduling guide](#), section entitled "Transfer Students Between Classes."
  - b. High schools, see [page 22 of the HS Scheduling User Guide Part II](#).
2. Allow for the 24 hour schedule sync from SIM to Gradebook.
3. Log into Gradebook and navigate to the new/destination teacher's gradebook.
4. While viewing the roster, click on the desired student's Total Average.

Sanson, William G	91.00	91
Yesulitis, Thomas D	79.00	79
Zimmerman, Norman J	80.00	80

5. You are now viewing the **Grade by Students** page.
6. 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 codes.*

Previous teacher: LILLIBRIDGE, G. (430)			Date added: Jan-1			Average from previous teacher: 84					
Use as "walk-in" average											
Category	Assigned	Due	Points Possible	Score	Original Grade	1st Retake	2nd Retake	Points Added	Override Grade	Late	Do not drop

Once the walk-in average has been successfully activated, the new teacher can begin entering grades for the student on any subsequent assignments created after the walk-in average was deployed.