

CLASS TRANSFERS FOR STUDENTS

If it is a 6 week transfer grade:

- ★ First open the class.
- ★ Go to SELECT > SEMESTER > CLICK FIRST OR SECOND SEMESTER >CLICK O.K.
- ★ Then go to VIEW> 6 WEEKS.
- ★ Click once to select the cell, (do not double click, or you will receive an error message), where you need to input the grade average for a previous nine weeks.
- ★ go to EDIT>OVERWRITE/REGRADE and enter the numeric or letter grade for the student.
- ★ SAVE.

OR

If it is a previous semester transfer grade do the following:

- ★ VIEW>SEMESTERS
- ★ And click once, (do not double click or you will receive an error message), to select the cell where you need to input the grade average for the first semester.
- ★ go to EDIT>OVERWRITE/REGRADE and enter the numeric grade for the student.
- ★ SAVE.

*****If you do not have transfer grades see below:**

Please refer to your rosters for transfer grades. Ms. Walker sends out emails to teachers with transfer grades any student transferring from another campus. If a student is from Jay (transferring from one class to another): see the teacher from the previous class attended.