

Grade Transfer During Schedule Changes

iPass has a new feature to make schedule changes and transfer of grades from one section of a course to another in one easy step.

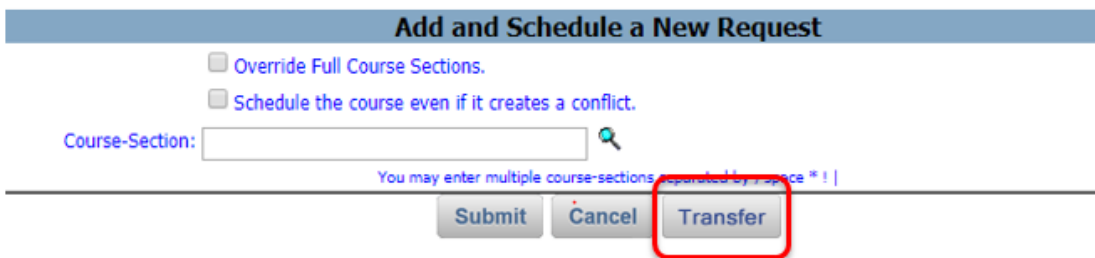
An update to the Modify Schedules screen now gives the user the option to drop one or more course sections for a student, schedule the student into other sections of the same (or similar) courses, and transfer any existing Term grades from the original sections into the new sections. This procedure is designed to complete these actions in one step.

Access to this new option is based on the addition of a new Extra Security Option on the Manage Users screen. Only staff members who have this Extra Security Option will be able to use this feature. Go to Security System > Manage Users > Select the user who will have access to this option, and make sure the “Can enter grades for closed terms & can transfer grades” is checked off.

Extra Security Options

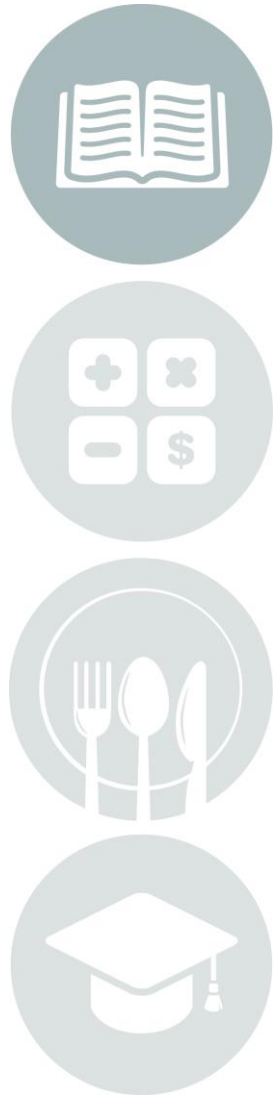
- Can enter period attendance from daily attendance
- Can enter grades for closed terms & can transfer grades

A **Transfer** button has been added to the Scheduling System > Modify Schedules screen and is active for staff with the Extra Security Option. Select a student, and the student’s schedule will display with the addition of the **Transfer** button as shown below:



The screenshot shows a form titled "Add and Schedule a New Request". It includes two checkboxes: "Override Full Course Sections." and "Schedule the course even if it creates a conflict." Below these is a "Course-Section:" input field with a magnifying glass icon. At the bottom of the form are three buttons: "Submit", "Cancel", and "Transfer". The "Transfer" button is highlighted with a red box.

PROCEDURE: Drop a course, select a new course to Add and Transfer the Term grades from the dropped course to the new course. See example below



Check off the course you want to Drop:

| | | | | | | | | | |
|-------------------------------------|---------|--------------|-----|-------------|---|-----|------------|------|--|
| <input checked="" type="checkbox"/> | 2042-05 | Geometry CP1 | 12- | -----111111 | 2 | 204 | K Yarkosky | 1.00 | |
|-------------------------------------|---------|--------------|-----|-------------|---|-----|------------|------|--|

Click on the **Transfer** button on the Modify Schedules screen (as shown above) to bring up the **Search Course Sections** screen:

Search Course Sections

Same Course Department TCH ACA Math

Same Period Period

Same Meeting Pattern Teacher

Same Terms Section Number

Same Teacher Room

Same Department Course Name

Has Seats Available Course ID

Update Section Search Cancel Clear

The **Search Course Sections** screen will give you the option to define your search criteria for the course section you want to Add and Transfer Grade to. Several options on the Search Course Sections allow you to create a selection list based on Course, Department, Teacher, Term, Seats Available, Periods, etc. In this example, we selected options to have a course from the Same Department meeting the Same Period.

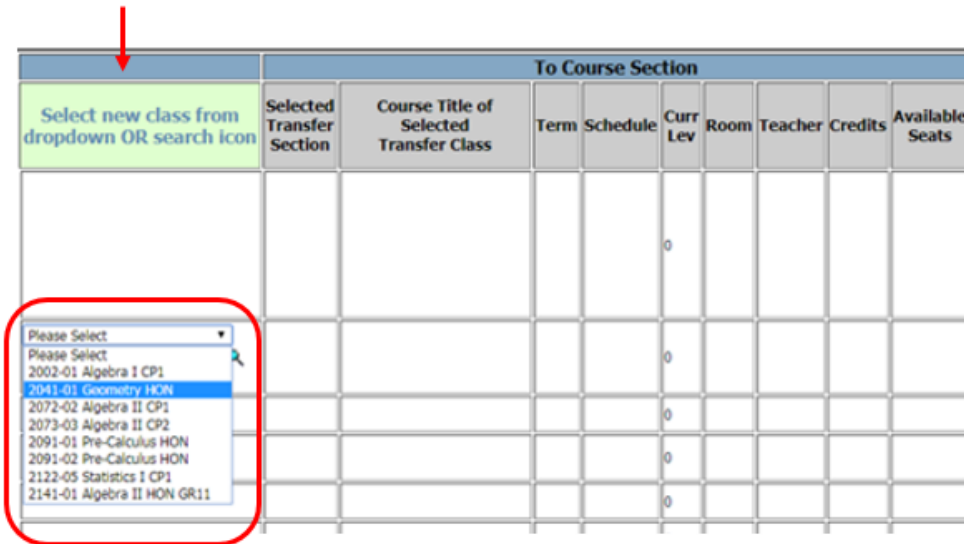
After clicking on **Update Section Search** the student's current courses will be listed with options to select which course section to Drop and Transfer Grade FROM and to select which course section to Add and Transfer TO.

In the **Select to Transfer** column, select the course to **Drop Course Section and Transfer Grades From...**

| Drop Course Section and Transfer Grades From ... | | | | | | | | |
|--------------------------------------------------|-----------|----------------|------|--------------------------------------------------------------------|----------|----------|------------|---------|
| Select to Transfer | Course ID | Course Name | Term | Schedule | Curr Lev | Room | Teacher | Credits |
| <input type="checkbox"/> | 8042-A1 | Cosmetology 10 | 123 | 111111---- 222222---- 333333---- 555555---- 666666---- | 2 | COSM 316 | T Richard | 5.00 |
| <input checked="" type="checkbox"/> | 2042-05 | Geometry CP1 | 12- | -----111111 | 2 | 204 | K Yarkosky | 1.00 |



When you check the box, the screen will display two options in the **Select new class from dropdown OR search icon** column. If you have made selections at the top of the screen, they will appear in the drop down list. If you have not made selections in the Section Search screen, you can click on the magnifying glass and select from the Course Catalog.



When you have made your selection, click on the **Submit Transfer** button.

Helpful Hint! You may need to check off Override Full Sections and Schedule the course even if it creates a conflict to complete the transaction.

- Override Full Course Sections.
- Schedule the course even if it creates a conflict.
- Transfer Grades.



The Modify Schedules screen will now display both the new course section “added” and the “dropped” course section (must check off “Show Dropped Courses” to show the dropped course).

Show Dropped Courses

| Course ID | Course Name | Term | Schedule | Curr Lev | Room | Teacher | Credits | Status |
|-----------|----------------|------|-------------------------------------------------------------------------|----------|----------|-------------|---------|---------|
| 2041-01 | Geometry HON | --3 | -----111111 | 1 | 207 | K Anniballi | 1.00 | |
| 8042-A1 | Cosmetology 10 | 123 | 111111----- 222222----- 333333----- 555555----- 666666----- | 2 | COSM 316 | T Richard | 5.00 | |
| 2042-05 | Geometry CP1 | 12- | -----111111 | 2 | 204 | K Yarkosky | 1.00 | Dropped |



The Term Grades that had been posted to the original course (2042-05) have been transferred to the new course (2041-01).

| School Year: 2016-2017 | | | | | | | | | | | |
|------------------------|-----------------------------|-----|----|-----|----|-----|----|-------|-------------------|---------|----------|
| Course | Name | PR1 | T1 | PR2 | T2 | PR3 | T3 | FINAL | Credits Attempted | Status | Comments |
| 2042 - 05 | Geometry CP1 K Yarkosky | | | | | | | | 1.0000 | Dropped | |
| 2041 - 01 | Geometry HON K Anniballi | 97 | 97 | 95 | | | | | 1.0000 | | |

IMPORTANT NOTE: This option has to be completed in one step.

The Transfer Grade must be done at the same time a course section is dropped and a new course section is added. Once a course section has been dropped, this feature cannot be used. The course section would have to be Restored using Drop/Restore in order to Drop, Add, and Transfer Grade in one step.

Special Note: For school districts who link courses (ie. from one semester to another) please note that you must select both of the linked course sections in order to use this feature.

