

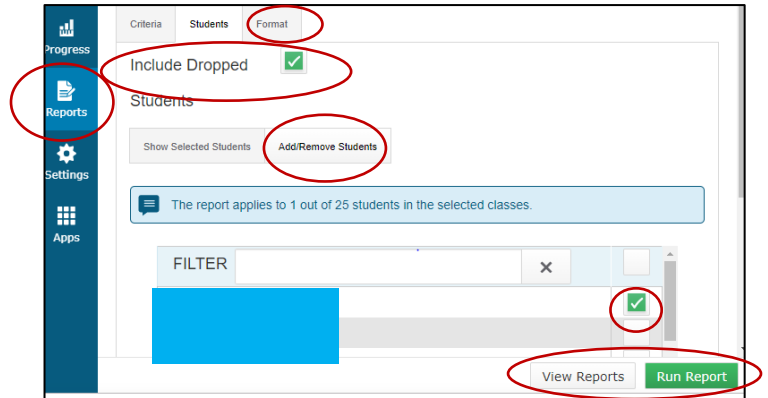
Transfer Student Scores in PTPRO

TRANSFERS FROM ONE SECTION TO ANOTHER or FROM CLASSROOM WITH SIMILAR ASSIGNMENTS:

- Log into PS and click on this [LINK](#) for directions that are much easier than steps below.

TRANSFER TEACHER needs to provide a scoresheet report

Reports → Scoresheet Report → Toggle to 'Students' tab at the top → Click 'Show Dropped Students' → Click Add/Remove Students to filter for just the transferred student → Click Format tab: choose Excel → Click Run Report and then click View Reports.

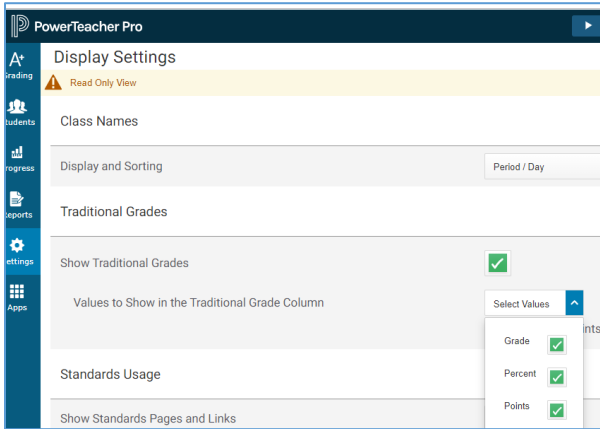


TRANSFERS FROM ANOTHER DISTRICT:

- TOTAL POINTS (Non-weighted):** If you do not weight by categories for your final grades, you can create one assignment for that student and enter their incoming grade score. Enter exempt flag and comment 'student was not enrolled for this assignment' for the first missed previous assignment and copy exemption across with horizontal fill option.
- WEIGHTED CATEGORY GRADES:** If student is transferring from another district or assignments are not similar from transfer teacher, follow steps below to equally weight the transfer grade according to your term weighting.
 - Create one assignment for each category you have used so far this semester.
 - Take advantage of the duplicate assignment option and create an assignment for each category you have used so far – name the assignment "transfer + category".
 - You can duplicate this "transfer + category" assignment each time you have a new transfer student but be sure to adjust the total points and change the name a bit.
 - Assign to just that student. (Student Tab – uncheck all students except transfer student).
 - Use the final transfer grade and multiply by the total points graded so far. The weighting will balance the score.
 - Or.... change the score type to percent and change the points to match category totals.
 - Enter exempt flag and comment 'student was not enrolled for this assignment' for the first missed previous assignment and copy exemption across with horizontal fill option.
 - Final grade after entering all these scores should still equal the transfer grade after weights are applied.

Example of Generic Transfer Assignments: Transfer + category (Transfer – Homework, Transfer – Test)

- To find the total points assigned so far: click on settings/display settings/show traditional grades (select values – make sure all boxes are checked – grade, percent & points).
- Click on Grading/Category Totals – write down the total points possible for each category used.



Example below shows possible points for
Test = 334 and Homework = 211

Calculation: Category Weighting						
TEST		AP REVIEW		HOMEWORK		
B+	87.57%	292.5/334	--	C+	77.35%	163.2/211
A+	101.8%	340/334	--	A+	101.9...	215.17/211
A	97.84%	324/334	--	A	100.4...	210.17/211

Formula to use if you want to figure out each score. Otherwise, change the score type to percent and change points to match points possible for each category.

- Student transfer grade was 90%
- Test = 334 points possible x .90 = grade = 300.6
- Homework = 211 points possible x .90 = grade = 189.9
- The final GPA after all these assignments are added should still remain as 90% for this example.