



# Transfer Grades/Scores Custom Sort

Content Updated: August 3, 2016

**NOTE TO TEACHERS:**

**In some instances there are features outlined that your district may not adopt. For any questions or clarification on what your district is currently using please speak with your district Aeries administrator.**

## TRANSFER GRADES

The [Aeries gradebook](#) has a Transfer Grade option. Transfer grades allows a teacher to define a default percentage to use as a grade for a student that has transferred to their current gradebook. By defining a default percentage for a transfer student, any assignments assigned before the student's gradebook start date will be included in the calculation of the student's overall grade. The Transfer Grade option only applies to non- Rubric gradebooks.

**NOTE: In Gradebook Options the Filter by Assignment number option is not compatible with Transfer Grades.**

The [Transfer Grade](#) option can be found under the [Manage Student](#) area of the Gradebook and the Transfer Grade column. Transfer Grades are stored in the Gradebook Transfer Scores ([GTS](#)) table.


AssignmentsManage StudentsFinal MarksNarrative GradesRulesBackupsRestore

Start and End dates determine what assignments the student is accountable for based on assignment due dates.

Add Students Not In Your Classes

Allow Deletes

Action	Status	Sort	Stu ID	Student	Sex	Grd	Start Date	End Date	Transfer Grade
▼	Active	1	99400052	Almada, Crystal C	F	12	6/15/2015	5/13/2016	<span style="border: 1px solid #ccc; padding: 2px 5px; border-radius: 3px;">Details</span>
▼	Active	2	99400061	Alvarez, Kathleen	F	12	6/15/2015	5/13/2016	<span style="border: 1px solid #ccc; padding: 2px 5px; border-radius: 3px;">Details</span>
▼	Active	3	99400066	Amaya, Brandon A	M	12	6/15/2015	5/13/2016	<span style="border: 1px solid #ccc; padding: 2px 5px; border-radius: 3px;">Details</span>



The Transfer Grade column has a [Details](#) button next to each student. Clicking on the Details button will display a [Transfer Grade window](#). The Transfer Grade window options will apply to the student that the Details button was selected for. The Transfer Grade Details button only displays for Active students. It only applies to assignments that were assigned before the student's gradebook start date.

The right side of the Transfer Grade window displays gradebooks the student has records in. The arrows can be used to expand the gradebook information and display the associated categories. The gradebooks listed are informational and are displayed to assist in determining what an appropriate default percentage should be for the student.

Transfer Grade for Almada, Crystal C
×

Define Transfer Grade

The grade that a student earned from the previous teacher can be transferred to the current gradebook. By defining the Default Percentage, any assignments assigned before the student's Start Date will be included in the calculation of the student's Overall Grade.

Enter a Default Percentage  (Required)

The category percentages are optional. If defined, the system will use the category percentages first, then the Default Percentage.

Classwork

Homework

Tests

\* If defined, values must be greater than 0.

Student Gradebooks - Only Non-Rubric Gradebooks

The student has records in the below gradebooks. Use this information to determine the default percentages.

Name	Term	Per	Teacher	Overall
<b>Current Terms</b>				
English 10 CP	Year	2	Acosta	80.00
Classwork				80.00
Homework				80.00
Tests				80.00
<b>Past Terms</b>				
English 10 CP	Fall	2	Acosta	75.00
Quiz				100.00
Tests				50.00

The left side of the form is used to define the student transfer grade percentage. A default percentage is required. The Default percentage entered must be greater than zero. When a default percentage is defined for a student any assignment given before the student's start date will be included in the calculation of the student's overall grade by using the default percentage.

Transfer Grade for Almada, Crystal C
×

Define Transfer Grade

The grade that a student earned from the previous teacher can be transferred to the current gradebook. By defining the Default Percentage, any assignments assigned before the student's Start Date will be included in the calculation of the student's Overall Grade.

Enter a Default Percentage  (Required)

Student Gradebooks - Only Non-Rubric Gradebooks

The student has records in the below gradebooks. Use this information to determine the default percentages.

Name	Term	Per	Teacher	Overall
<b>Current Terms</b>				
English 10 CP	Year	2	Acosta	80.00
Classwork				100.00

There is also an option to define percentages for the gradebook categories. **This is optional.** If the category percentages are defined these percentages will be used before the default percentage.

**Define Transfer Grade**

The grade that a student earned from the previous teacher can be transferred to the current gradebook. By defining the Default Percentage, any assignments assigned before the student's Start Date will be included in the calculation of the student's Overall Grade.

Enter a Default Percentage  (Required)

The category percentages are optional. If defined, the system will use the category percentages first, then the Default Percentage.

Classwork

Homework

Tests

After a Transfer Grade has been assigned to a student the default percentage entered will display to the left of the Details button on the Manage Students page under the Transfer Grade column.

Action	Status	Sort	Stu ID	Student	Sex	Grd	Start Date	End Date	Transfer Grade
<input type="checkbox"/>	Active	1	99400052	Almada, Crystal C	F	12	4/27/2016	5/13/2016	80
<input type="checkbox"/>	Active	2	99400061	Alvarez, Kathleen	F	12	6/15/2015	5/13/2016	

The Transfer Grade will also display on the Scores by Class, Scores by Assignment, and Scores by Student pages with ( ) around it.

<input type="checkbox"/> Override Not Applicable / Transfer Grades <input checked="" type="checkbox"/> Show Filters Sorting by: Student Name						Classwork Assignment 1	Homework Assignment 1	Chapter 1 Exam	Chapter 2 Exam
Name	Grd	%	Mark	4/7/2016 #1 : 5	4/25/2016 #2 : 10	4/25/2016 #3 : 10	4/25/2016 #4 : 5		
1 Almada, Crystal C.	12	80.0	B-	(80%)	(80%)	(80%)	(80%)		
2 Alvarez, Kathleen	12	65	D	10	5	4	5		

Transfer Grades can be edited. An override checkbox will display if there are Not Applicable or Transfer Grades for a student on Scores By Class, Scores by Assignment and Scores by Student pages. If a Transfer Grade displays for a student to replace it with a different score, check the override option and then type in the new score.

The override function is applied at the assignment level. If an assignment has the option Input by Standard selected, the override option will affect all standards related to the assignment.

<input checked="" type="checkbox"/> Override Not Applicable / Transfer Grades						Classwork Assignment 1	Homework Assignment 1	Chapter 1 Exam	Chapter 2 Exam	Book Review Essay
<input checked="" type="checkbox"/> Show Filters						<input checked="" type="checkbox"/> 4/7/2016 #1 : 5	<input checked="" type="checkbox"/> 4/25/2016 #2 : 10	<input checked="" type="checkbox"/> 4/25/2016 #3 : 10	<input checked="" type="checkbox"/> 4/25/2016 #4 : 5	<input checked="" type="checkbox"/> 4/25/2016 #5 : 10
Sorting by: Student Name ↓										
	Name	Grd	%	Mark						
1	Almada, Crystal C.	12	80.0	B-	<input type="text"/>	(80%)	(80%)	(80%)	(80%)	(80%)
2	Alvarez, Kathleen	12	65.0	D	10	5	4	5	2	

The Gradebook **Restore** function will restore the Gradebook Transfer Grades (**GTS**) table information if Gradebook Scores (**GBS**) is also selected.

### Restore Gradebook

Step 3: Select Tables to Restore

**\*\* Gradebook Description:**

**\*\* If left blank, the description from the saved gradebook will be used.**

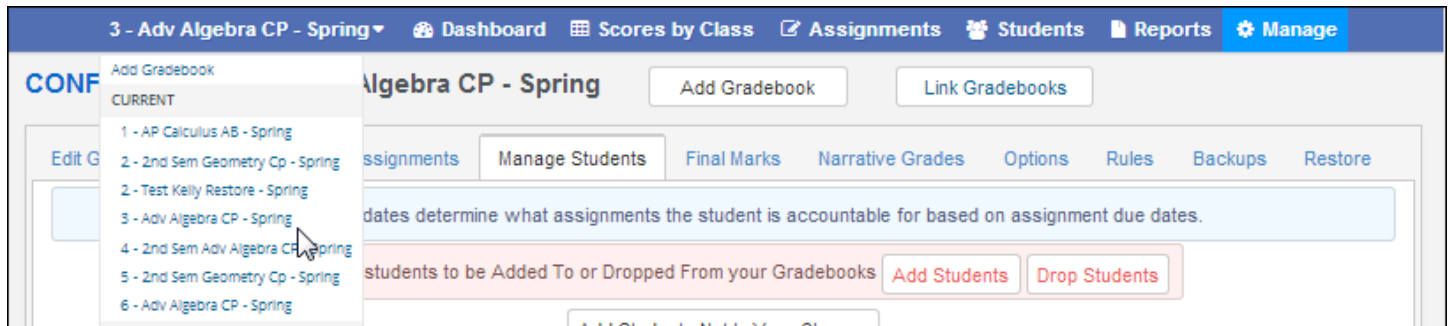
- Assignment Categories (GBT)
- Assignments (GBA) \*
- Students (GBU)
- Scores (GBS)
- Final Marks (GTG)
- Gradebook Options (GBO)
- Main Gradebook Setup (GBK)

## TRANSFER SCORES

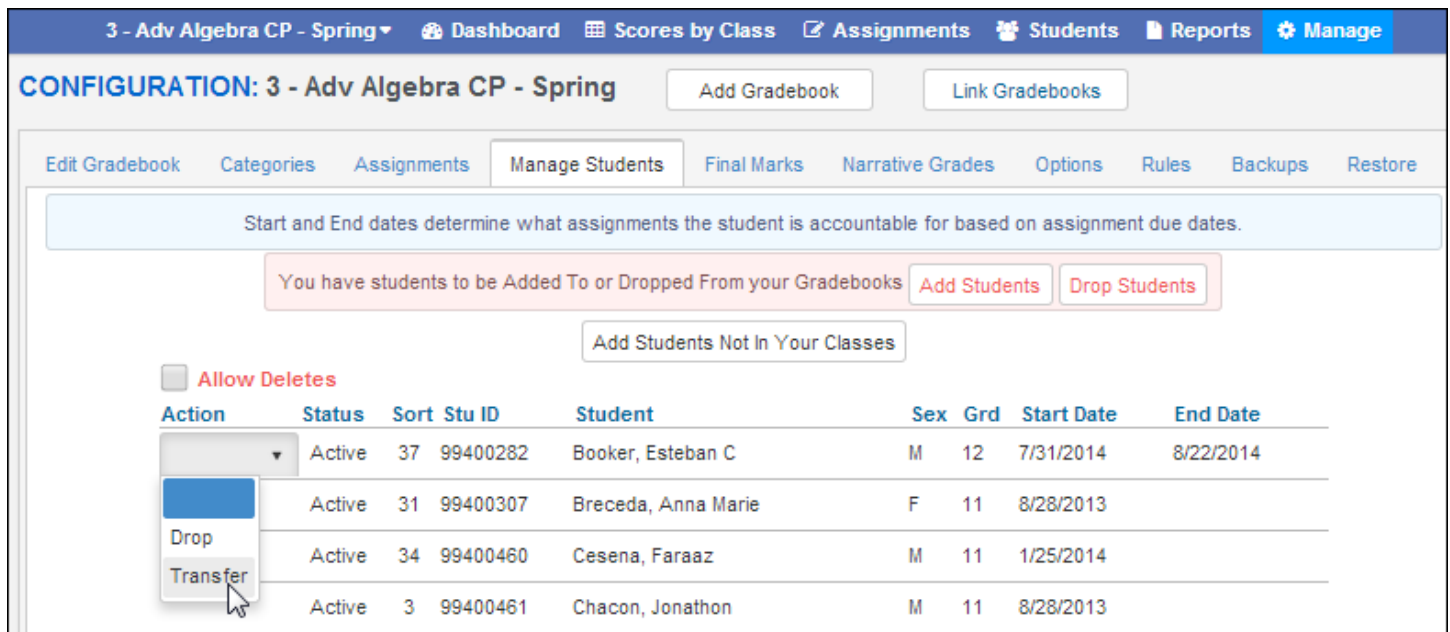
The **Manage Students** tab has a **Transfer** option. The option will only display for **Linked Gradebooks** for the same teacher. This option is for students who have moved between classes with the same teacher and course.

In the example below, Adv Algebra CP - Spring period 3 and 6 gradebooks are linked as displayed on the **Link Gradebook** page. If a student transfers from one period to the other, their existing gradebook scores can be transferred to the New gradebook. The student must first be added to the new gradebook (refer to page 21 for procedures on adding students to a gradebook).

In the examples below, student Esteban Booker transferred from the Adv Algebra CP period 6 class to the same teacher's Adv Algebra CP period 3 class. On the **Manage Students** tab, click the mouse on the Adv Algebra CP period 3 class gradebook on the dropdown list of gradebooks on the top left.



Click the mouse on the **Manage Students** tab. It is imperative that the **NEW** Gradebook is selected from the gradebook list on gradebook drop down. Click the mouse on the **Transfer** option to the left of the student's name.



The linked gradebooks will display in the dropdown. Choose the **OLD** gradebook under the **Select Gradebook to Pull From** list.

Student Transfer
×

Select a Gradebook to Pull From

Gradebook#	Per	Name	Term	Grd Range	Start Date	End Date
3923587	6	Adv Algebra CP	Spring	10 - 12	1/22/2014	9/6/2014

When selected, the gradebook will be highlighted in green. Click the mouse on the **Transfer** button.

Student Transfer
×

Select a Gradebook to Pull From

Gradebook#	Per	Name	Term	Grd Range	Start Date	End Date
3923587	6	Adv Algebra CP	Spring	10 - 12	1/22/2014	9/6/2014

The following message will display.

Confirmation
×

Are you sure you want to pull this student's scores FROM the chosen gradebook and replace the scores in the CURRENT gradebook?

Click the mouse on the **OK** button to begin the **Transfer** process. The following message will display.

Information
×

Student Transfer Complete!

The student's scores will now be viewable under the New Gradebook.

**NOTE: It is imperative that the NEW gradebook is chosen from Manage Students tab and the OLD gradebook is selected when clicking on the Transfer option. Scores can be lost if the incorrect gradebooks are selected.**

It is recommended that for transfer students the **Start Date** and **End Date** under the **Manage Students** tab should be populated accordingly for the previous and current gradebook. Enter the **End Date** value in the dropped gradebook to ensure that the student is not responsible for assignments with due dates after the students gradebook **End Date**.

Action	Status	Sort	Stu ID	Student	Sex	Grd	Start Date	End Date
	Active	5	99400282	Booker, Esteban C	M	12	1/22/2014	6/30/2014

When the student is added to the new gradebook the **Start Date** value in the new gradebook will be populated based on the Course Attendance (CAR) date. Verify the students date to ensure that the student is responsible for assignments with due dates after the student's gradebook **Start Date** in the new gradebook.

Action	Status	Sort	Stu ID	Student	Sex	Grd	Start Date	End Date
	Active	33	99400271	Boissiere, Natthakarn A	F	11	1/23/2014	
	Active	37	99400282	Booker, Esteban C	M	12	7/1/2014	



## CUSTOM SORT

The **Manage Students** form display's a **Sort** field. The default sort number is alphabetical by the student's last name. A **Custom Sort Order** can be assigned to students.

Options Categories Assignments **Manage Students** Final Marks Narrative Grades Rules Backups Restore

Start and End dates determine what assignments the student is accountable for based on assignment due dates.

You have students to be Added To or Dropped From your Gradebooks [Add Students](#) [Drop Students](#)

[Add Students Not In Your Classes](#)

**Allow Deletes**

Action	Status	Sort	Stu ID	Student	Sex	Grd	Start Date	End Date
▼	Active	37	99400271	Boissiere, Natthakarn A	F	11	1/23/2014	
▼	Active	31	99400307	Breceda, Anna Marie	F	11	8/28/2013	

To change the sort order, click the mouse in the **Sort** field and type over the sort number or use the up and down arrows.

The **Scores by Class** page has a **Sort By Custom Student Sort** option. If the option is selected the students will display by the **Custom Sort Order** on the **Scores by Class**.

Show Filters

Sorting by: Student Name ↓↑

**Sort Options**

- Student Name
- Custom Student Sort
- Overall Percent/Mark
- Grade Level

	%	Mark
	75.9	C
	80.0	B-
	71.7	C-

The **Scores by Assignment** page has an option to Sort Students by Custom Sort Field Instead of Name option. If the option is selected the students will display by the **Custom Sort Order** on the **Scores by Assignment** page.

1 - IBHstAm2/HEcCv - Fall ▾ Dashboard Scores by Class **Assignments** Students Reports Manage

Bullock (12/20/2014) < #48 - WWII Gallery Walk > Conferences (01/08/2015)

**Assigned:** Sun Dec 21, 2014 **Due:** Thu Jan 8, 2015 **Category:** Classwork **Is Grading Completed?**

**Number Correct Possible:** 5 **Total Points Possible:** 5

Only Display Students Missing Scores  Sort Students by Custom Sort Field Instead of Name