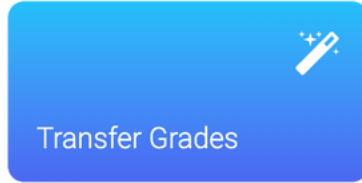


Transfer Grades to Gradebook



Overview: After collecting assignment responses from students, easily transfer grades to your digital gradebook.

See the Help Center for more details on [Grade Transfer options](#).

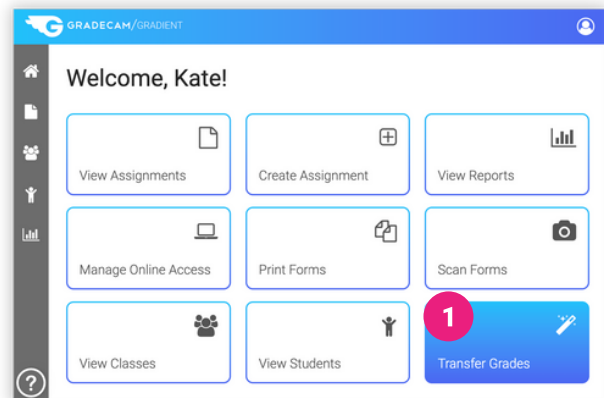
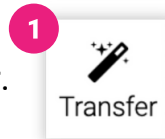
Transfer Grades

Note: For best results, we recommend using Chrome or Firefox on Windows or Mac.

- 1 From the home page, select **Transfer Grades**. Search for assignment.

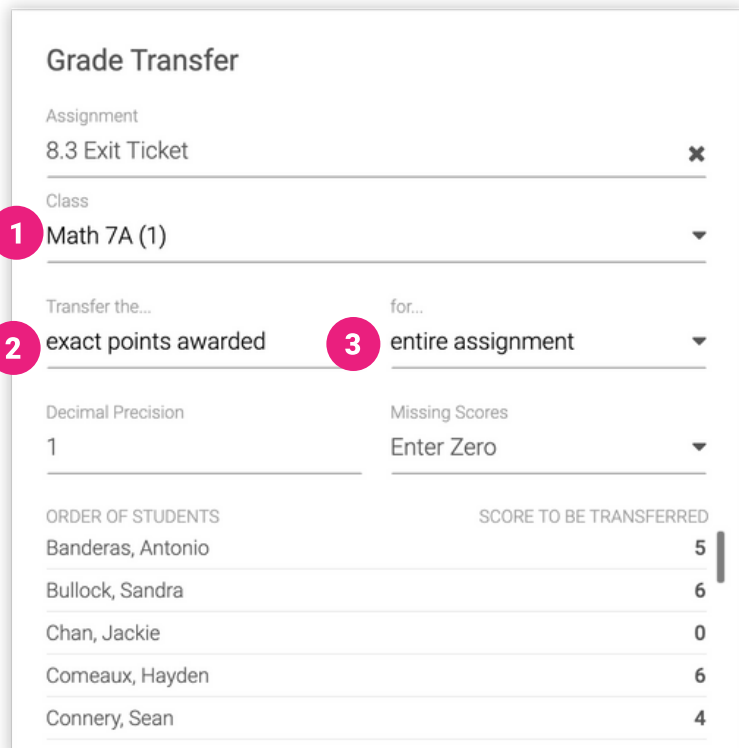
-- or --

- 1 After collecting responses, select **Transfer** from toolbar.



Grade Transfer Window

- 1 Select the **Class** to transfer
- 2 Transfer options:
 - **Exact Points Awarded** - Actual number of points earned out of total points possible
 - **Percent Points Awarded** - Converts points earned to percentage out of set max points
 - **Performance Band Abbreviation** - Enters abbreviation from the Performance Band (Ex. AB for above average)
- 3 Select to **transfer for entire assignment or specific standard***
**Note: Standards must be added to questions.*



Grade Transfer

Assignment
8.3 Exit Ticket

Class
1 Math 7A (1)

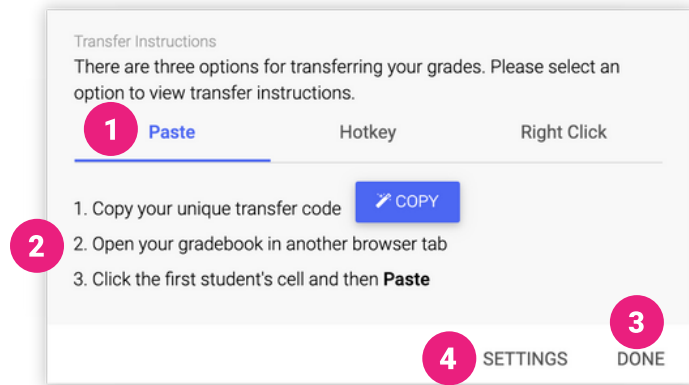
Transfer the... for...
2 exact points awarded 3 entire assignment

Decimal Precision: 1
Missing Scores: Enter Zero

ORDER OF STUDENTS	SCORE TO BE TRANSFERRED
Banderas, Antonio	5
Bullock, Sandra	6
Chan, Jackie	0
Comeaux, Hayden	6
Connery, Sean	4

Pick a Transfer Method

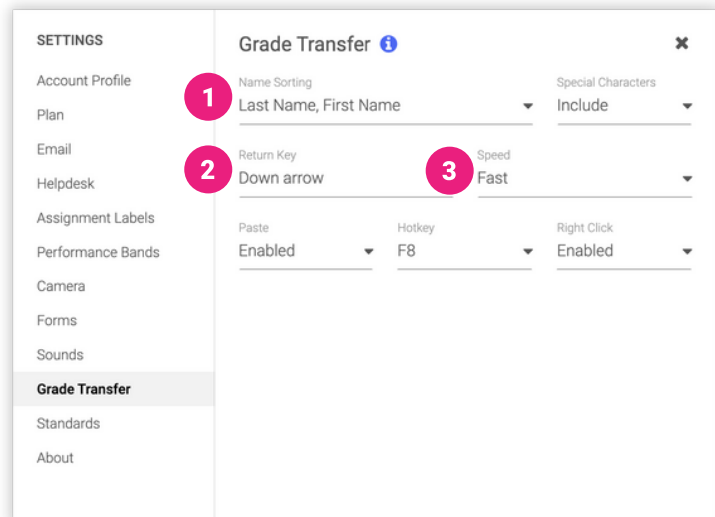
- 1 Select one of the three methods for transferring grades
- 2 Follow directions provided for that method
- 3 Select **Done**
- 4 Adjust transfer **Settings**



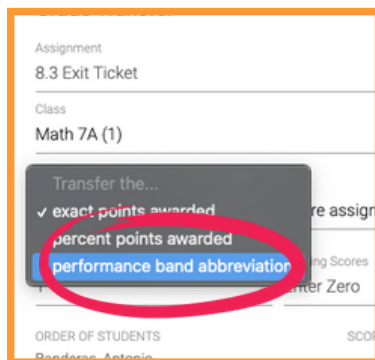
Transfer Settings - Troubleshooting

If grades are not being transferred properly you can adjust the Settings to match how your unique grade book will input the grades.

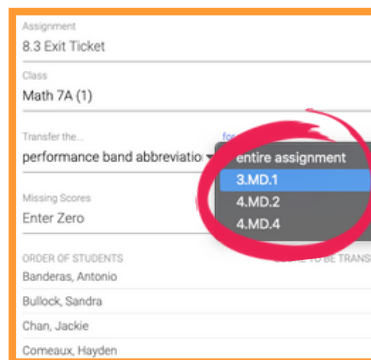
- 1 **Name Sorting** - Ensure the order matches how names are listed in your grade book.
- 2 **Return Key** - Change to a setting that will properly input the scores. *Return twice is a good option to try.*
- 3 **Speed** - Adjusting to a slower speed will often correct errors.



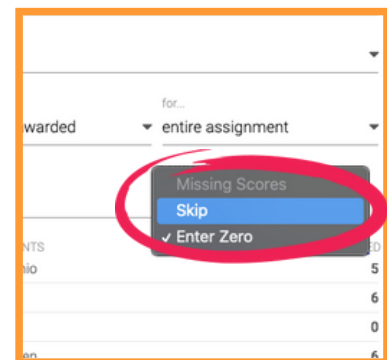
Grade Transfer Tips and Tricks



Transfer the custom **performance band abbreviations**.



Transfer **scores per standard** for Standards-Based grading.



Adjust to **skip or enter zero** for missing student scores.