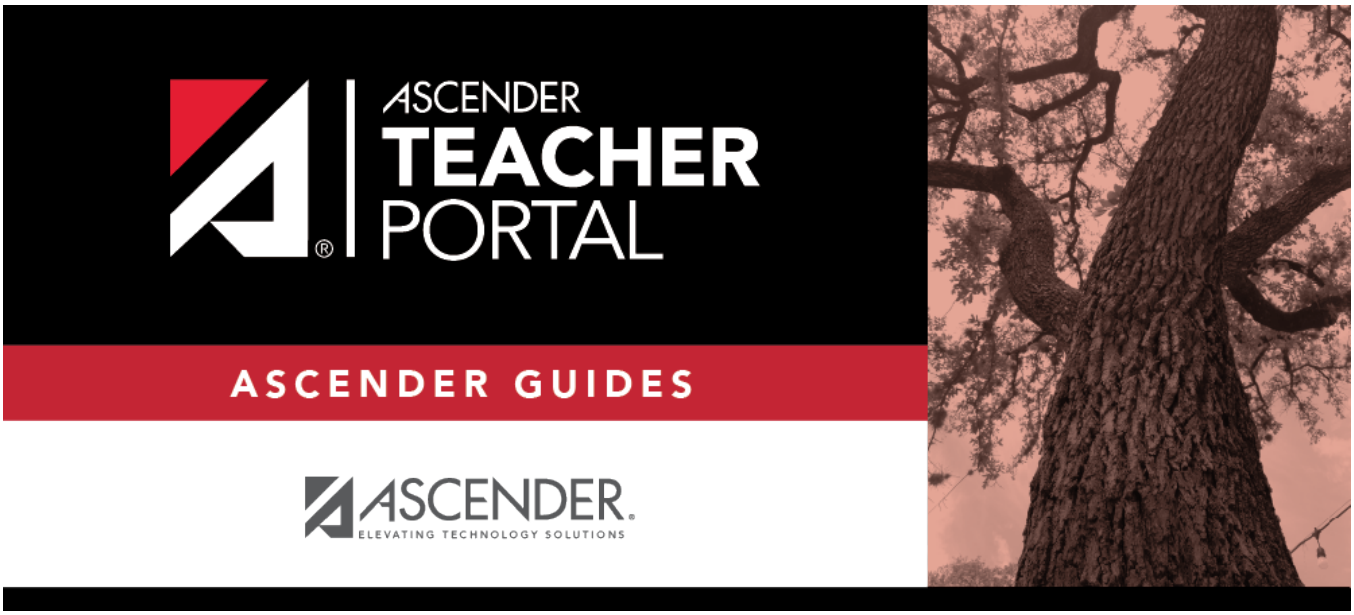

transfer-students

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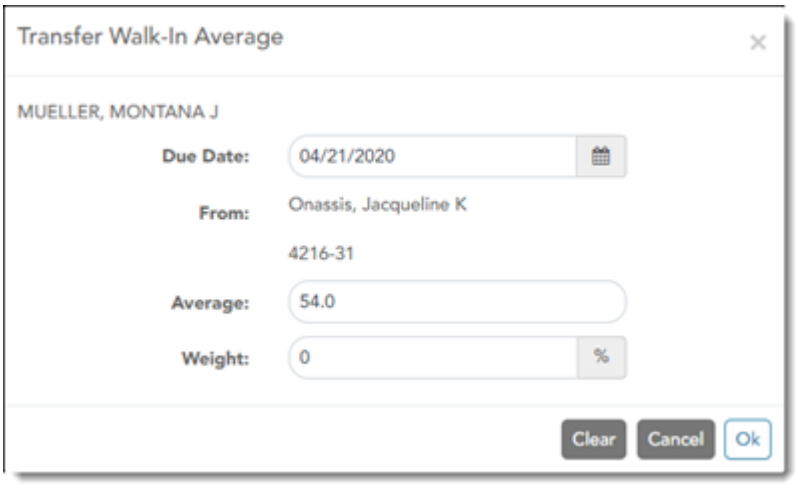
Beside each student's name is the transfer icon (i.e., a gray T) indicating that he is not a transfer student. If a student transfers into the class, the red transfer icon is displayed next to his name.

NOTE: The student will only have a red T if he is transferring from one section to another section within the same course. Otherwise the T will remain gray.

If a student transfers into the course, you must accept the student into the course and enter his walk-in transfer average and weight. The campus, student ID, semester, and cycle must all be the same for the average to transfer.

❑ To accept the transfer student into the course-section, click .

The Transfer Walk-In Average window opens.



Date: The student's transfer date is displayed by default. You can type over the date in the MMDDYYYY format. Or, click to select a date from the calendar.

From: The teacher name, course number, and section are displayed for the course from which the student transferred. This data is only displayed if the student transferred from a different section of the same course and has a transfer average.

Average: The student's transfer average is displayed if available. Otherwise, you can type the student's walk-in average.

This is the student's average in the class from which he transferred. You can enter a numeric grade or an alphabetical (ABCD or ESNU) grade.

NOTE: If a student transferred from a course that posts letter grades to a course that posts numeric grades, and a letter grade is entered for his transfer average, the student's working

cycle average is displayed as a numeric grade.

See the Calculate Averages guide for an explanation of calculating averages for each weighting type for an explanation of calculating averages for transfer students.

Weight: The field displays 0 for a transfer student who has not yet been accepted into the class.

To accept the student into your class, type the weight you want to apply to the student's transfer average. For example, if a student transferred three weeks into a six-week cycle, you may want to enter a weight of 50%. The maximum weight you can enter is 100.

The student's transfer icon remains red until a weight is entered and saved.

Once you enter and save a weight, the student's transfer icon turns blue . The blue icon remains until the end of the semester.

❑ Click **Ok**.

If you entered and saved the transfer average data for the student, his walk-in average is calculated in his working cycle average.

NOTE: The changes are not actually saved until you type your PIN and click **Save Grades**.

Clear: Clear all data previously entered for the transfer student.

NOTE: Any course assignments that were due prior to the student's transfer date are excluded for the student, and the Exclude indicator is displayed for the assignments. You can override the exclusion if you want the transfer student to complete an assignment that was due prior to his transfer date.

To override the exclusion, click , clear the **Exclude** field. Click **OK** and save.

NOTE: For standards-base courses, accepting a transfer student is a manual process. The transfer icon is not displayed.

Calculating the average for a transfer student:

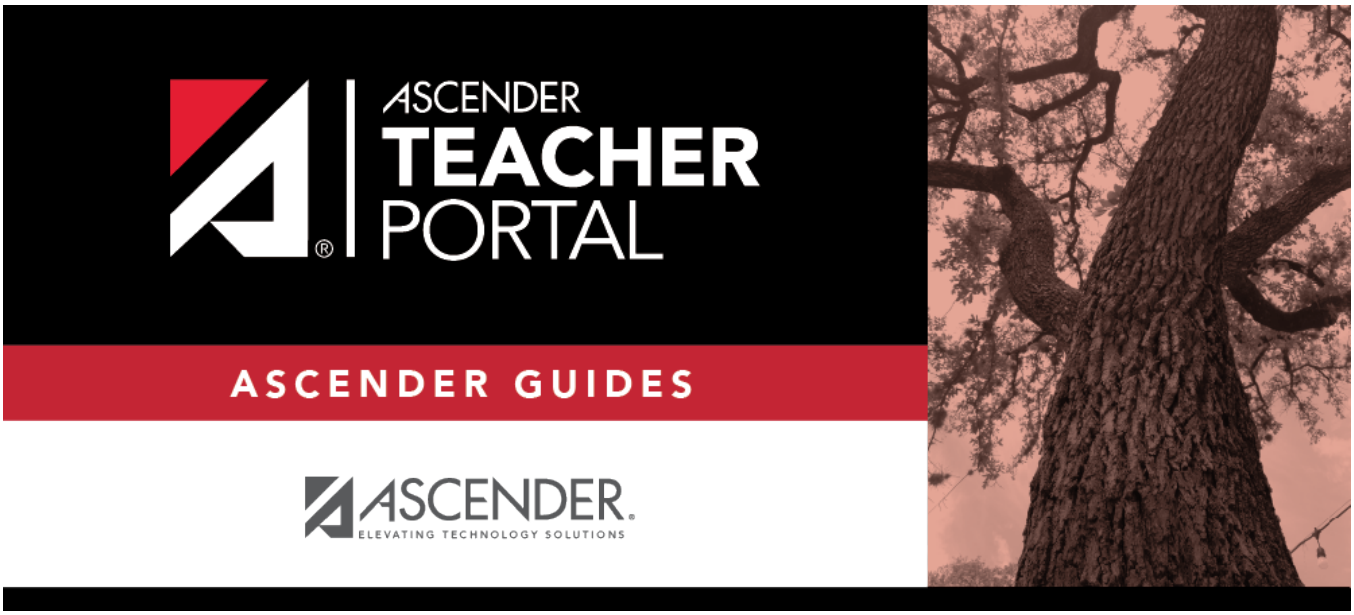
If a student transfers into the course during a cycle, the following calculations are used to determine his working cycle average:

Formula for transfer student:

1.	For the transfer grade, multiply the Transfer Average by the Transfer Weight: Transfer Average x Transfer Weight = Transfer Value **For example:** The student's Transfer Average is 74. The student's Transfer Weight is 55%. 74 x 55% = 40.7 The student's Transfer Value is 40.7.
2.	Calculate the average of the student's assignment grades (for the remainder of the cycle) using the steps described above under Percent-based, Point-based, or Multiplier-based. **For example:** The percent-based example above shows a Working Cycle Average of 87.
3.	Calculate the weight for the Working Cycle Average: 100% - Transfer Weight = Working Cycle Average Weight **For example:** The student's Transfer Weight is 55%. 100% - 55% = 45% The student's Working Cycle Average Weight is 45%.
4.	Calculate the Working Cycle Average Value. Working Cycle Average x Working Cycle Average Weight = Working Cycle Average Value **For example:** The student's Working Cycle Average is 87. The student's Working Cycle Average Weight is 45%. 87 x 45% = 39.15 The student's Working Cycle Average Value is 39.15.

5.	Take the sum of the Transfer Value and the Working Cycle Average Value. Transfer Value + Working Cycle Average Value = Actual Working Cycle Average **For example:** The student's Transfer Value is 40.7. The student's Working Cycle Average Value is 39.5. 40.7 + 39.5 = 80.2 The student's Actual Working Cycle Average is 80.

If a student transferred from a course that posts letter grades to a course that posts numeric grades and a letter grade is entered for his transfer average, the grade conversion table is used to determine the numeric value.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