

How to find grades for students who transferred in to your class after the first day of school

If you have gotten a new student and did not receive an Individual Student Report with all assignment grades and average prior to interim schedule change, you will need to do the following:

1. From the PowerTeacher Start Page, click the Backpack icon
2. Select a student's name on the left
3. Click the "Select Screens" drop-down menu and select "Quick Lookup"
4. Below the table, click the "Show Dropped Classes Also" link
5. You should see the student's grades earned from the teacher/school prior to the changes.
6. Click the numerical grade for each subject you need a report for
7. The "Scores" page will open and you will see the list of assignments and the grades earned
8. Use the Snipping Tool to select the information – be sure to include the student's name and the list of assignments
9. From the Snipping Tool menu bar, select Edit > Copy
10. Open a Word document and click the Paste button
11. Print the page and keep it in a file for the student.

This is good recordkeeping if parents have questions about how grades changed from teacher to teacher.

Also, remember to enter the comment "Transfer grade XX will count X% of the final grade". Since the student transferred at interim time, the transfer grade will count 50% of the final grade. You will NOT do a manual override until the end of the quarter.

Students who **entered on or after September 14**, use the percentages in the Transfer Grade Calculation Chart.