

MANAGING GRADES FOR STUDENTS WHO CHANGE FROM VIRTUAL TO A/B COHORT

Student changes from Virtual Teacher to A/B Cohort Teacher

Steps for **Virtual Teacher**

1. Virtual Teacher makes sure ALL grades for student are entered in the PowerTeacher Pro gradebook
2. Teacher prints an [Individual Student Report](#)
 - * Repeat for other classes that have students that are transferring from Virtual Academy to A/B Cohort
3. Virtual Teacher gives appropriate student reports to the principal designee or to the A/B Cohort teacher

Steps for **A/B Cohort Teacher** once grades are received

1. A/B Cohort Teacher enters the comment "**Transfer grade of xx will count x% of final average**" for the students who have transferred into their A/B Cohort classes
 - a. If student **start date** is between **September 8 – 11, 2020**, the **transfer grade will count 50% of the final average**
 - b. If the student start date is **ON or AFTER September 14, 2020**, use the chart below to determine the percentage for the incoming grade. **DOWNLOAD** the [Google sheet](#) with the formulas to your computer. **DO NOT DELETE ANY OF THE FORMULAS FOUND IN COLUMNS "C" or "E"**

Use the table below to determine the percentage for the incoming grade

Weeks at previous school OR Weeks in A/B Cohort	Weeks at your school OR Weeks in Virtual Academy
1 week 11% (0.11)	8 weeks 89% (0.89)
2 weeks 22% (0.22)	7 weeks 78% (0.78)
3 weeks 33% (0.33)	6 weeks 67% (0.67)
4 weeks 44% (0.44)	5 weeks 56% (0.56)
5 weeks 56% (0.56)	4 weeks 44% (0.44)
6 weeks 67% (0.67)	3 weeks 33% (0.33)
7 weeks 78% (0.78)	2 weeks 22% (0.22)
8 weeks 89% (0.89)	1 week 11% (0.11)

2. **At the end of the quarter** use the formula below to calculate the final average and [manually override](#) the final grade.

$$\begin{array}{r} \text{Previous School Average} \times \text{Percent from the table above} \\ + \text{New School Average} \times \text{Percent from the table above} \\ \hline = \text{Final Quarter Average} \end{array}$$