Transfer Grades to Gradebook
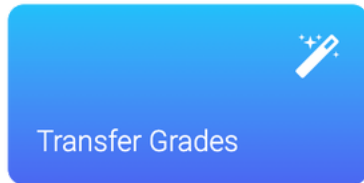
Transfer Grades

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

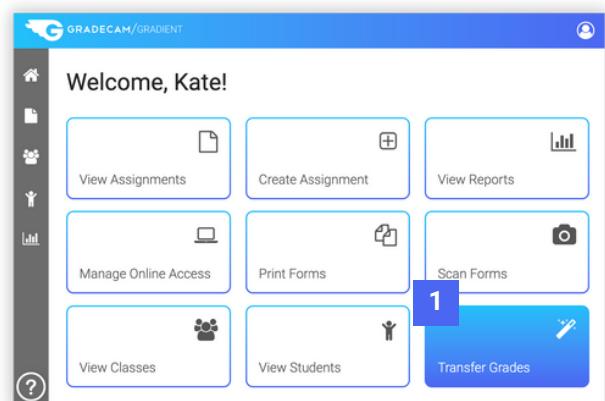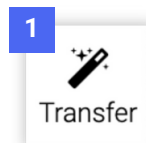See the Help Center for more details on [Grade Transfer options](#).

Transfer Grades

Note: *For best results, we reccomend 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 within an assignment.

1 Transfer

Welcome, Kate!

View Assignments Create Assignment View Reports
Manage Online Access Print Forms Scan Forms
View Classes View Students 1 Transfer Grades

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 ▾

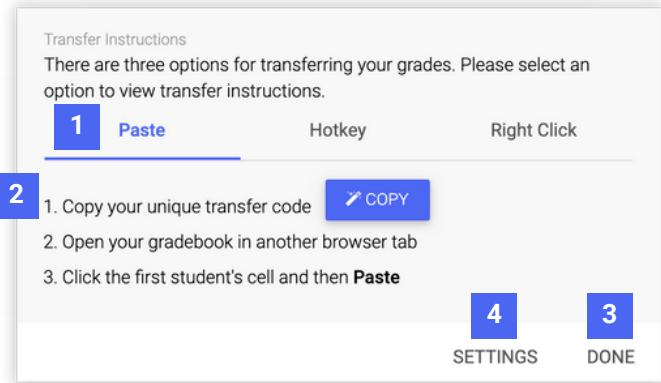Decimal Precision   Missing Scores
1   Enter Zero ▾

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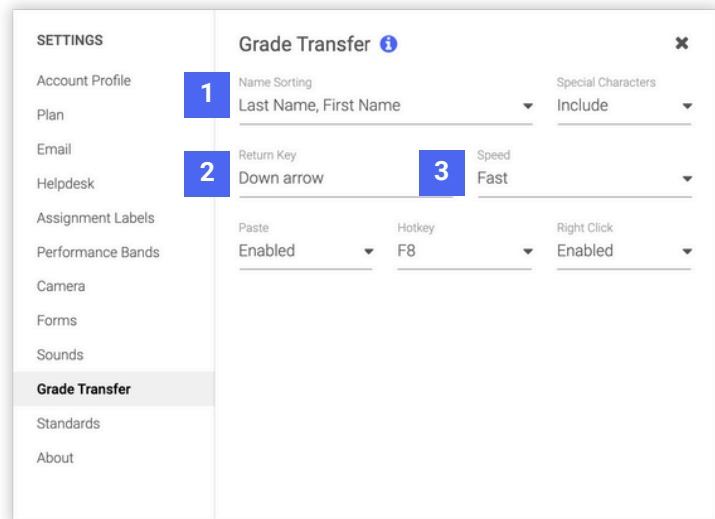Comeaux, Hayden   6
Connery, Sean   4

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 Instructions
There are three options for transferring your grades. Please select an option to view transfer instructions.

1 Paste   Hotkey   Right Click

2 1. Copy your unique transfer code   ✎ COPY

2. Open your gradebook in another browser tab

3. Click the first student's cell and then **Paste**
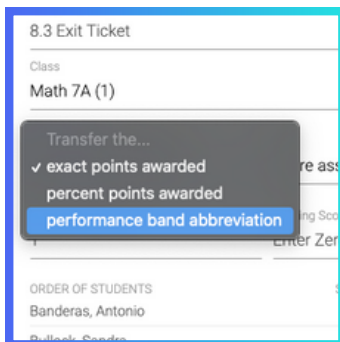
4 SETTINGS   **3** DONE

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.
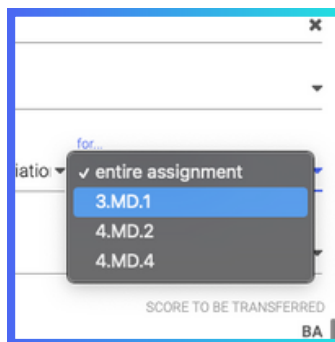
1 **Name Sorting** - Ensure the order matches how names are listed in your grade book.

2 **Return Key** - Change to a setting that will properly input the scores. *Return twice is a good option to try.*

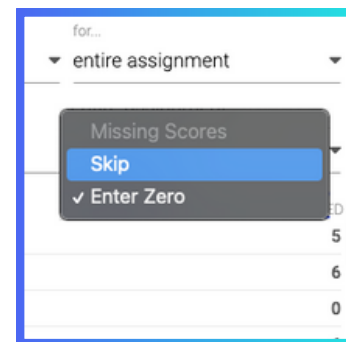**3** **Speed** - Adjusting to a slower speed will often correct errors.

SETTINGS

Account Profile
Plan
Email
Helpdesk
Assignment Labels
Performance Bands
Camera
Forms
Sounds
Grade Transfer
Standards
About

Grade Transfer ⓘ   ✕

1 Name Sorting
Last Name, First Name ▾   Special Characters
                               Include ▾

2 Return Key
Down arrow   **3** Speed
                  Fast ▾

Paste   Hotkey   Right Click
Enabled ▾   F8 ▾   Enabled ▾

Grade Transfer Tips and Tricks

8.3 Exit Ticket
Class
Math 7A (1)

Transfer the...
✓ exact points awarded
percent points awarded
performance band abbreviation

ORDER OF STUDENTS
Banderas, Antonio

Transfer the custom **performance band abbreviations**.

for...
✓ entire assignment ▾

for...
✓ entire assignment
3.MD.1
4.MD.2
4.MD.4

SCORE TO BE TRANSFERRED
BA

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

for...
▾ entire assignment ▾

Missing Scores
Skip
✓ Enter Zero

5
6
0

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