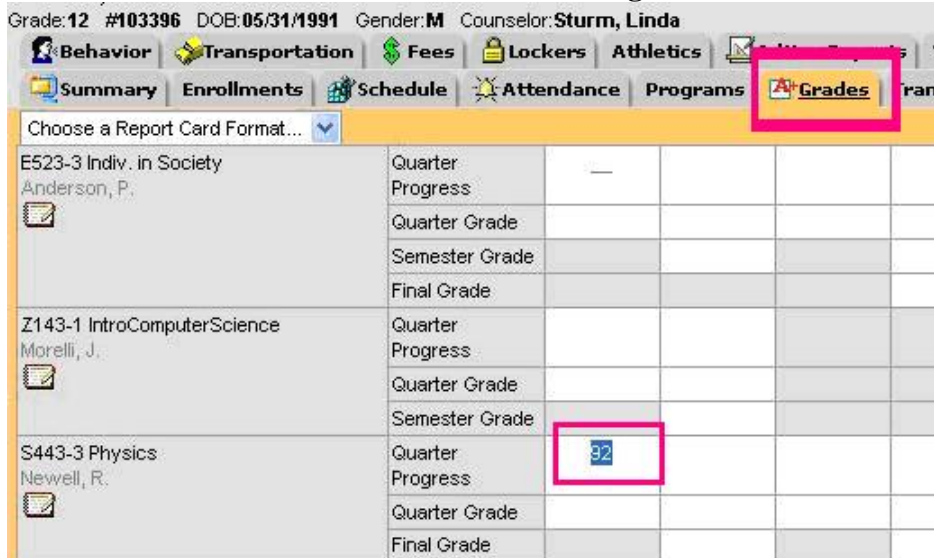


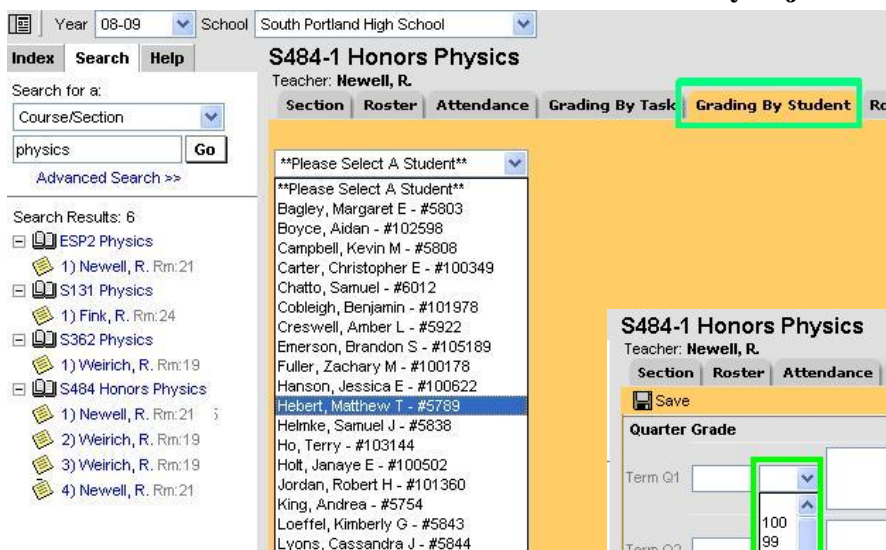
Carrying Quarter Grades Forward to a New Section version 1 Nov 21, 2008

1. Under the student's Grades tab record the grade of the course he/she is dropping.



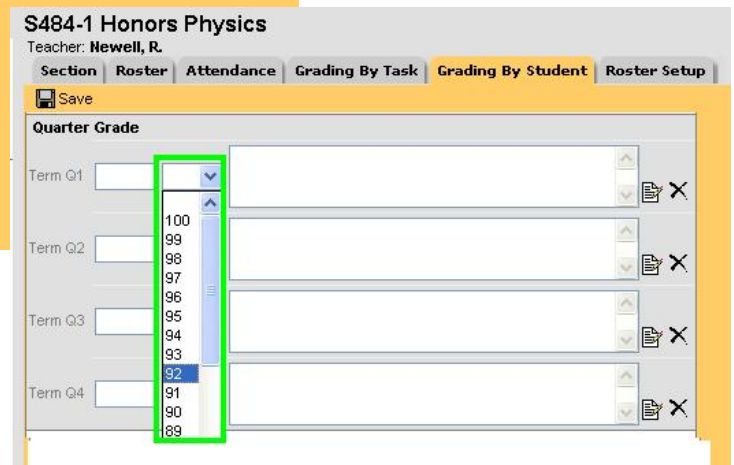
2. Add/Drop the student as normal, being sure to put in an end date and a start date.

3. Under Search Course/Section find the new section you just added the student into.



4. Click "Grading by Student" and select the student for whom you wish to move the grade.

5. Select the student's previous grade and hit Save.



The above process presumes that the Grading Window is open. Also SPHS needs to decide if you want to bring progress report grades forward too. If so, repeat the steps above for Progress Reports.