Transfer Students

If you get a new student, you will probably want to enter their grades into Q1 and Q2, so that the averaging calculations will work out. Here are the steps. Let me assume that you have just picked up a student, and want to change/enter their grade into Quarter 1.

Click on the Quarter 1 tab. You should get a pop-up box that says you have to click on the word change in order to change. Do so.

Uncheck Quarter 1

Do you see the student’s name? Look on the bottom of the list, probably grayed out. If not, click the arrow above the word NAMES, and SHOW INACTIVE STUDENTS.

Enter the grade in the right-hand column. (GradeQuick users – no need for Transfer columns, etc.)

Then Finalize the grades once more. Click on the arrow above the Words Quarter 2 (or Quarter 3) and check Quarter 1.