

# Trucking in Grades

**Q:** “Somebody just transferred into my class. How do I set their grade for them? You know, the grades they got from their other school/class.”

**A:** You Truck in the grades. Read on below on how to do it.

First, go into Instructor suite, then grade book, then click on the little red truck next to the student you want to insert grades for. Names have been altered in this screen for obvious reasons.

The screenshot shows a web browser window displaying a grade book for a course titled "World History, Grade Book (10-18-2007)". The interface includes a menu bar, a toolbar, and a main content area with a table of student grades. A green arrow points to a red truck icon next to a student's name in the table. Below the table, there are sections for "Statistics" and "Grades" and "Grade Types" and "Activity Weighting".

#	Total	Entered	%	Grade	C
1	100	88	88	B+	
2	100	88	88	B+	
3	100	88	88	B+	
18	100	88	88	B+	
4	100	88	88	B+	
5	100	88	88	B+	
6	100	88	88	B+	
7	100	88	88	B+	
8	100	88	88	B+	
9	100	88	88	B+	
10	100	88	88	B+	
11	100	88	88	B+	
12	100	88	88	B+	
13	100	88	88	B+	
14	100	88	88	B+	
15	100	88	88	B+	
16	100	88	88	B+	
17	100	88	88	B+	

**Statistics**

Average Score	83.4	B
High Score	88	B+
Low Score	0	F

**Grades**

A	93% - 100%	- A
A-	90% - 94%	- A-
B+	88% - 89%	- B+
B	83% - 87%	- B
B-	80% - 82%	- B-
C+	78% - 79%	- C+
C	73% - 77%	- C
C-	70% - 72%	- C-
D+	68% - 69%	- D+
D	63% - 67%	- D

**Grade Types**

L	- One Day Late
T	- Two Days Late
O	- DROP SCORE
E	- EXEMPT
I	- Incomplete
L	- Lowest Grade Dropped by System (system)

**Activity Weighting**

100%	- (Assignment)
100%	- (Benchmark)
100%	- (Class Participation)

You should get the following window, less the green arrows.

Enter/Edit Transferred Grade Value

**Edit Information** 0.004

**- General Information**

Grade Value

Percent Score Earned In Previous School \* 98

Course Section Enrollment Date 10/17/2007

Move In Date \* 10 -18 -2007 Today ... (mm-dd-yyyy)

Calculated Grade Value Weight 98%

Grade Value Weight \* 98 %

Mark all classroom activities as dropped prior to students enrollment date into class \*  Yes  No

Grade Type D - DROP SCORE

**- Update Information**

Last User sgarrigan

Last Update 10-18-2007 01:45:51pm

Cancel Remove Save & Edit

You should now fill out the fields.

- Fill out either one of A. That is, fill in the Grade value (A, B, C, D, etc) OR fill out Percent Score Earned in Previous School with a percent value (use this one, please).
- Next, type in, or click in the date for the Move In Date, Arrow B.
- When you enter the Move In Date, the next line down, not the next field, will populate. In this case, it reads “Calculated Grade Value Weight 98%”. This field tells how much of the marking period has passed. To be clear, if half of Quarter 2 has passed, then this field will read 50%. In this case, all but a day or two of quarter 1 has passed, so it is 98%. It is only coincidence that the score being trucked in is 98%.
- If you want to use the quarter weighting suggested (the 98% from the above line), then type that in Grade Value Weight (arrow C). In most cases this will be the case. If you have a special project you want the new student to do, or you don't want their old grades to trump your new ones for some reason, you may enter an alternative percent in this field. Again, most of the time, you'll use the suggested number.
- The next line, Arrow D, allows you to mark all of the preceding assignments *in your class* as drop or exempt. If you wish for the new student to make up all the work they have missed, then set this to 'No'. Otherwise, you'll mark 'Yes'.
- If you marked 'Yes' in the preceding line, then set Arrow E, Grade Type, to something in the drop down. Your choice, either Drop Score or Exempt.
- Click 'Save and edit' to save your calculations.
- Click 'Cancel' to exit the truck screen.

**Q:** This kid still doesn't have a grade. What's the deal?"

**A:** You will have to recalculate your grades in order for the new student to have a grade. They will need at least one grade in your course.