



School District of Osceola County

Focus Training: *How to Use The Transferred Students Report*

2019-2020

Focus Gradebook provides many Gradebook reports for teachers to use to make their job easier. One of those reports is the **Transferred Students** report. As long as a new student in a teacher's section is from an Osceola county district school and the previous teacher entered grades in the Gradebook, this report will show the grades the student had in his previous school.

How do teachers know they have a new student?

When a new student enters a teacher's class, the teacher is notified via the **Alerts** block.

Alerts

Students have been added:
01 - M/J LANG ARTS 1: 1 student
02 - M/J INTENS LANG ARTS: 1 student

You need to take attendance today:
Period 1 - M/J LANG ARTS 1
Period 1 - M/J LANG ARTS 1
Period 2 - M/J INTENS LANG ARTS
Period 2 - M/J INTENS LANG ARTS
Period 4 - M/J LANG ARTS 1, ADV
Period 5 - M/J RESEARCH 1
Period 7 - M/J LANG ARTS 1, ADV
Period 8 - M/J RESEARCH 1

Click on the link for each period to get the students' names.

How do teachers access the Transferred Students report?

To access the **Transferred Students** report, teachers need to go to the **Grades** menu and select **Gradebook Reports**.

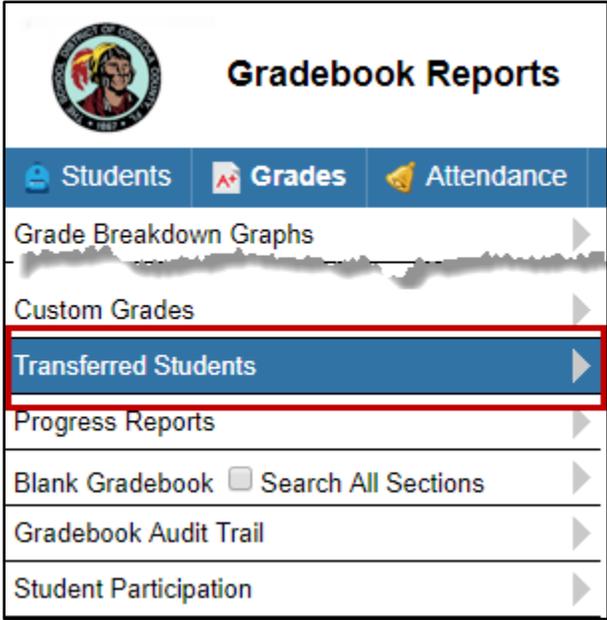
Grades Attendance

Search...

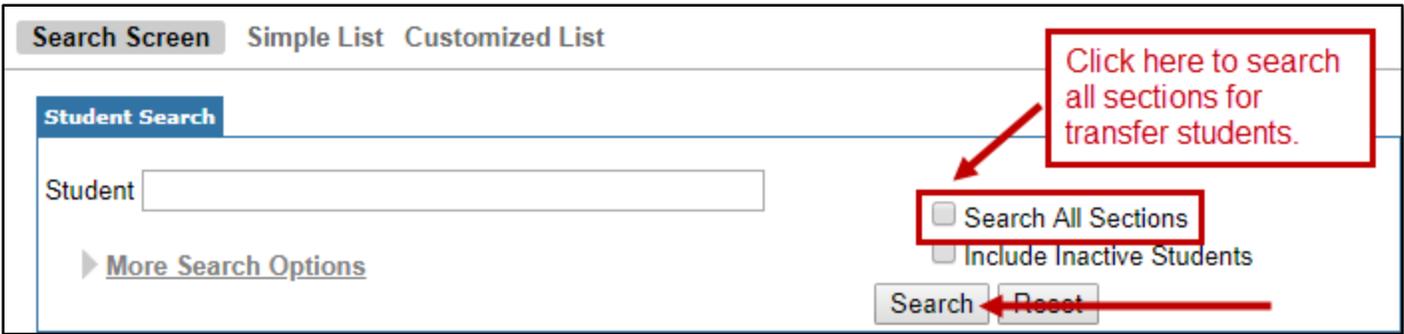
Gradebook
Gradebook Configuration
Gradebook Categories & Assignments
Gradebook Reports
Report Cards
Post Final Grades

How to Use The Transferred Students Report

Once in **Gradebook Reports**, teachers need to look on the left hand side to see the names of the reports and click on **Transferred Students**.



In the **Student Search** screen, they can either search for a specific student by entering the student's first and last name or student ID number and clicking the **Search** button, or they can click the **Search** button to search for all students. Teachers either need to be in the section the transfer student is in or select **Search All Sections** before clicking the **Search** button.



When the list of students appears, teachers need to click on the student's name to view the report.

The screenshot shows a table with the following data:

Student	Student ID	Grade
N	68	06
N	68	06
Va	72	06

A red box highlights the first student's name 'N' with an arrow pointing to it from a text box that says 'Click student's name to view the Transferred Student report for that student.'

What do teachers see when they run the Transferred Students report?

Course ¹	Course Num ²	Section ³	School ⁴	Gradebook Score ⁵	Enrolled Date ⁶	Dropped Date ⁷
M/J WORLD HIST	21090100	Period 6 - 06636 -		64%	Aug 10, 2017	Jan 26, 2018
M/J LANG ARTS 1	10010100	Period 1 - 01136 -		92%	Aug 10, 2017	Jan 26, 2018
M/J INTENS LANG ARTS	10000006	Period 2 - 03236 -		88%	Aug 10, 2017	Jan 26, 2018
M/J Grade 6 Mathematics	12050100	Period 5 - 05536 -		76%	Aug 10, 2017	Jan 26, 2018
M/J INTENS MATH	12040001	Period 7 - 1273C -		94%	Sep 1, 2017	Jan 26, 2018
M/J INTENS MATH	12040001	Period 7 - 1173C -		Not Graded	Aug 10, 2017	Aug 31, 2017
Lunch 06	LUNCH06	Period 4 - 01L36 -		Not Graded	Aug 10, 2017	Jan 26, 2018
M/J CRIT THINK	17001006	Period 00 - 006 -		Not Graded	Aug 10, 2017	Jan 26, 2018
M/J LIF SCI	20000100	Period 8 - 09836 -		77%	Aug 10, 2017	Jan 26, 2018
M/J FITNESS GRADE 6	15080006	Period 3 - S2 - 08326 -		100%	Jan 8, 2018	Jan 26, 2018
BUS KEY & CAR PLAN	82001300	Period 3 - S1 - 03316 -		Not Graded	Aug 10, 2017	Jan 26, 2018

Teachers will see the following information:

1. Name of course the student took at the previous school
2. Course number of the course student took at the previous school
3. Section information, including teacher name, of the course at the previous school
4. Name of previous school
5. Gradebook score student had in the course at the previous school
6. Date student enrolled in the course at the previous school
7. Date student dropped the course at the previous school

NOTE 1: The dates are important because sometimes students have their schedule changed various times; therefore, it's always best to get the **Gradebook Score** from the last time they were in the course at the previous school.

NOTE 2: If it says **Not Graded**, it means that the previous teacher didn't enter grades or there are no grades for another reason. In the image above, there are four courses that say **Not Graded**. For the first one, the student was dropped from the course on August 31, 2017; therefore, there won't be any grades. For the second one, it's lunch; therefore, there won't be any grades. For the third one, the teacher didn't enter any grades because it's a non-graded course. For the fourth one, the course is from Semester 1; therefore, there won't be any grades.

How to Use The Transferred Students Report

If teachers click on the section name, they will see the actual assignments and grades entered by the previous teacher.

	Assignments	Projects/Essays	Quizzes/Tests	Ungraded	Weighted Grade
Percent of Grade	50%	25%	25%	0%	
Student's Score	75%	100%	5%	NG	64%

Current grade in class: 64% Search...

8 Assignments

Assignment	Points	Grade	Comments	Assigned	Due	Category	Standards	Assignment Files	Date Last Modified
Ancient India Unit Vocabulary (Ch. 9)	100 / 100	100% A		Jan 25, 2018 12:00 AM	Jan 25, 2018 12:00 AM	Assignments			January 25, 2018, 9:10 am
"Ancient India" Textbook Pages 248-256 (Q's # 1-6)	NG / 100	Not Graded		Jan 24, 2018 12:00 AM	Jan 24, 2018 12:00 AM	Assignments			
Egypt Unit Test Extra Credit	5 / 0	Extra Credit		Jan 23, 2018 12:00 AM	Jan 23, 2018 12:00 AM	Quizzes/Tests			January 24, 2018, 9:27 am
Pharaoh Sarcophagus	100 / 100	100% A		Jan 14, 2018 12:00 AM	Jan 14, 2018 12:00 AM	Projects/Essays		SARC.docx Sarcophagus Activity Instructions.pdf	January 23, 2018, 9:48 am
Famous Pharaohs Organizer	100 / 100	100% A		Jan 14, 2018 12:00 AM	Jan 14, 2018 12:00 AM	Assignments		Leaders of Ancient Egypt.pdf	January 23, 2018, 9:49 am

How do teachers enter the transfer grades in the Gradebook?

In the example in this document, the student received an 88/B for M/J INTENS LANG ARTS. The easiest way for the new teacher to enter the transfer grades is to go the **Grades** menu and select **Gradebook** (they need to be in the section the transfer student is in). Next, the teacher needs to click on the student's name to go to the screen that displays the list of all the assignments created in the section for this particular student.

Student ★ Add Assignment

Current grade in class: Not Graded

12 Assignments

Assignment	Points	Grade	Comments	Assigned	Due
Quiz: Would You Eat This?	0 / 50	Not Graded		Jan 26, 2018 12:00 AM	Jan 26, 2018 12:00 AM
Would You Eat this? organization and structure questions	0 / 20	Not Graded		Jan 23, 2018 12:00 AM	Jan 26, 2018 12:00 AM
Questions: The Revealers chap. 6,7,8	0 / 30	Not Graded		Jan 22, 2018 12:00 AM	Jan 26, 2018 12:00 AM
Bellwork-grammar corrections p.4&6	0 / 50	Not Graded		Jan 9, 2018 12:00 AM	Jan 26, 2018 12:00 AM
Thought question & Graphic organizer: Can animals sense danger?	0 / 30	Not Graded		Jan 22, 2018 12:00 AM	Jan 24, 2018 12:00 AM
Chapter 4 and 5 questions- The Revealers	0 / 27	Not Graded		Jan 17, 2018 12:00 AM	Jan 19, 2018 12:00 AM
Chap. 3 questions - The Revealers	0 / 15	Not Graded		Jan 16, 2018 12:00 AM	Jan 17, 2018 12:00 AM
Chap. 2 questions - The Revealers	0 / 18	Not Graded		Jan 8, 2018 12:00 AM	Jan 12, 2018 12:00 AM
Chap. 1 questions The Revealers	0 / 15	Not Graded		Jan 8, 2018 12:00 AM	Jan 12, 2018 12:00 AM
What's Fair in Sports? comprehension questions	0 / 40	Not Graded		Jan 8, 2018 12:00 AM	Jan 12, 2018 12:00 AM
What's Fair in Sports? Argument graphic organizer	0 / 30	Not Graded		Jan 8, 2018 12:00 AM	Jan 12, 2018 12:00 AM
Winter Break Challenge Extra Credit	0 / 50	Not Graded		Jan 8, 2018 12:00 AM	Jan 8, 2018 12:00 AM

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Then, the teacher needs to enter the transfer grade, in this case 88%, for every assignment that was created prior to the student transferring into the class. For this example teacher, the point values for the assignments are not out of 100; therefore, the teacher cannot enter 88 for the assignment grades. Instead, the teacher needs to change the method of entering grades from points to percent by going to the upper right and selecting **Enter grades by Percent**. Then the teacher needs to enter 88 in the **Points** column.

Assignment	Points	Grade
Quiz: Would You Eat This?	<input type="text" value="50"/>	Not Graded
Would You Eat this? organization and structure questions	<input type="text" value="20"/>	Not Graded
Questions: The Revealers chap. 6,7,8	<input type="text" value="30"/>	Not Graded
Bellwork-grammar corrections p.4&6	<input type="text" value="50"/>	Not Graded

Enter grades by

- Points
- Points
- Percent
- Questions Correct
- Questions Incorrect
- Letter Grade

Assignment	Points	Grade
Quiz: Would You Eat This?	44 / 50	88% B
Would You Eat this? organization and structure questions	17.6 / 20	88% B
Questions: The Revealers chap. 6,7,8	26.4 / 30	88% B
Bellwork-grammar corrections p.4&6	44 / 50	88% B

Focus will automatically convert the percent to points.

Questions: The Revealers chap. 6,7,8	<input type="text" value="88"/> / 30	Not Graded	→	Questions: The Revealers chap. 6,7,8	<input type="text" value="26.4"/> / 30	88% B
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Does the Transferred Student report work for the O-S-N-U grading scale?

The **Transferred Student** report also works with the O-S-N-U grading scale. The Gradebook Score will display O-S-N-U grades instead of percent and letter. Clicking on the section will display the assignments the previous teacher had in the Gradebook and the grade the student received for each assignment.

Course	Course Num	Section	School	Gradebook Score	Enrolled Date	Dropped Date
LANG ARTS GRADE K	5010041R	Period 5 - AB - 06 -	De	U	Aug 12, 2016	Feb 3, 2017
MATH GRADE K	5012020K	Period 7 - AB - 06 -	De	U	Aug 12, 2016	Feb 3, 2017
PHYSICAL EDUCATION K	5015020K	Period 1 - BD - 06A	De	S	Aug 12, 2016	Feb 3, 2017
MUSIC - GRADE K	5013060K	Period 1 - A - 06	De	S	Aug 12, 2016	Feb 3, 2017
LANG ARTS GRADE K	5010041W	Period 4 - AB - 06 -	De	S	Aug 12, 2016	Feb 3, 2017
SOC STUDIES K	5021020K	Period 9 - AB - 06 -	De	S	Aug 12, 2016	Feb 3, 2017
ART - GRADE K	5001010K	Period 1 - C - 06	De	S	Aug 12, 2016	Feb 3, 2017
SCIENCE GRADE K	5020010K	Period 8 - AB - 06 -	De	O	Aug 12, 2016	Feb 3, 2017

What if the transfer student didn't attend an Osceola county school?

If a transfer student didn't attend an Osceola county district school, the method for entering transfer grades is the same. The only difference is that the **Transferred Students** report won't have any information. Teachers will need to go to their school's Guidance Department to look for transfer grades.