# Entering Grades for New Students & Schedule Changes

<table>
<thead>
<tr>
<th></th>
<th>Section Change</th>
<th>Course Change</th>
<th>New Student to Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Office Responsibility</strong></td>
<td><em>As long as “Change Section” option was used, no further actions are needed from the office – posted grades WILL automatically follow.</em></td>
<td><strong>Posted Grade will NOT follow. Office must either:</strong> 1. Enter scores on Student Profile &gt; Grades tab 2. Enter grades via Office &gt; Current Scheduling &gt; Student Schedule Generation &gt; Entry by Student &gt; Setup &gt; Utilities &gt; Move Grades to Different Course</td>
<td>Enter incoming grades – Student Profile &gt; Grades tab</td>
</tr>
</tbody>
</table>
| **Teacher Responsibility** | For previous grading periods:  
• Click on “New” button, choose Option 2 and enter previous grading period scores | For previous grading periods if similar class:  
• Click on “New” button, choose Option 2 and enter previous grading period scores  
For previous grading periods if NOT similar class:  
• Click on “New” button, choose Option 3 and enter previous grading period scores | For previous grading periods:  
• Click on “New” button, choose Option 3 and enter previous grading period scores                      |
|                      | For current grading period:  
• Click on “New” button, choose Option 2 to see incoming grade, then use Option 5 to enter incoming average for all current assignments. | For current grading period:  
• Click on “New” button, choose Option 2 to see incoming grade, then use Option 5 to enter incoming average for all current assignments. | For current grading period:  
• Click on “New” button, choose Option 2 to see incoming grade, then use Option 5 to enter incoming average for all current assignments. |