EA+ New Student to Class: Enter Current Grade

This resource shows the steps for entering grades for the current grading period when you get a new student. All assignments that were graded before the student entered the class should automatically be filled with the incoming average.

1. Open the section of the gradebook where the new student is listed. Notice there are asterisks (*) for every assignment that you have already graded before the student entered your class. Click on the **NEW** button next to the student’s name.

2. Under Option #5, click the Enter a Starting Grade button. You need to know what the starting average is (either from the office, previous teacher, or look it up using Option #2).

3. Enter the starting percent grade and click the Apply Grade Percent button.

4. You will see the grade percent has been entered into every assignment that was scored before the students enrolled in your class.