

Trucking in Grades in AXISIS

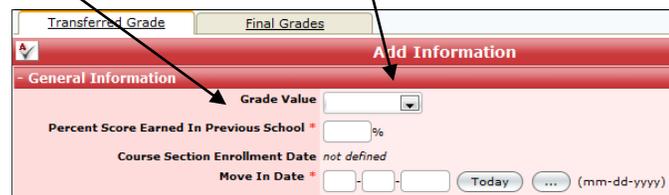
If a student transfers in from another hour or teacher in the midst of a marking period, grades need to be “trucked” in. Once the appropriate information is entered, all assignments for that student for the current marking period up to the date they “moved” in will be calculated at that grade. Each assignment for that student will show an “M” for “move in on each assignment up to the move in date. All grades after will be what the student earned in your class. If you decide to have a student complete an assignment dated prior to their move in date you can “block” the move in grade, that assignment will show a “B”.



The truck icon is located directly beside the students name in your grade book. When you click on the icon, the following screen will appear.

**Please note- there are two tabs, one for a Transferred Grade, a student moving within a marking period, say 2 weeks within the quarter. The second tab is for a Final Grade, a student who has completed a marking period and transfers to another hour. On the Final Grade tab for example, a student completes Q1 with 82% B you would enter that data on the Final Grade tab, not the Transferred Grade. This will allow the Final Q1 grade to average with the Final Q2 grade for the appropriate semester grade. The semester points will not calculate but the percentage and letter grade will.

You should use the drop down menu for the Grade Value. However, the Percent Earned in Previous Class (School) is a required field. Also, if you are entering on the Transferred Grade tab, you must provide the move in date for the system to know at what point the student began in your class for the correct grade calculation.

A screenshot of the 'Add Information' form in the AXISIS system. The form has two tabs: 'Transferred Grade' (selected) and 'Final Grades'. The 'General Information' section includes a 'Grade Value' dropdown menu, a 'Percent Score Earned In Previous School' field with a '%' sign, a 'Course Section Enrollment Date' field with the text 'not defined', and a 'Move In Date' field with a 'Today' button and a date format '(mm-dd-yyyy)'. Arrows from the text above point to the 'Grade Value' dropdown and the 'Move In Date' field.

For teachers whose students have moved out of their class you will need to provide the Grade Value and Percent Earned in Your class to the new teacher/hour. Since the students schedule has been changed they are now inactive in your class. In the hour they were in your class, go to the Gradebook, click on the wrench icon. You will then need to select “Display Students With Status” and choose to show “inactive” students. Please make sure to click Update Selection to make the data show in your grade book. You can now see the inactive student(s) and all their grades. Once you have the information you need, you will probably want to uncheck “inactive” students and Update Selection to only show your current “active” students.

