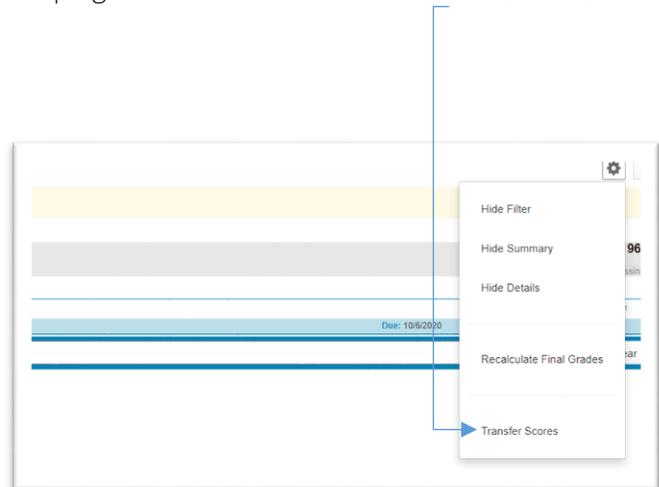
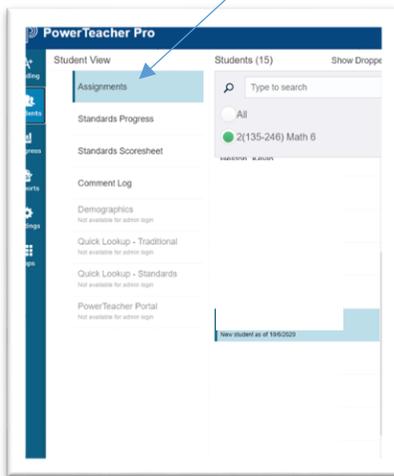




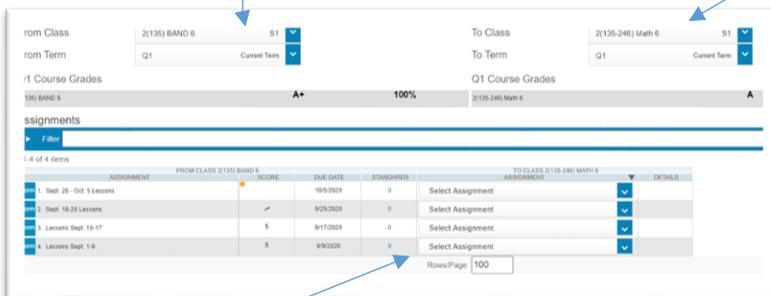
# HOW TO TRANSFER SCORES IN PTPRO

1. From your gradebook, click **Students** and select the student who transferred from one period to another with you.
  - a. Students enrolled in the class after the term's start date are labeled with **"New student as of [date]"** under their names. The label will be present for only two weeks from the student's class enrollment date.

2. From the **Assignments** page, click the gear icon at the top right of the screen and choose **Transfer Scores**



3. Use the filter options to limit the number of assignments that appear on the page. Click the gear icon, select **Show Filter**, and use the filter options
4. Open the **From Class** menu and select the dropped class; open the **To Class** menu and select the class you want to copy the scores to



5. Use the **Class Assignment** column to map the assignments
  - a. If the assignment ID or assignment name matches between the From Class and To Class columns, the matching assignment appears automatically.
  - b. If there are multiple assignment names that match between the From Class and To Class columns, but there is one unique due date match among the multiple exact name matches, the assignment with the matching due date appears in the To Class column automatically.



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- c. If there are no matching IDs or names between the From Class and To Class columns, then no suggested assignment appears, but you can browse available assignments and select one to map the scores to.
6. To view the details and any potential issues about the scores you are transferring, click **Details**
7. To complete the process, click **Transfer Scores**