

NEW COURSE WITH A NEW SECTION CHANGE IN GRADEBOOKS TAKING THE PLACE OF AN EXISTING COURSE AND SECTION

You already created a Gradebook. Your site changes the Course name. Now, you need to move all of your assignments with the students and their scores. When a Course change happens, only teachers are allowed to make the new association in their Gradebook(s).

1. Open your **Gradebook**.
2. Select **Manage Gradebook** for the Period that the new section belongs to.
3. Select the **Edit Gradebook** tab.

NOTE: It is recommended that you **change the name** of the Gradebook to the new course name and the date this took place for your reference. If parents or students ask what it means, you will remember the date the site made this course change.

4 Math 8 8-5 MYP

Make sure the **Term** stays the same. E.g., Fall, Spring, Year.

4. Select the **new Section**. You can leave the old one selected for history reference but it is not necessary.

Associated Period	Section	Course	Semester	Meets On
<input type="checkbox"/>	2 2060	CCSS Math 8	Y	MTWTF
<input type="checkbox"/>	3 3008	CCSS Math 8	Y	MTWTF
* <input checked="" type="checkbox"/>	4 4011	Algebra 1 MYP	Y	MTWTF
<input checked="" type="checkbox"/>	4 4117	Math 8 MYP	Y	MTWTF

5. Click the **SAVE** button.
6. Go to **Manage Students**.
7. Select **Add Students**.
8. Select the **correct Period** (this will have the name of the Course, not the name you gave your Gradebook).

You have students to be Added To or Dropped From your Gradebooks [Add Students](#) [Drop Students](#)

Allow Deletes

Action	Status	Sort	Stu ID	Student	Gender	Grd	Start Date	End Date	Transfer Grade
<input type="checkbox"/>	Active	1	434546	Aguirre, Isabella Marie	F	8	8/5/2019	6/4/2020	Details
<input type="checkbox"/>	Active	34	409895	Antonio, Jessica	F	8	8/5/2019	9/6/2019	Details

9. Add your students using the **Add All Students** or select **one at a time**.
10. Click the **Save Changes** button.