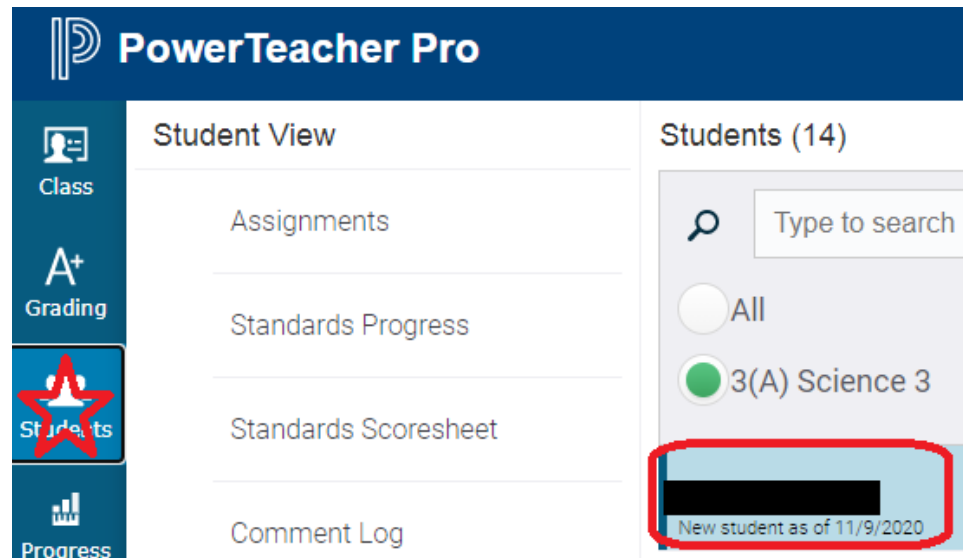# How to Transfer Student Scores in PTP

(Please make sure a PowerSchool Admin user makes all add/drop correction prior to transferring scores)

Process Steps

1. On the menu bar, select **Students**. Students who enrolled in the class after the term's start date are indicated with **New - [date]** under their name.
2. Select the student's name.

3. On the student Quick Menu, select **Transfer Scores**. Or, if you are viewing the student's Assignments page, select the gear icon and choose **Transfer Scores**.
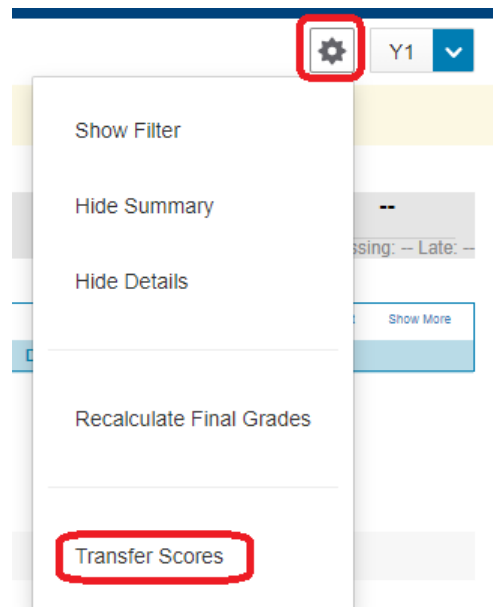
4. If needed, Use the filter options to limit the number of items appearing on the page. If the filter is not visible, click the Gear and select **Show Filter**.
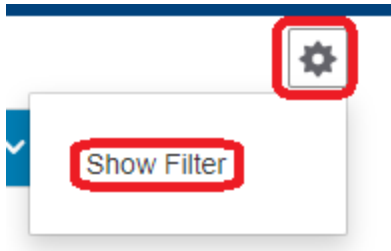
Assignments

5. Choose the dropped class from the **From Class** menu.
6. Choose the class you want to copy scores to from the **To Class** menu.
7. Click **Standards** to view the From Class scores prior to transfer.

8. From the To Class Assignment column, select the assignment mapping.
   ○ If the assignment ID or assignment name matches between the From Class and To Class, the matching assignment appears in the To Class column automatically.
   ○ If there are multiple assignment names that match between the From Class and To Class, 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.
   ○ If there are no matching IDs or names between the From Class and To Class, then no suggested assignment appears, but you can browse available assignments and select one for score mapping.
9. Click **Details** to view transfer score details. Messages on the details screen note any potential issues with the score transfer.
10. Click **Transfer Scores**.