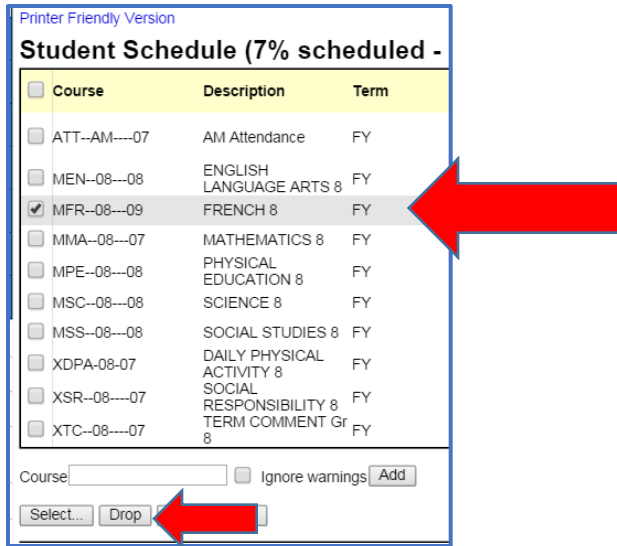


Transferring a student transcript record when moving a student to a different section of the same course:

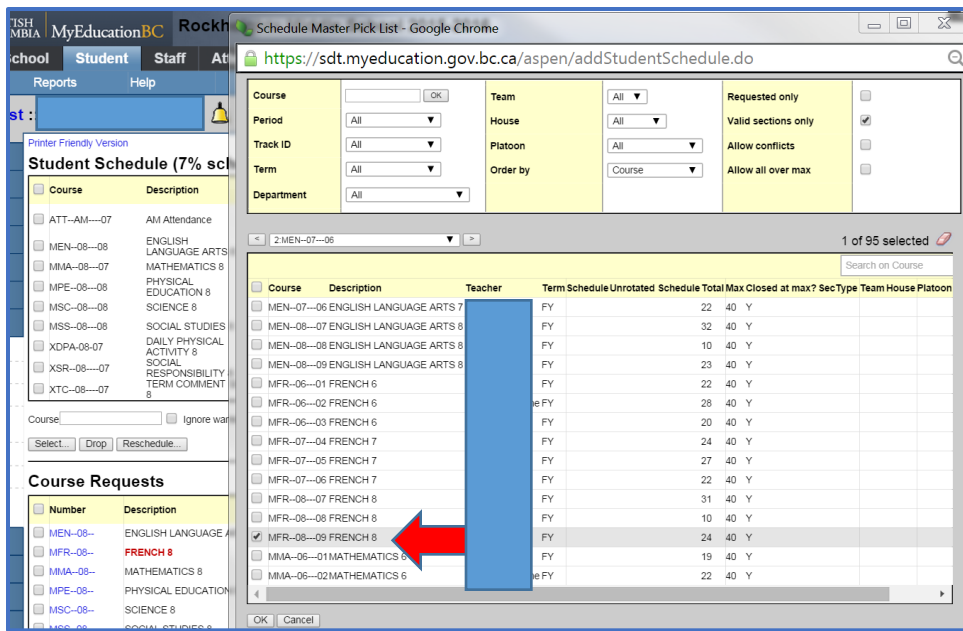
- **Student top tab>Select the student**
- **Schedule>Workspace side tab>List View**
- Select the course section to drop



- Click **Drop**
- Click **Select**

A pop up window appears. Search for the new section of the same course to add the student to.

- Choose the new section




- Click **OK**

Printer Friendly Version

**Student Schedule (7% scheduled - Class credits: 0.0)** 0 of 10 selected Matrix view >>

Course	Description	Term	Schedule	Unrotated Schedule	Teacher	Clssrm	SecType	Team	House	Platoon	Inclusion?	Lock
<input type="checkbox"/> ATT--AM---07	AM Attendance	FY	1(1)								N	<input type="checkbox"/>
<input type="checkbox"/> MEN--08---08	ENGLISH LANGUAGE ARTS 8	FY									N	<input type="checkbox"/>
<input type="checkbox"/> MFR--08---09*	FRENCH 8	FY									N	<input type="checkbox"/>
<input type="checkbox"/> MMA--08---07	MATHEMATICS 8	FY									N	<input type="checkbox"/>
<input type="checkbox"/> MPE--08---08	PHYSICAL EDUCATION 8	FY									N	<input type="checkbox"/>
<input type="checkbox"/> MSC--08---08	SCIENCE 8	FY									N	<input type="checkbox"/>
<input type="checkbox"/> MSS--08---08	SOCIAL STUDIES 8	FY									N	<input type="checkbox"/>
<input type="checkbox"/> XDPA-08-07	DAILY PHYSICAL ACTIVITY 8	FY									N	<input type="checkbox"/>
<input type="checkbox"/> XSR--08---07	SOCIAL RESPONSIBILITY 8	FY									N	<input type="checkbox"/>
<input type="checkbox"/> XTC--08---07	TERM COMMENT GR 8	FY									N	<input type="checkbox"/>

Course:   Ignore warnings



A star appears next to the newly added section

- Click **Post**

A pop up window appears **Update transcripts to new section**

- Select **Update**

https://sdt.myeducation.gov.bc.ca/aspen/prePostScheduleChange.do?deploymentId=aspen - Google Chrome

https://sdt.myeducation.gov.bc.ca/aspen/prePostScheduleChange.do?deploymentId=aspen

### Update transcripts to new section

Current transcript record	New transcript record	Update
MFR--08---08 FRENCH 8	MFR--08---09 FRENCH 8	<input checked="" type="checkbox"/>

- Click **OK**

### Updating New Section Teacher's Gradebook

In order for the new teacher to see the term 1 grade in her gradebook you must update the new teacher's gradebook with the newly transferred transcript record.

Go to

- **Grade Top Tab>Transcript side tab**
- Select the transcript record
- **\*Important\***Options>**Show selected**
- Options>**Update Gradebooks**
- Select the column to update (Term 1 Mark)

