MyMathLab/MyStatLab – Advanced

LESSON 3 – TRANSFER STUDENTS

In this lesson, you will learn how to:

- Manage students in the destination course
- Manage students in the source course

**Manage students in the destination course**

Students can transfer from one MyMathLab course to another that uses the same textbook by enrolling in the new course. In this lesson, you will learn how to manage the Gradebook in the destination course for a student that was recently transferred into the course.

1. **Get the student enrolled in the destination course.**
   The student self-enrolls in the destination course by clicking *Enroll in Another Course* on the home page. You will need to give the student the Course ID for your destination course.

2. **Clear the Study Plan for the student.**
   Once the student is enrolled in your destination course, all sample test results and Study Plan records are automatically transferred over. The Clear Study Plan page lets you clear these records, if desired.

   In the Gradebook, select *Clear Study Plan* from the *More Gradebook Tools* dropdown list. You will see a list of students in your course. Click *Clear* for the first student. In the pop-up window, enter today’s date in the date box. All Study Plan work and sample test results prior to this date will be deleted. Check the box to clear the record of skills mastered and needing study, and click *OK.*
A warning box pops up to let you know that the operation cannot be undone. Click **OK** to continue. The Clear Study Plan page is refreshed, and today’s date is displayed in the Date Cleared box to the right of your name.

3. **Import results from the source course.**
   If the source and destination courses share assignments with the same names and point values, you can import assignment results from the source course for this student, if desired. You might do this, for example, if the student is continuing with the course the following term and does not need to redo completed assignments.

   In the Gradebook, select **Import Previous Results** from the **More Gradebook Tools** dropdown list. The list of students enrolled in your course is shown.
Click **Import Results** for the first student. In the pop-up window, select the source course from the dropdown list and click **Find Results to Import**. You will see the assignment results that can be imported from the source course. Check the **Select All** box to select all assignments, and click **Import**. The student’s results from the previous course will be displayed on the student’s Results page.
Note: If the questions from the source assignment do not exactly match the questions in the destination assignment, only the assignment score will be imported. To review student work, you will need to refer to the original assignment in the source course.

Manage students in the source course

Once the student’s results have been transferred to the destination course, you can manage your Gradebook and course roster in the source course for this student. In this lesson, you will learn how to export the student’s grades and make the student inactive in the source course.

Note: If the source course has ended, the following tasks may not be necessary.

1. **Export the grades for the student.**
   Follow the directions in Lesson 2 to generate an Advanced Export with Student Assignment Results for the student. This will ensure that you have a permanent record of this student's grades.

2. **Make the student inactive in the course.**
   Click **Course Tools** in the course menu, and then click **Course Roster**. The course roster lists all of the students currently enrolled in your course.

   ![Course roster for: Tutorial Practice](image)
   
   Click **Active** for the first student, and select **Inactive** in the pop-up box.
Close the box, then click **Save** in the Course Roster window. Notice that the inactive student’s name is highlighted in the course roster. Click **Close** on the confirmation window. Click **Gradebook** under Course Tools to view the Gradebook. The student's name appears in gray at the end of the list of active students.

**Tip:** Do not remove the student from the source course to ensure that you have a record of their submitted work.