



## Export to External Gradebook



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# Export to External Gradebook

## Grade Reporting > Utilities > Export To External Gradebook

This utility exports grade information to be used by third-party grade book software. The three grade book types supported are GradeSpeed, Misty City, and Excelsior.

**IMPORTANT NOTE:** Although the the two-digit track has been implemented throughout TxEIS, this utility will continue to export the original one-digit track for this year only. The two-digit track will not be exported until the 2019 school year.

This applies to GradeSpeed and Excelsior. Misty City does not export track.

### File Names

| Software   | File Name                                                                                                                                                                                                                                                           |
|------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| GradeSpeed | GRDSPEED_CCCDDD.DAT (where CCCDDD is the county-district number)<br><a href="#">Click here</a> to view the interface.                                                                                                                                               |
| Misty City | MISTYEXT.DAT                                                                                                                                                                                                                                                        |
| Excelsior  | <ul style="list-style-type: none"> <li>• STUDEMORG.TXT (student demographic)</li> <li>• STCYGCRS.DAT (student course grade)</li> <li>• STCYMSEC.DAT (section record)</li> <li>• STCYMCRS.TXT (course record)</li> <li>• STCYINRD.DAT (instructor record)</li> </ul> |

Each file created has .DAT as the file extension. The Excelsior files have an .R20 file extension in ASCENDER.

### Update data:

|                        |                                                                                                 |
|------------------------|-------------------------------------------------------------------------------------------------|
| <b>Grade Book Type</b> | Select the grade book software for which you are exporting data.                                |
| <b>Track</b>           | The field is only enabled for the GradeSpeed export. Select the track for which to export data. |
| <b>Semester</b>        | Select the semester for which to export data.                                                   |
| <b>Cycle</b>           | The fields are enabled once a semester is selected. Select the cycle for which to export data.  |
| <b>Include</b>         | Indicate whether to include withdrawn students and/or withdrawn courses in the export.          |

**Campus**

The campus to which you are logged on is displayed.

☐ Click **Execute**.

**File Name**

When the process is complete, the name of the export file is displayed.



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