

Import From External Gradebook

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This utility imports and updates records created by third-party grade book software. Before running the utility, the following should be completed:

- Create the import file from the external grade book software. Click here to view file layout (PDF format).
- Update Maintenance > Tables > Campus Control Options > Ranges & Conversions and Posting. Be sure to select **Allow Credit** on the Posting tab in order to post grade book files.

IMPORTANT: This utility supports only four-character course numbers. If the import file contains longer course numbers, you can use txGradebook. Contact your regional education service center (ESC) for more information on using an external gradebook software that can accommodate course numbers with more than four characters.

Edits

The utility implements the following edits:

Uses posting information from the Maintenance > Tables > Campus Control Options page to determine which fields to update.

Uses the edits for the High Grade Allowed and Low Grade Allowed fields. If grades are not in this range, they are not posted.

Does not post comments that do not exist in the campus comments table.

Does not overwrite an existing grade with a blank grade.

Note: You can import exams that have an X for exempt grades for all grade levels, if the campus has selected the Allow Exempt Exam field on the Maintenance > Tables

> Campus Control Options > Posting tab.

Import grade information from an external grade book:

Click Browse to select the file to import. A dialog box opens allowing you to locate the file.

Click Browse to locate the file. The Choose File to Upload dialog box opens allowing you to locate the file.

Select the file and click Open. The file name contains the county-district number, campus ID, and date.

The path of the file is displayed in the field.

Click Submit.

The file name is displayed in the File Name field.

The Semester fields are displayed.

Under Semester, select the semester of the data you are importing. The Cycle fields are displayed.

Under Cycle, select the cycle of the data you are importing.

Under Include in Error List, the Conduct Grade field is displayed.

Select Conduct Grade to include the conduct grade in the error list.

Click Import.

When the process is finished, a message is displayed indicating the number of errors.

The data is posted to the student grade/course file.

If errors are encountered, the Preview Errors button is displayed. Click Preview Errors to view the error report. Review, save, or print the report.


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