

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

- Posting data from Maintenance > Tables > Campus Control Options is used to determine which fields to update.
- The edits for the **High Grade Allowed** and **Low Grade Allowed** fields are used. If grades are not in this range, they are not posted.
- Comments are not posted that do not exist in the campus comments table.
- Existing grade are not overwritten with a blank grade.

If the campus has selected **Allow Exempt Exam** on Maintenance > Tables > Campus Control Options > Posting, exams that have X for exempt grades can be imported for all grade levels.

Import data:

Field	Description
File Name	1. Click **Browse**. 2. Click **Choose File**. 3. Locate and select the import file. The file name contains the county-district number, campus ID, and date. 4. Click **Submit**. The file name is displayed.
Semester	The fields are displayed once a file is selected. Select the semester of the data you are importing.
Cycle	The fields are displayed once a semester is selected. Select the cycle of the data you are importing.
Include in Error List	The field is displayed once a cycle is selected. **Conduct Grade** Select to include the conduct grade in the error list.

Click **Execute**.

When the process is complete, a message is displayed indicating that the process is completed. Click **OK**.

If errors are encountered, an error listing is displayed at the bottom of the page.

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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