

Import From External Gradebook

Table of Contents

Import From External Gradebook 1

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Grade Reporting > Utilities > Import From External Gradebook

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 the interface.
- Update Maintenance > Tables > Campus Control Options > Ranges & Conversions and Posting. Be sure to select **Allow Credit** on the Posting tab.

NOTE: Any tracks that are imported as one-digit are zero-padded to two digits. For example, a value of 1 will be changed to 01 when importing the attendance record.

IMPORTANT: This utility supports only four-character course numbers. If the import file contains longer course numbers, you can use TeacherPortal. 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:

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 **Import**.

- When the process is complete, a message is displayed indicating that the process is completed and the number of errors.
- The data is posted to the student grade-course record.

Preview Errors	Click to view the error list if errors are encountered. **Review the report using the following buttons**: Click First to go to the first page of the report. Click to go back one page. Click to go forward one page. Click Last to go to the last page of the report. **The report can be viewed and saved in various file formats**. Click to save and print the report in PDF format. Click to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included. Click to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.


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Back Cover