

Import External Gradebook Absences

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This imports absences by campus from a file created by third-party grade book software. Before running the utility, the following should be completed:

- Ensure that data in the external grade book file (e.g., course, section, and student ID) matches the data in ASCENDER by keeping ASCENDER student entries, withdrawals, and schedule changes up to date, and exporting to grade book as often as needed (daily is recommended).
- Create the import file from the third-party grade book software.

Click here to view the interface.

Additional information:

- The grade book file will contain only one campus and absence date. However, multiple files can be imported for the same campus and absence date (e.g., if you want to import the grade book data after each period).
- If absences have been successfully posted for some students, but errors exist for other students, you must reconcile the errors manually.
- Even if no absences are posted because the utility was run already, the program must still check every record. The process will take a few minutes.
- The **Comment** column on the report displays comments from the grade book file.
- If the error report indicates that students are missing from the classroom attendance posting, the students must either be dropped from the course in ASCENDER or added to the grade book software.
- If the error report indicates that students in the grade book file were not enrolled in school or in the course, the student must be added in ASCENDER or dropped from the grade book software.

To compute attendance for the grade course records, you must run SGR1800 - Compute Attendance in Course Records. SGR1800 should be run before printing report cards and running SGR1000 - Blank, Failing and Incomplete Grades in the Grade Reporting application.

IMPORTANT: This utility only supports four-character course numbers. If the import file contains course numbers that are longer than four characters, you can use TeacherPortal. Please contact your regional education service center for more information about using external gradebook software that can accommodate course numbers with more than four

characters.

Edits

The utility implements the following edits:

- The campus and period must be valid.
- The instructor can be posted only once for the absence date, period, course, and section.
- The student must be enrolled in the campus and course and must be active.
- The student can be posted only once for the absence date and period.
- The incoming absence date from the file must match the date specified on this page.
- The posting date must exist in the school calendar and must be a membership day.
- The course section must meet on the date to which you are posting absences.
- The student must be on the grade book file if in ASCENDER.

Import data:

Date	The system (i.e., current) date is displayed. Type a different date in the MMDDYYYY format if necessary. The date must match the absence date in the grade book file.
Track	Select the track. The track must match the track in the grade book file.
Additional Period	Select if the campus uses block scheduling and you want to post to an additional period. Additional fields are displayed:
	Post Attendance for Period — Select the period in which attendance is taken.
	To ADA Period — Data from Maintenance > Gradebook Options > Campus Options is displayed for your reference.
	Every absence posted to the additional period is also posted to the ADA period.

File Name	Click **Browse**. The browse dialog box is displayed. 1. Click **Browse**. The Choose File window opens. 2. Select the file to be imported and click **Open**. The file name is displayed. 3. Click **Submit**. The file name is displayed in the **File Name** field.

❑ Click **Import**.

When completed, a report is displayed listing the attendance records posted by the import.

View, print, or save the report.

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.

Preview Errors	View the Attendance Exception Listing report. **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.
Preview Report	Return to the import report.


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