

Steps to Export Grades at end of Second and Fourth Quarters!

For Novices

Introduction: These instructions are for classroom teachers using the **InteGrade Pro** gradebook program who want the easiest available directions. To complete this procedure, you should know your SASI teacher number – that’s the number you used to create your grade book. Obviously, your gradebook must be complete for the current marking period- you have to have corrected all the assignments, and entered all the scores you plan to include in this period.

Disclaimer: It’s impossible to write accurate, specific directions that apply to all teachers using IGP because of the multitude of grading philosophies and methods. The ideas presented here have been tested, but, ultimately, teachers are responsible for the grades they assign to students. Please take time to check over the results produced by IGP to ensure that they match yours.

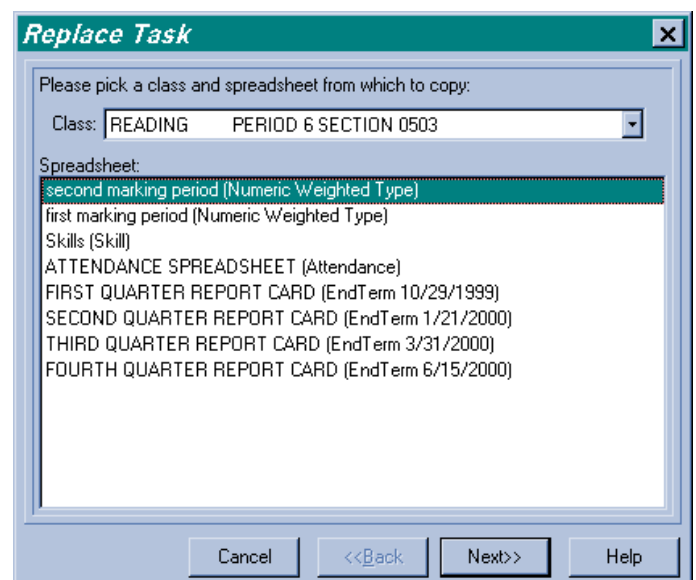
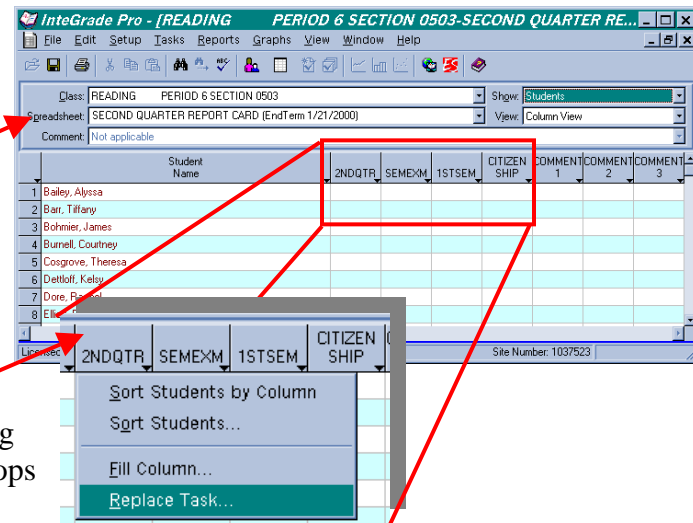
Summary: The general idea of this procedure is similar to other marking periods. However, the end of a semester also includes an end of semester grade and a final exam. *The end of semester grade will not be calculated automatically.* If you’d like IGP to compute your end of semester grades, you might want to try following the Advanced Directions. It’s more complicated, however.

The strategy to get IGP to work as desired is a two-part strategy outlined here:

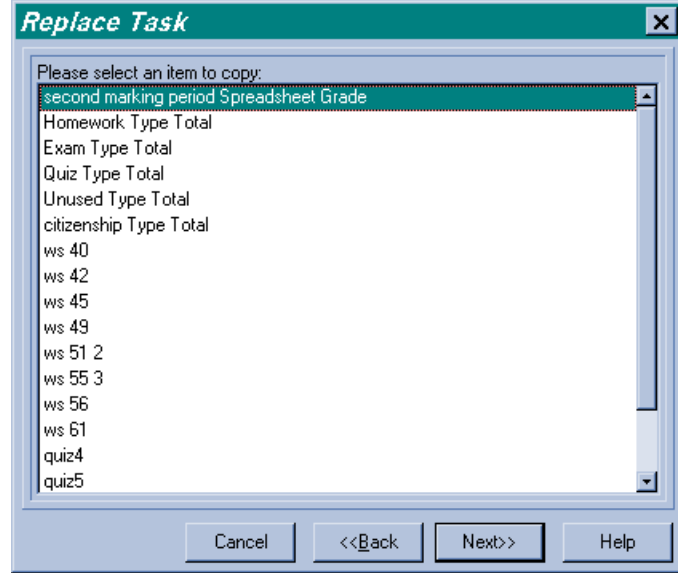
1. Complete the EndTerm spreadsheets for each of your classes. Use “Replace task” to copy grades from the end-of-semester spreadsheet, then key in comments and citizenship by hand.
2. Export this information from your gradebook so that SASI can generate report cards.

Part 1: Complete EndTerm Spreadsheets

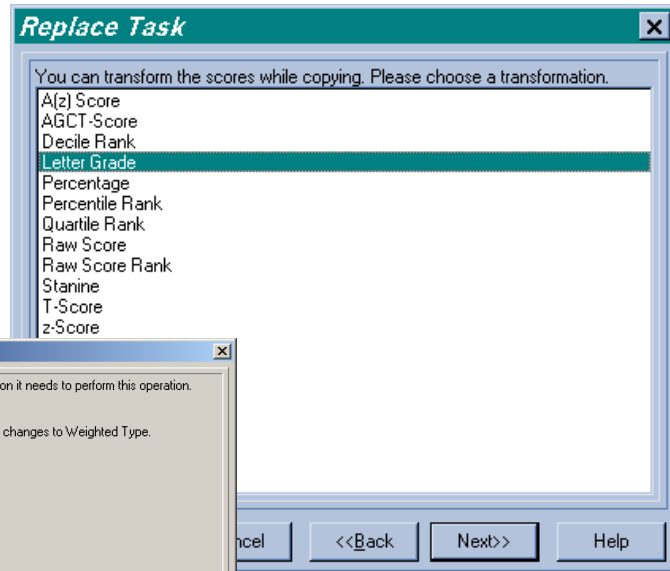
1. Find Spreadsheet just below the toolbar on the window.
2. Click on the spreadsheet list and select the “EndTerm” spreadsheet for the current quarter. You probably need to switch from the *Numeric Type* to something named like “*2ND QTR/1ST SEM GRADE REPORT*” with a date.
3. Click on *2NDQTR* (or *4TH QTR*) *Grade Column* heading (it is part of the column header bar at the top); a menu drops open.
4. Click on *Replace Task*.
5. From the window that appears, choose the spreadsheet you have been using this marking period. It might be a numeric weighted type or a numeric total points type. We have suggested that teachers create and rename spreadsheets to match each marking period. So the spreadsheet might be named *First quarter, Q1, or First Marking Period*, for example. It should contain the most recent tasks and grades. Make sure you choose the correct one!
6. Click Next (it’s at the bottom).



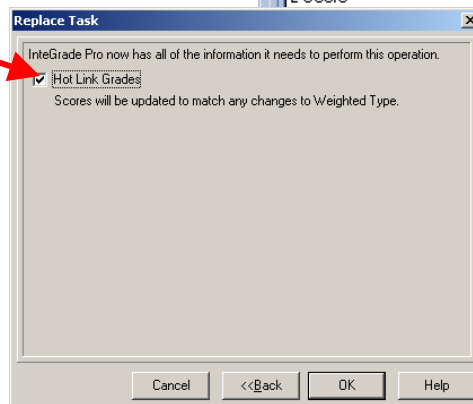
7. Choose the first item in the list. It includes "...*Spreadsheet Grade*".
8. Click Next.



9. Choose *Letter Grade*.
10. Click Next.



11. This feature is called "Hot Link Grades". Check this box and click OK. *(The hot link feature works to keep your EndTerm spreadsheets current even if you change student scores. Use the Help feature in IGP to read more about hot links.)*



12. Read this last statement and click OK.

13. Click in the first cell at the top of the SEMEXM column as shown at right. **Type in your Semester exam letter grades.** You can hit the Enter key on your keyboard to move right down the column. You may leave this column blank if you don't administer a semester final exam.

Student Name	2NDQTR	SEMEXM	1STSEM	CITIZEN SHIP	COMMENT 1	COMMENT 2	COMMENT 3
1 Bailey, Alyssa	A						
2 Barr, Tiffany	B-						
3 Bohmier, James	C+						
4 Bumell, Courtney	D+						
5 Cosgrove, Theresa	F						
6 Dettloff, Kelsy	B-						
7 Dore, Rachel	C+						
8 Elliott, Raymond	C						
9 Fincher, Jaclyn	C						
10 Kuharchek, Justin	C						
11 L'Esperance, Justin	B-						
12 Lashley, Kaitlyn	C+						
13 Leduc, Thomas	C						
14 Martin, Eric	C						

14. Scroll to the top of the window and click in the first cell at the top of the 1STSEM column. **Type in your Semester final grades.** You can figure them out the way you would have used without the computer: calculator, slide rule, Ouija Board, crystal ball, etc. Disappointed that IGP doesn't figure it out for you? You might want to try out the advanced directions.

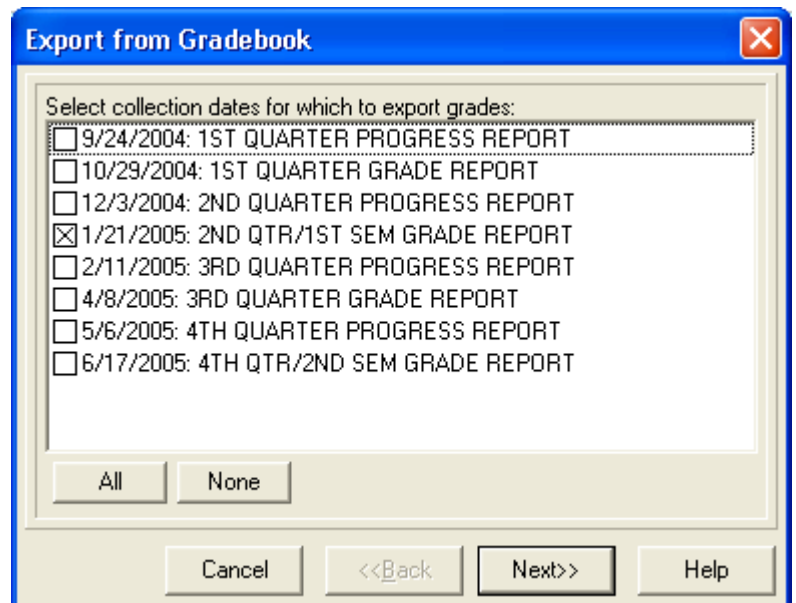
15. **Citizenship:** Fill in the columns with the codes used at your school. Simply click in the boxes and type the correct letter codes for your school.
16. **Comments:** **Right click** in a comment cell (not the column heading), and select a comment from the pop-up menu. You may add a comment for each column (or leave blank!). If you remember what letter stands for what comment, you can just type in the letter. These cells may be left empty.
17. **Manually adjust grades if necessary.** That is, you can review the grades here and type over them to change them. Here's where you can use your "13-point", grade scale if you so desire.

Only export for the current marking period. **DON'T CHANGE ANY GRADES FROM PREVIOUS MARKING PERIODS.** Any changes to past grades must be done through the guidance department.

WARNING: You must complete an EndTerm spreadsheet for each class you teach!

Part 2: Export from Gradebook to SASI

1. Make sure your grade book is **OPEN**.
2. Click on **FILE** in the menu bar.
3. Choose **Export from Gradebook** (about 2/3 of the way down).
4. Check collection dates for the grades you are exporting. Select **only** the current marking period. Do not select more than one.
5. Click Next. If you see a Warning about missing data, click cancel, open up your EndTerm spreadsheets one-by-one, and make sure you've assigned final grades to each student. Remember, you have to follow the directions in Part 1 **for each class you teach**.
6. Read the message and click Export.
7. The **Select Export Directory** window should default to a folder titled with your SASI teacher number in the IGP_Data folder. At most schools this is in the SASI folder on the "Offapps\$..." directory. At Dakota, the IGP_Data folder is in the Offapps\$ directory. If it's not open yet, open the folder with your teacher number. This number is the one you were reminded of at the beginning of these directions!
8. Click OK. InteGrade Pro exports the data. Congratulations, you are done with your report cards!



Check with your school's SASI person to find out the beginning and end dates to export your IGP data. If you find that you have exported your grades, but need to make a correction, you may export your grades **again** before the end of this period. Ask your SASI person to check a few of your students' grades in SASI, if you can.

For more help direct your IGP questions to the Help desk or to [Craig McBain](#), or leave a message at 723-2031. Use the Help feature in IGP for common tasks. Please see <http://www.cvs.k12.mi.us/tiz/help.htm> for directions specific to Chippewa Valley Schools.