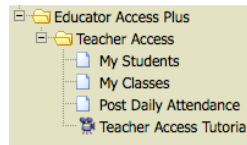


Importing Student Names into Easy Grade Pro

** This technique will require that you have a Skyward account. This process may seem long and involved but after time you can do it rather quickly it is easier than typing all of the names by hand.

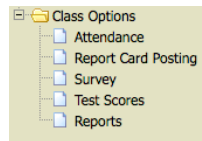
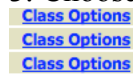
** This will work with Safari and Firefox, though Firefox is the recommended web browser.

1. Open Skyward and login to your account.

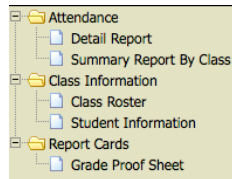


2. Click on 'My Classes' on the left side.

3. Choose 'Class Options' for any one of your classes. It doesn't matter which one.



4. Click on 'Reports' on the left side.



5. Click on 'Class Roster' on the left side.

6. Make sure the radio buttons next to 'Last, First MI' and 'Student ID' are selected.

Options	
Name Display:	ID Display:
<input checked="" type="radio"/> Last, First MI	<input checked="" type="radio"/> Student ID
<input type="radio"/> First Middle Last	<input type="radio"/> Internal ID
<input type="radio"/> Last First Middle	<input type="radio"/> Name Key
<input type="radio"/> First MI Last	<input type="radio"/> None

7. Click on 'Select Classes to View Report'.

Select Classes to View Report

8. Select the check boxes next to the classes you want to get kids' names and IDs from.

Terms	Period	Class	Description	
<input type="checkbox"/>	1 - 2	1	TAA800 / RB1	Teacher's Aide
<input type="checkbox"/>	1 - 4	1	COR600 / 01	Core 6th
<input checked="" type="checkbox"/>	1 - 4	2	COR600 / 01	Core 6th
<input checked="" type="checkbox"/>	1 - 1	3	EXPTEC / 01	ExploratoryTech 6
<input type="checkbox"/>	1 - 2	4	TAA800 / RB4	Teacher's Aide
<input type="checkbox"/>	1 - 4	5	COR600 / 02	Core 6th
<input checked="" type="checkbox"/>	1 - 4	6	COR600 / 02	Core 6th
<input type="checkbox"/>	1 - 2	7	TAA800 / RB7	Teacher's Aide
<input checked="" type="checkbox"/>	1 - 4	7	HMR100 / 01	HOMEROOM 6
<input type="checkbox"/>	1 - 4	8	100 / RB	Intervention Period

9. Click on 'Print'.

10. Skyward will run the report. It may take some time if there are a lot of people accessing Skyward at the same time. It will produce a pdf document with your students' names and ID numbers. You have to scroll down to see all of the classes you have selected.

11. Select the names and numbers for the first class you want to import. If you can't select the names by dragging over them and you have the 'hand' for a mouse icon look for the 'Select Tool' on the menu bar on the top and choose that. That should give you a

Last, First MI	Ident ID
ABDELRAHMAN, KHALIL G.	03133
ARROYO, JENNIFER	02255
BIRMINGHAM, GREGGORY D.	02121
CLOSE, GABRIEL A.	04508
FARIAS, BERNARDO	03724
GARNICA, ANDREA	02793
GUILLEN, ELVIRA	02253
GUTIERREZ, JUSTIN	01177
HERNANDEZ-ALVARADO, JOSE A.	07713
KALAHAR, EMMA N.	01253
MCALLISTER, DEVAN B.	09327
MCLAUGHLIN, SIDNEY M.	01213
MELENDES-MENDEZ, ADRIAN	07525
MORRELL, CODY M.	01240
MORRISON, KYLE A.	01388
NAUBERT, SCOUTT F.	08392
NUNEZ, FRANCISCO J.	01129
OLSEN, NICHOLAS P.	02910
ORTIZ-LOPEZ, CESAR	07094
PARKHILL, BRITT D.	01220
RAMIREZ, JUAN C.	02983
RAMIREZ, ROXANNA E.	02294
SUAREZ, CRISTIAN A.	02102

mouse icon that will allow you to select text.

12. Copy this data by going to 'Edit' and 'Copy' or by pressing 'Apple + c'.



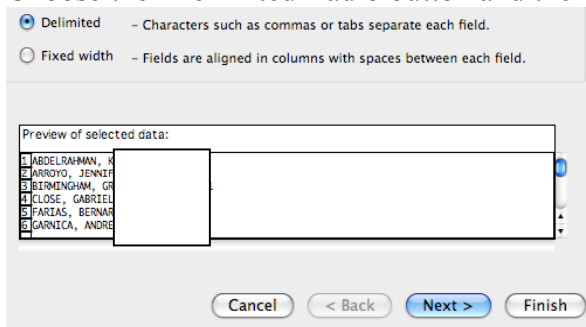
13. Open Microsoft Excel.

14. In cell 'A1' paste your kids' names and IDs by going to 'Edit' and 'Paste' or by pressing 'Apple+v'. The data for each individual student will be jumbled onto one line

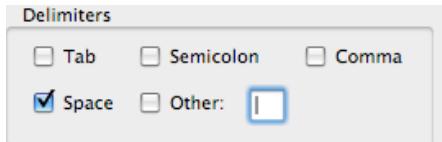
ABDELRAHMAN, K	33
ARROYO, JENNI F	
BIRMINGHAM, GR	2121
CLOSE, GABRIEL	
FARIAS, BERNAR	
GARNICA, ANDRE	
GUILLEN, ELVIRA	

but each student should have their own line.

15. Our next step is to break the data out into separate columns. Highlight all of column A by clicking on the 'A' at the top of the column. The whole column should turn blue. Next click on the 'Data' menu and 'Text to Columns...'. The wizard box should pop up. Choose the 'Delimited' radio button and then press 'Next'.



16. On the next screen make sure only the 'Space' box is checked under 'Delimiters'.



The click 'Finish'. Your data should now be broken out into four separate columns and should almost look correct. There may be some student numbers in the middle name column, but we'll correct that next.

17. If there are student numbers in column 'C' you need to cut and paste them into column 'D'. Do this by clicking on the cell where the student number is, going to the 'Edit' menu and 'Cut' (or Apple+x), and then pasting that cell's contents into cell next to it in column 'D'. You can paste it by going to 'Edit' and 'Paste' (or Apple+v). Do this for all of the student numbers that are in the wrong column.

18. Next you'll need to delete column 'C' by clicking on the 'C' at the top to highlight the whole column. Next go to the 'Edit' menu and choose 'Delete'. It should disappear and you should have three columns, last name, middle name, and student number.

ABDELRAHMA	KHALIL		33
ARROYO,	JENNIFER		55
BIRMINGHAM	GREGGORY		21
CLOSE,	GABRIEL		08
FARIAS,	BERNARDO		24
GARNICA,	ANDREA		93

19. The next step is to combine the first name and last name column into one. For this you have to use a simple Excel formula. Click on cell 'D1' and type this formula:

=A1&" "&B1

This will combine the last name and first name with a comma in between them, which is a common format for Easy Grade Pro.

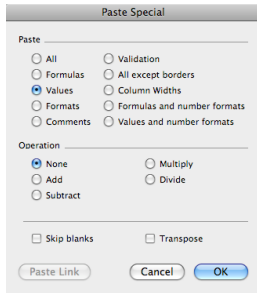
20. Next we need to copy that formula into the remaining cells in column 'D' by clicking on 'D1', choosing 'Edit' and 'Copy' (or Apple+c). Next click on cell 'D2' and drag all

the way down to the last name you have in the 'D' column (or you can click on 'D2', press 'Shift', and then click on the last name in the 'D' column).

21. Paste the formula into these cells by clicking on 'Edit' and 'Paste' (or Apple+v). You should see all of the names combined now.

22. The next step is to get rid of the data we don't need in columns 'A' and 'B' and replace it with the newly created combination of last and first names. You can do this by highlighting column 'D' by clicking on the 'D' at the top of the column (it should turn the whole column blue). Next, copy that column by choosing 'Edit' and 'Copy' (or Apple+x).

23. Instead of a traditional paste we are going to use the 'Paste Special' feature because the cells we are cutting have a formula in them that we want to maintain. Click on all of column 'A' by clicking on the 'A' at the top. Then choose 'Edit' and 'Paste Special...'. Make sure the radio button for 'Values' is checked and then press 'OK'.



You should now see last name, comma, first name in column 'A'.

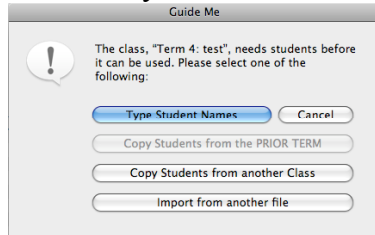
24. Now we need to get rid of the columns we don't need. Click on the top of column 'B' to highlight the whole column and choose 'Edit' and 'Delete' (note: column 'D' will disappear and become column 'C'). Next, do the same for the new column 'C'.

25. You should end up with two columns, with names and IDs.

26. Our final step with Excel is to save the document in a format that Easy Grade Pro can read. Go to 'File' and choose 'Save As...'. Change the name at the top to the class name so you can remember it. I usually save these files to my desktop so I can easily delete them later. Finally, under the 'Format:' drop-down window change the selection to 'Text (Tab Delimited)' and press 'Save'.

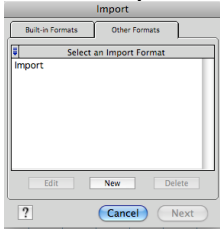
27. A box will appear talking about 'multiple sheets', just press 'OK'. Another box will come up about compatibility, just press 'Yes'.

28. Open Easy Grade Pro. Create a new class by clicking on 'Tools' and 'Add' and 'Class...'. When you select that class it will ask you how you want to import student



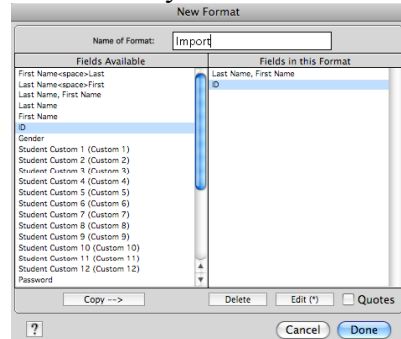
names. You want to choose 'Import from another file'.

29. An Import box will open with two tabs on top. Select the 'Other Formats' tab.



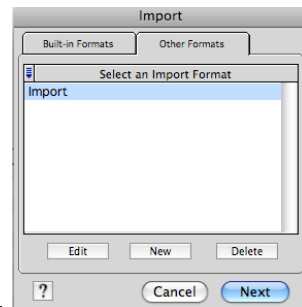
You need to create a format by clicking on 'New'. A box titled 'New Format' will open up with a list of available name formats.

30. Under 'Name of Format' change the name to 'Import'. Click on 'Last Name, First Name' and press the 'Copy →' button on the bottom. This will move your selection to

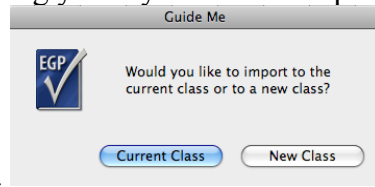


the 'Fields' side. Do the same for 'ID' and press 'Done'. You should now have the 'Import' name in the white box.

31. Click on the name 'Import' to highlight it and press 'Next'.



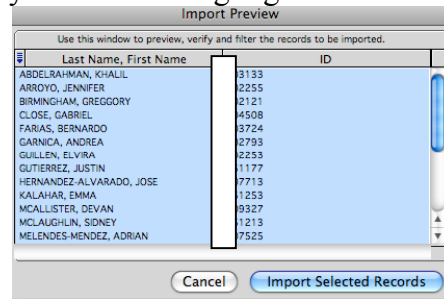
32. A box will open asking you if you want to import to the current class or another class,



choose 'Current Class'.

33. It will ask you to locate the Excel (.txt) file you saved earlier on your desktop with the name of the class. Choose that file and press 'Open'.

34. An 'Import Preview' box will open with all of your students highlighted. Click on



'Import Selected Records' to complete the import.

35. It will tell you how many students were imported. Press 'OK'. It will ask you if you would like to import again. Press 'NO' because you are not importing any more students into this class. Your class should now all of your new students and their student numbers.

36. The next step is to create a new Excel .txt file for your next classes by going back to the Skyward document/report that you ran and repeating steps 11-35.

37. If you have any questions ask your TRT or email <mailto:birks.r@mail.wsd.wednet.edu>