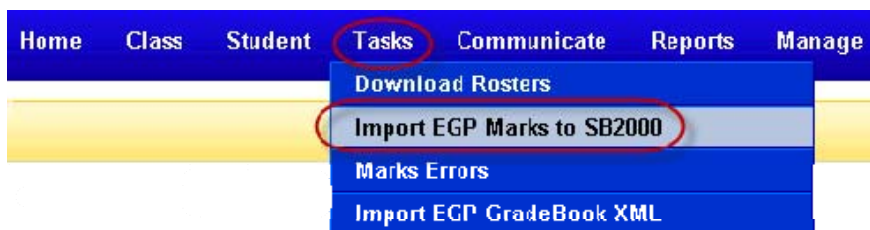


Import Marks Task: Import EGP/Portal grades into SB2000 Classroom 10/02/2011

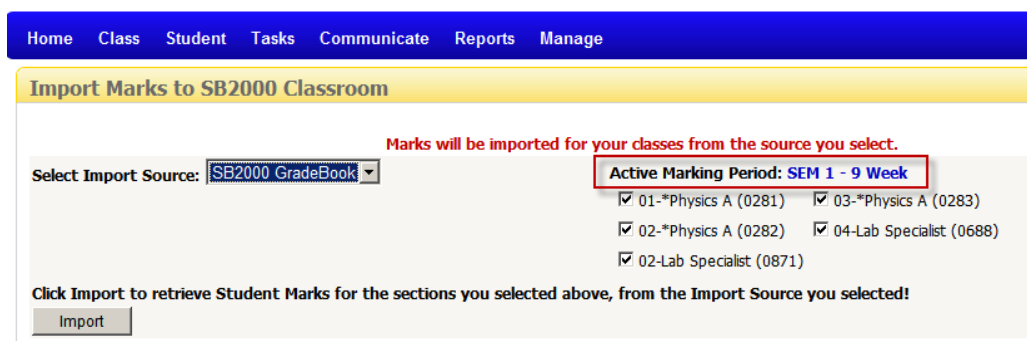
Some teachers are using Easy Grade Pro (EGP) software on their computers to manage their grades. They have the ability to import those progress grades using the SB2000 Classroom program as often as they wish into the SB2000 Gradebook that resides in the Parent / Student Portal system. The SB2000 Classroom **Import EGP Marks to SB2000** Task allows the teacher to copy those same progress grade marks from the P/S Portal up into the SB2000 Classroom Class Marks area. Once there, they can use SB2000 Classroom to view and edit the grade marks further by adding comments and citizenship or adjusting credits. This feature eliminates the need for double entry on the teacher's part the eight times a year grade marks are needed for the official progress reports and report cards.

WARNING: Once you import data for a section, the system will no longer process grade scanner sheets for that section. Also, you can run the import as often as you like but be aware that when you click the Post to SB2000 button, any and all grade marks already in the SB2000 Classroom Class Marks area for that section and grading period will be wiped out (including comments) and replaced with your imported marks. In other words, you must use the import feature before editing grade marks in SB2000 Classroom.

1. If necessary, follow your procedures to upload your Easy Grade Pro (EGP) grades into the SB2000 Gradebook which is housed in the Parent/Student Portal system. The following steps pull data from the P/S Portal, not directly from your computer's EGP files. This will ensure that your most current grades are imported in SB2000 Classroom.
2. Log on SB2000 Classroom.
3. Point to the **Tasks** menu item (see figure below)
4. Click the **Import EGP Marks to SB2000** submenu item.



If an online grade posting window is open, the marking period will automatically be displayed next to the label Active Marking Period (see figure below). All sections in the grading period will be checked and ready for importing. You can not import unless the grade entry window is open.



5. The box next to the sections you want to import must be have a check. Click on the check to exclude data for any sections you don't want to import.
6. Click the **Import** button. This will display the information you last loaded into the SB2000 Gradebook (see figure below).

Import Marks to SB2000 Classroom

Click the **Post to SB2000** button to continue the import process after reviewing the activity list below.

Section	Stu Id	Student Name	Import Mark	Post Mark	Uploaded On	Note	Enrolled
0281	36		B+	B+	10/27/2010		Yes
0281	36		B	B	10/27/2010		Yes
0281	36		A-	A-	10/27/2010		Yes

- Print this screen for your reference if desired (see Field Descriptions below).
- If the data seems reasonable (you need to review the list looking for errors in the **Note** and the **Enrolled** columns -see table below). This is where synchronization problems are identified.

Field Descriptions	
Import Mark	This is the grade mark currently in SB2000 Gradebook that will potentially be imported into the SB2000 Classroom Marks area.
Post Mark	This is the grade mark that will be imported. The +/- will be stripped off for permanent grades per HBUHSD policies.
Uploaded On	This is the date the Import mark was uploaded from EGP to the SB2000 Gradebook.
Note	The upload process places comments here such as "Blank Mark!" when there is no grade mark to be imported from the SB2000 Gradebook.
Enrolled [in SB2000]	The YES/NO field indicates if the student is currently enrolled in the section in question in SB2000 Classroom. If "NO", the mark will not be imported. This is usually caused by the EGP roster being out of sync with the SB2000 Classroom roster.

- Click the **Post to SB2000** button to import the valid data into SB2000 Classroom. You should see the message below when the posting process is complete.

Special note: The grading period may not jive in the rest of the figures below with the figures above in this documentation. In real life they should be the same.

Import Marks to SB2000 Classroom

Marks will be imported for your classes from the source you select.

Select Import Source:

Active Marking Period: SEM 2 - 4.5 Week

- 01-Aide: Science (3739) 03-Lab Specialist (3545)
- 01-*Physics B (3058) 03-*Physics B (3060)
- 02-Aide: Science (3679) 04-Lab Specialist (1236)
- 02-*Physics B (3059)

Posting Complete!
You can now edit marks and comments for the [SEM 2 - 4.5 Week](#) Marking Period!

<< Your feedback results...

- Your letter grade marks have been transferred into the SB2000 Classroom Marks area. You may now click on the link in the feedback area to view and edit the grades via the Class Marks page (see figure below). If you make any changes there, such as adding comments or citizenship marks, be sure to click the **Save Grade Marks** button to save those changes.

Class Marks Period: 01 Course: *Physics B Section: 3058

Mark Period: SEM 2 - 4.5 Week Class: 01-*Physics B (3058) Post Window: 2/25/2009 - 3/26/2009 [Print](#)

[Save Grade Marks](#) **Save OFTEN and BEFORE leaving this page or printing!**

Student Name	Stu Id	Sect	Prog 4.5wk	Cit	Comments	CR Over	Abs	Tdy
		3058	B-		<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/> 13 <input type="checkbox"/> 14 <input type="checkbox"/> 15 <input type="checkbox"/> 16 <input type="checkbox"/> 17 <input type="checkbox"/> 18		0	1
		3058	B		<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/> 13 <input type="checkbox"/> 14 <input type="checkbox"/> 15 <input type="checkbox"/> 16 <input type="checkbox"/> 17 <input type="checkbox"/> 18		0	0
		3058	C		<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/> 13 <input type="checkbox"/> 14 <input type="checkbox"/> 15 <input type="checkbox"/> 16 <input type="checkbox"/> 17 <input type="checkbox"/> 18		1	0

It would be a very good idea now to run the **Marks Errors** task to list students in your sections who have missing grades. It only takes a minute! You should definitely run this task for the 9 week and semester grading periods since every student should be given a grade mark during those grading periods.

Home Class Students **Tasks** Communicate Reports Manage

Download Rosters
Import Marks
Marks Errors

Make sure to select proper Marking Period is selected when you run the Marks Errors task. As of 3/26/09 it will use the default marking period set in your Options. We plan to change it to automatically select a marking period with an open grade posting window.

Home Class Students **Tasks** Communicate Reports Manage [Log Out](#) [?](#)

Marks Errors

This screen will display students that **DO NOT** have marks entered for the Mark Period selected. **Mark Period:** SEM 2 - 4.5 Week

Per	Course	Section	Student Name	Stu Id	Gr	Gender	Mark
01	Aide: Science	3739			12	M	
02	Aide: Science	3679			12	F	
03	Lab Specialist	3545			12	F	
04	Lab Specialist	1236			12	M	