Importing Data into GRADE and GMADE

To import data:

1. Click the "Import or Export Data" button on the main screen or from the list of icons:



2. Select "Import Students," "Import Teachers" or "Import Test Sites" from the drop-down list in the upper-left corner (see screenshot below). For this example, we will be importing students. If the 'Update Students" check-box is checked, then students with duplicate Student IDs will overwrite existing ones, otherwise duplicates are not imported.

3. Click the "Select File" button on the right side of the window and select the file to be imported from the dialog.

4. Click the "Continue" button underneath the "Select File" button.

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Import or Export Data	
Import Students, Teachers and Test Sites	
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Import Students	
Import Teachers	
Import Test Sites	Select File
	Continue

5. This will take them to the "Assign Labels" screen (see screenshot below). The window will display the data to be imported in a spreadsheet with a drop-down list at the top of each

column. The drop down list contains the field names to be imported and the customer will need to assign the fields using the drop-down list

6. Select the rows to be imported or click the "Select All" button in the lower right corner of the window. Individual rows can be selected or unselected by holding down a Shift key and clicking on it (Mac) or by holding down a Ctrl key and clicking on it (Windows).

7. Click the 'Import' button in the lower right corner to import the data.

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Import	Student	Data: As	sign labe	els			
4. Next the t 5. Do t to de	able. able. not include rows the e-select that row.	or data that you w	imported. For exa	ou can use me ser umple, if the first r	ect An outton to s	mn header tags,	be sure
n/a	n/a	n/a	n/a	n/a	n/a	-	
Roster ID	Test Date	Sch ID	Class ID	Teacher ID	n/a	-	
1	4/2/2012	2	1705	596	Last Name		=
1	4/2/2012	2	1705	596	First Name		
1	4/2/2012	2	1705	596	Middle Initial		
1	4/2/2012	2	1705	596	Birth Date		
1	4/2/2012	2	1705	596	Student ID		
1	4/2/2012	2	1705	596	Sex	10	
1	4/2/2012	2	1705	596	1010305		
1	4/2/2012	2	1705	596	1005453		
1	4/2/2012	2	1705	596	1010742		
1	4/2/2012	2	1705	596	1005737		
1	4/2/2012	2	1705	596	1008929		
1	4/2/2012	2	1705	596	1009482		
1	4/2/2012	2	1705	596	1005702		
1	4/2/2012	2	1705	596	1008195		
1	4/2/2012	2	1705	596	1005676		
1	4/2/2012	2	1705	596	1005572		+
					Back	Select All	Import

NOTE:

Import files should be text files that are in either comma-seperated format (.csv) or tab-delimited format.

IDs should only have numbers (no commas or special characters)

Sex can either be M/F or Male/Female.

The Middle Initial field can be longer than one character but only the first letter will be imported. The Middle Initial field is also optional, if it is omitted, the middle initial will be left blank.

Listed below are the fields that need to be in the import file. The file can have additional columns and all data is required except for Middle Initial.

STUDENTS

First Name Middle Initial (optional) Last Name Birth Date Student ID Sex

TEACHERS

Teacher Name Teacher ID

TEST SITES

School Name School ID Class Name Class ID

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