

Creating Subdistricts in GRADE/GMADE

Sub-districts must be added during initial setup. There is no way to add sub-districts after student, teacher, or class records have already been input.

If sub-districts are needed after data has been input, a new database must be created. The following procedure describes how to export all test records from the existing database, recreate the database, add sub-districts, and import all test records into the new database.

Note: You must have your customer name and activation key available during this procedure. This information is typically found on a sticker on the back of the installation CD.

Note: This procedure is applicable only if GRADE and GMADE share a database.

1. Export a group merge-data file.
 - a. Log into GRADE.
 - b. From the Home screen, click Merge Data.
 - c. From the "Export Group Student Data" section, click **Export Data**.
 - d. Click **Select All**.
 - e. Click **Continue**.
 - f. Select a location for the merge-data file and enter a file name.
 - g. Click **Save**.
 - h. Repeat these steps for GMADE.
2. Record district and school names/numbers.
 - a. Click **Administration Setup**.
 - b. Click the **Test Sites** tab.
 - c. On the District screen, record the **Site Name** and **ID Number** values *exactly*.
 - d. Double-click the district name to get to the School screen.
 - e. On the School screen, record the **Site Name** and **ID Number** values *exactly*, for all schools.
 - f. Repeat these steps for GMADE.
3. Create a backup of the database.
 - a. From the **Help** menu, select **View Log Files**.
 - b. Scroll to the top of the Log Viewer screen.
 - c. The second line displays "Connect to database: hsqldb:" followed by a path.
 - d. Record the path, which is typically one of two locations:

C:\Documents and Settings\<username>\Application Data\ags\group

C:\Documents and Settings\All Users\Application Data\ags\group

- e. Browse to the "group" folder in the specified path.
- f. Copy the "data" folder to a secure location. This is the database backup.
- g. In the "group" folder, rename the "data" folder. For example, rename it to "data_old".

3. Create subdistricts.
 - a. Open GRADE.
 - b. Enter the **Customer Name** and **Activation Key**.
 - c. Click **Continue**.
 - d. Log into GRADE.
 - e. The Setup page displays. Enter the **District Name** and **ID Number** *exactly* as recorded in step 2 above.
 - f. For the question **Does your district have subdistricts?**, select **Yes**.
 - g. Enter one **Subdistrict Name** and **ID Number**. (Additional subdistricts will be added later.)
 - h. Enter one **School Name** and **ID Number** *exactly* as recorded in step 3 above. (Additional schools will be entered later.)
 - i. Click **Continue**.
 - j. Click **Administration Setup**.
 - k. Click the **Test Sites** tab.
 - l. Double-click the district name to get to the Subdistrict screen.
 - m. Click **Add** to enter additional subdistricts.
 - n. Double-click the subdistrict name to get to the School screen.
 - o. Click **Add** to enter additional schools. Be sure to add schools in their appropriate subdistrict.
 - p. Repeat these steps for GMADE.
4. Import the data-merge file.
 - a. From the Home screen, click **Merge Data**.
 - b. From the "Import Data From Another GRADE Database" section, click **Import Data**.
 - c. Select the GRADE merge file.
 - d. Click **Open**.
 - e. Click **OK**.
 - f. Click **Merge Edit**.
 - g. In the group menu, there should be no errors or warnings. The groups should not be highlighted red, orange, or yellow. If there are errors, please contact Technical Support.
 - h. Click **Import All**.
 - i. Repeat these steps for GMADE.
5. Verify student test scores display as expected, and then continue using GRADE/GMADE as normal.

Please contact Technical Support if you have any questions: 800-927-7470 option 5.

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