



Easy Grade Pro

Importing Student Info from eSIS

Instructional Technology
Tacoma Public Schools



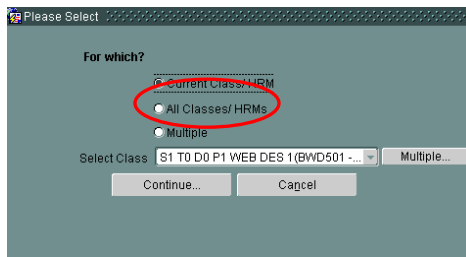
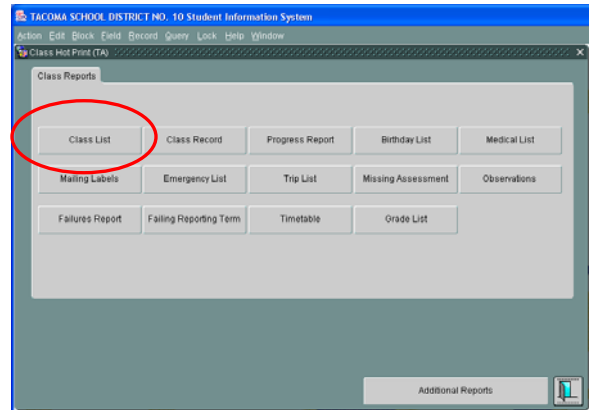
Overview

The importing of student information from eSIS to Easy Grade Pro is not difficult, but it will require three main steps. First, you will have to produce a class list report from eSIS. This list will be converted to a text file in Microsoft Word and finally imported into Easy Grade Pro. *Macintosh users: only steps in Part Two will differ slightly. These differences are noted in italics.*

Part One – Class Lists in eSIS

In this part, you will create a class list for all classes to be imported into Easy Grade Pro. If you are familiar with this step, you can proceed to Part Two.

1. Log into eSIS TAM and press the **Reports** button in the lower-left corner.
2. Select **Class List** from the Reports Menu.
3. Select the **All Classes/HRMs** Radio button and then press **Continue**. This will create a single report with each class on a separate page.



Student Name	Pupil No.	Phone No.	Gender	Ethnicity	Grade	Rm	Age	Birthdate
Sales, Brian	*****	(253) 999-9999	M	WHITE	10	RM 801 16	10/10/1990	
Bluk, Cameron	*****	(253) 999-9999	M	WHITE	10	RM 226 15	02/26/1991	
Boyd, David	*****	(253) 999-9999	M	BLACK	10	RM 801 15	06/02/1991	
Braden, Isaac	*****	(253) 999-9999	M	BLACK	10	RM 105 16	04/11/1990	
Brown, Richard	*****	(253) 999-9999	M	BLACK	10	RM 226 15	02/28/1991	
Burford, Chuck	*****	(253) 999-9999	M	WHITE	11	RM 909 17	09/19/1989	
Canon, Adam	*****	(253) 999-9999	F	HISPANIC	10	RM 310 17	10/06/1990	
Carson, Osa	*****	(253) 999-9999	M	WHITE	9	RM 228 16	04/16/1990	
Chamberlin, Billy	*****	(253) 999-9999	M	WHITE	11	RM 309 17	11/08/1989	
Chase, Sue	*****	(253) 999-9999	F	BLACK	11	RM 803 16	01/26/1990	
Clark, Miguel	*****	(253) 999-9999	M	WHITE	10	RM 404 18	10/29/1988	
Davison, Jennice	*****	(253) 999-9999	M	BLACK	10	RM 302 17	11/07/1989	
Devue, Frank	*****	(253) 999-9999	F	WHITE	11	RM 303 17	05/02/1989	
Ferguson, Evan	*****	(253) 999-9999	F	WHITE	11	RM 225 17	06/05/1989	
Hollingshead, Christine	*****	(253) 999-9999	M	WHITE	11	RM 222 17	12/08/1989	
Kim, Elise	*****	(253) 999-9999	M	ASIAN	10	RM 228 16	04/24/1990	
Michael, Meghan	*****	(253) 999-9999	F	WHITE	10	RM 302 15	02/08/1991	
Niro, Robert De	*****	(253) 999-9999	M	ASIAN	10	RM 204 16	11/26/1990	
Robbins, Tim	*****	(253) 999-9999	M	WHITE	11	RM 803 17	10/30/1989	
Roberts, Julia	*****	(253) 999-9999	F	WHITE	12	RM 603 15	02/18/1989	
Smith, Will	*****	(253) 999-9999	F	WHITE	10	RM 105 15	06/28/1991	
Sward, Hilary	*****	(253) 999-9999	M	WHITE	11	RM 402 16	06/26/1990	
Thomas, Andy	*****	(253) 999-9999	F	BLACK	10	RM 224 16	02/22/1990	

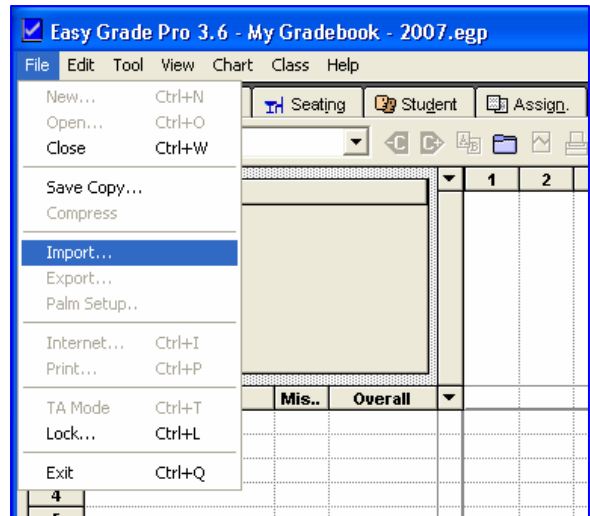
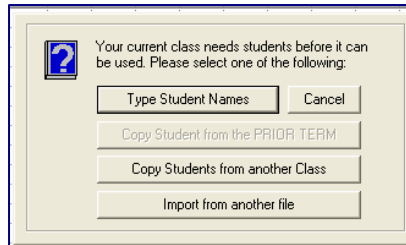
Total Students: 23

Questions or Comments?
Please contact your facilitator by
visiting our website at
www.tpsit.org

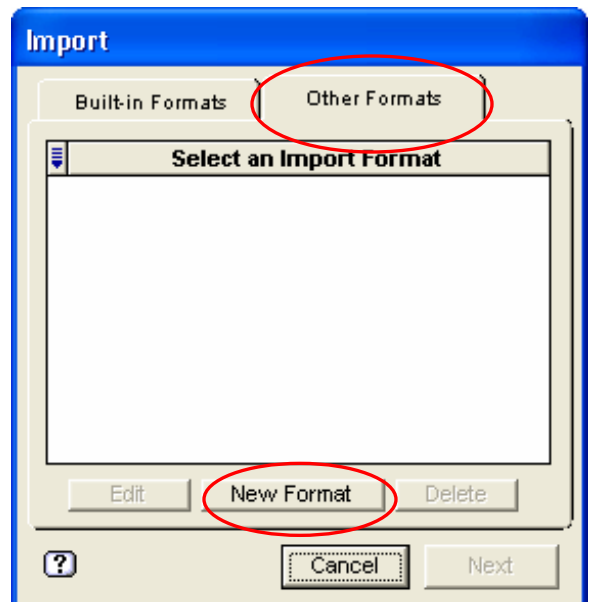
Part 3 – Importing into Easy Grade Pro

The final step will import each text file into a class in Easy Grade Pro. This can be done before or after creating classes.

1. Open Easy Grade Pro. If you select a class from the menu, you will be presented with a prompt to Type, Copy, or Import student names. Choose the last option. Note, you can also choose **Import...** from the **File Menu**.



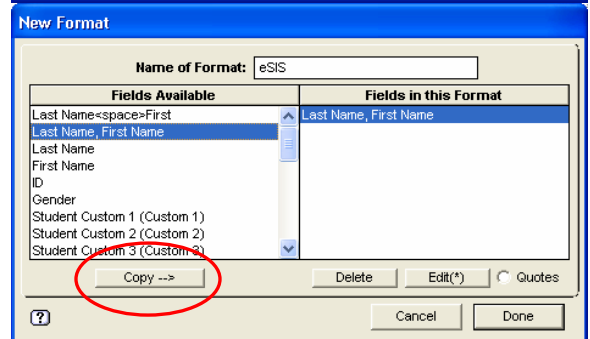
2. In the Import dialogue box, choose the **Other Formats** tab, and then select **New Format**. You will NOT have to repeat this step for each class.



3. Title your new format **eSIS**, so that you will remember when you do this process again.

4. Select **Last Name, First Name**, and choose **Copy** to move this format to the right side.

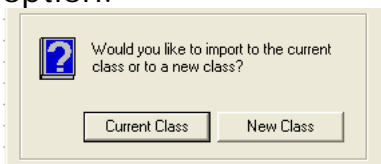
5. Press **Done**.



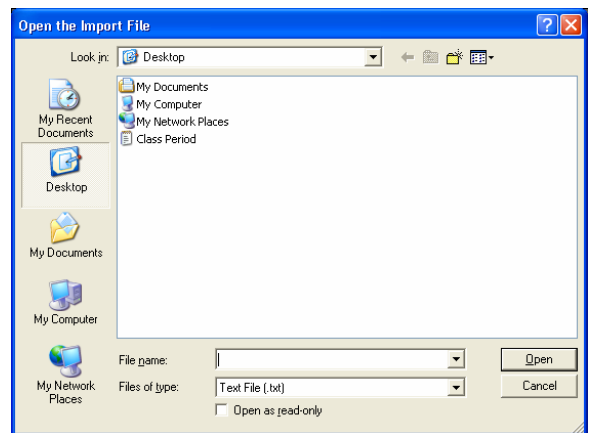
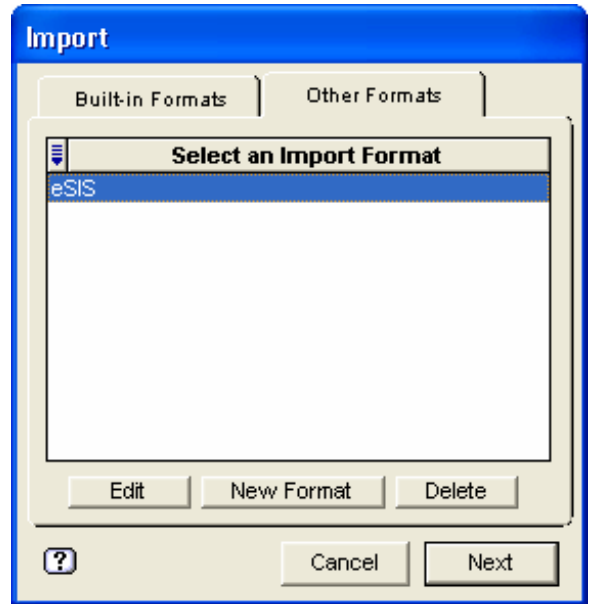
6. This returns you to the Import dialogue box. Select the **eSIS** format, and then press **Next**.
7. Choose **Current Class** to import the file into the current class.

-OR-

Choose **New Class** if you have not yet entered a class. You will have to enter the class name and terms for this option.

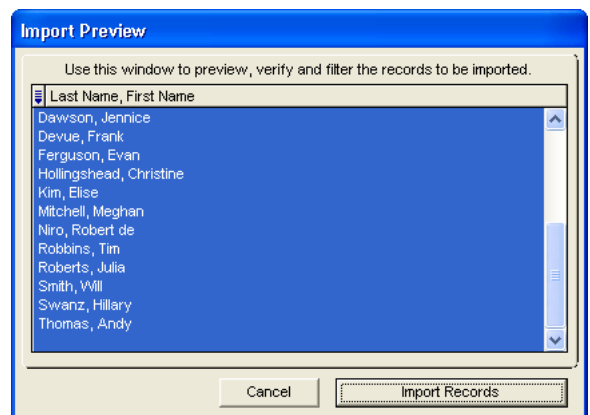
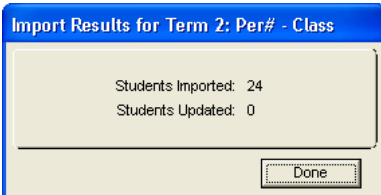


8. **Browse** to the file to import. Double check the file name to make sure that your class in EGP aligns with the correct students. Press **Open**.



9. At the **Import Preview**, press **Import Records**.

10. A results box will indicate how many students have been imported. Press **Done** to finalize your import.

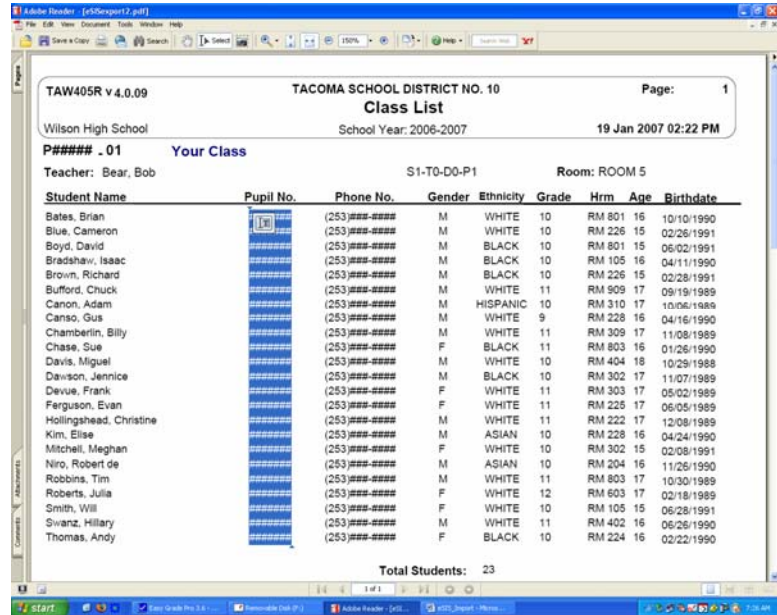


11. Repeat these steps for each class.

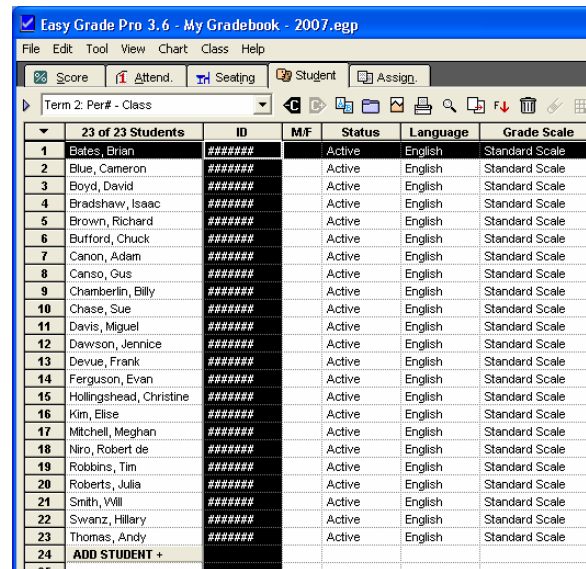
Importing Other Student Information - Optional

Now that you have the student names imported, you can easily add additional information located on the eSIS report, such as the student ID. To import *any* additional columns of data, follow these steps.

1. Select the column of data from the eSIS report. You will need to use the **Text Select** tool again.
2. Choose **Copy** from the **Edit Menu**.
3. Go to your Easy Grade Pro file and the appropriate class.
4. Click on the **Student Tab**. At the top of the screen.



5. Place your cursor in the first cell of the appropriate column (here we are demonstrating the ID column).
6. **Paste** these data from the **Edit Menu**. The number of IDs should match the number of students.
7. Repeat this process for other classes OR for other data in the report.



**NOTE: It may be more difficult at a later date to import additional data as your class lists may change. ESIS and EGP lists must match exactly.