

Exporting from TAD

Log into TAD
Click on grades
Click on import students
Select the Click here
Click on file, Save as
Save to desktop (do not change file name)
Close window

Open EGP
Click on create new gradebook
Name your Grade book!!!!
Save to critical files folder
Import online grades (DD) classes
Find the roster-xxxxx file on desktop, click open

Import to EGP



Import online grades (DD) import dialog box opens
Click on first course and click import
A New class dialog box opens give the class a name.(i.e Math 02) and click term 1
Click ok, Click done
Repeat above sets for each course (term one will now be selected)
After importing all classes, click done

Exporting from EGP to TAD

Click on the internet button (@ sign)
Choose an action (online grades (DD) file
For (all classes in term 1)
Click on Options tab (**this setup only needs to happen once a semester**)
Course # (is correct)
Section - change to Section
Period - change to period
Student - change to active student only
Leave assignments as all assignments
Tchr name - put your name as you would like it to appear on progress reports
Tchr Email—full email address (i.e. jcadena@tacoma.k12.wa.us)
Tchr ID is your employee number (you need the 4 leading zeros) It will be listed in your roster file you saved earlier.
Phone number (classroom phone with your area code)
Leave controls blank
Click on create
This opens an export dialog box
Leave the name Basmati and save to desktop
Log back into TAD
Click on upload my grades
Step 1 Browse to find basmati file on the desktop
Click yes on steps 2-4 (step 4 is important as it will show success in an upload)
Optional to change step 5
Step 6 Click on button Send the text (.txt) file

From now on you will only have to perform steps 1 and 6