

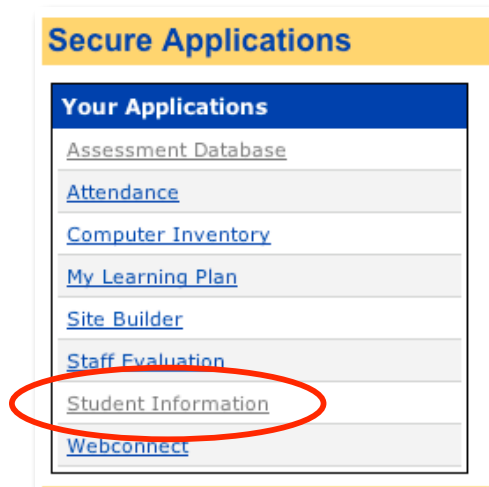


# Easy Grade Pro 4: Creating and Importing Student Files

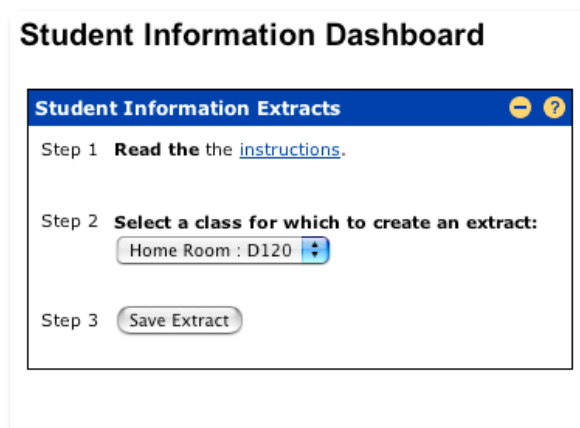
The purpose of this document is to assist you in creating a student extract text file that can then be imported into EGP (Easy Grade Pro).

## Creating Student Extract Text File

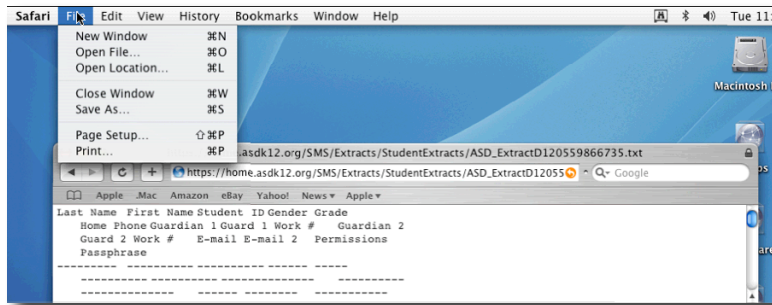
1. Log into your District Connection and select Student Information under your Secure Applications list.



2. If you have more than one class listed in your "Student Information Dashboard", select the class whose student data you wish to save to a file, and click "save extract".

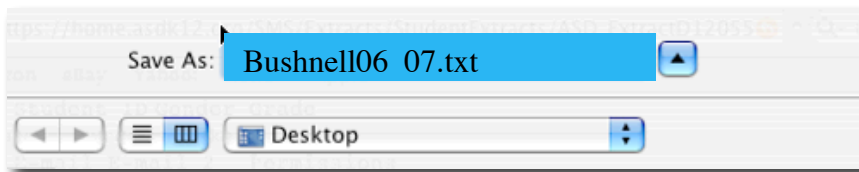


3. The browser window will display your student list and additional contact information.



To save this information in a text file, select “Save As ...” from the File Menu.

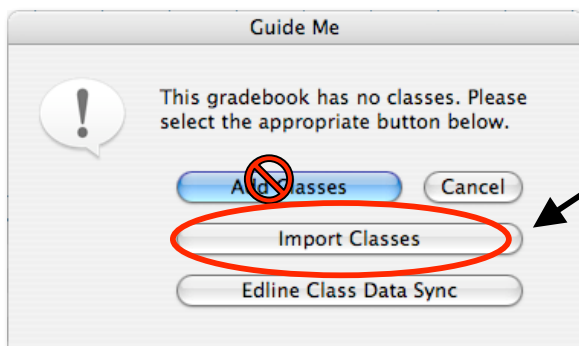
4. Give the file a description name (ie, “Bushnell06\_07.txt”). Save the file to your desktop so that you can easily find it for importing into EGP. You must make sure that the suffix .txt remains at the end of the name for importing into EGP.



5. If you have additional classes, you can click the back button of your browser to select the next class for which you wish to create an extract. If you do not have additional classes, you can log out of your District Connection.

## Importing Student Extract File

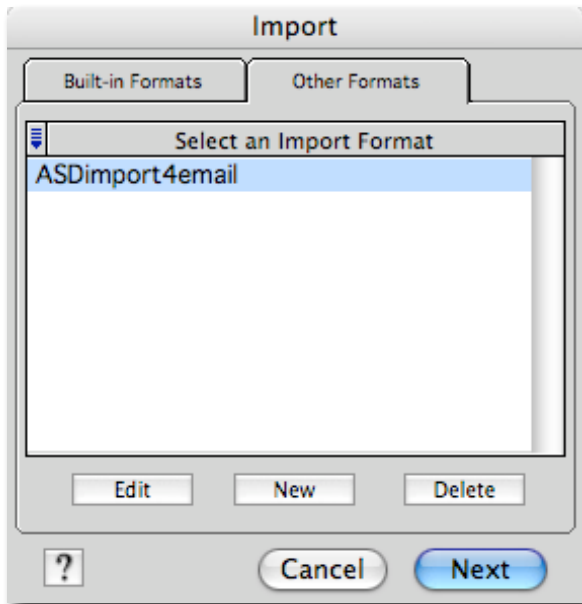
1. Open EGP 4 and create a new grade book. You will be prompted to name it and select a location for saving it.
2. Now that your gradebook is created, EGP will want you to add a class(es).



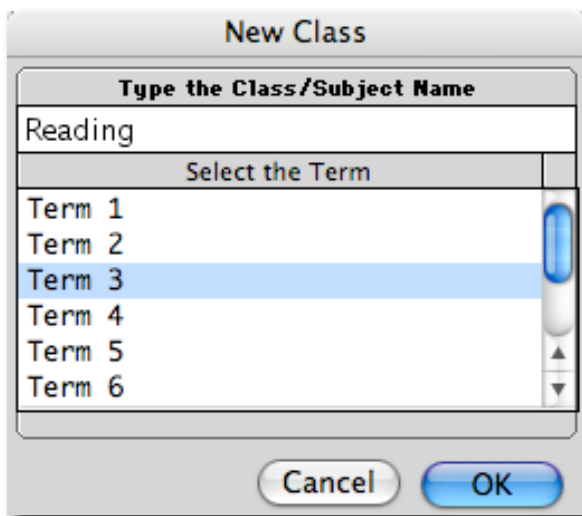
This is where you will import your student extract file. Select “Import Classes”



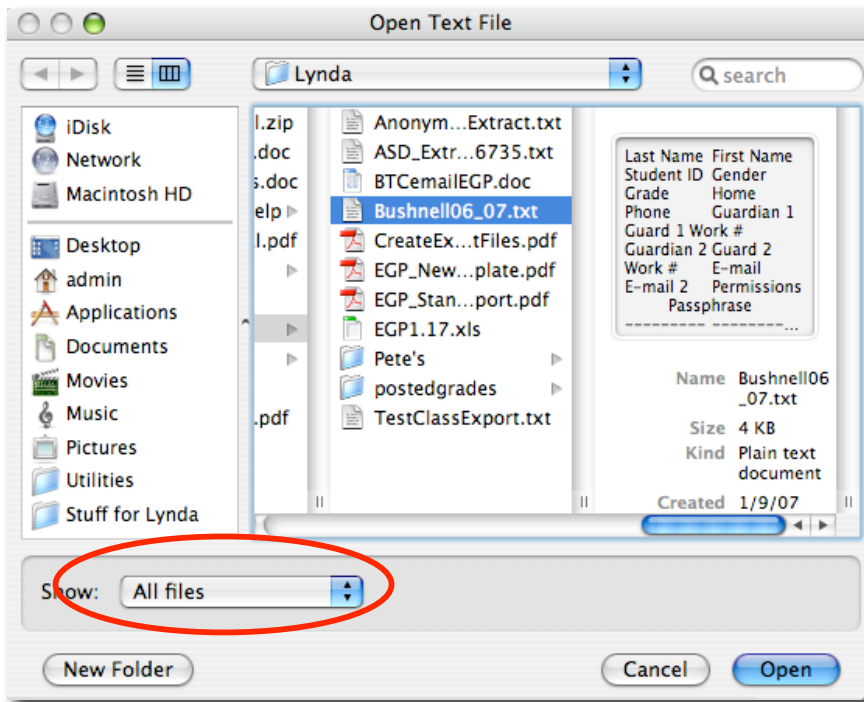
3. The EGP Import window will open. You will need to select “Other Formats”, single click the ASDimport4email and then click the “Next” button.



4. You need to name your class and select a term. The term can be equated to a quarter grading period.



- In the “Open Text File” window you will need to make sure that you have “All Files” checked so that your student export file is available for importing. Navigate to your student export file and select it. Then click “Open”.



- Your export has a few extra lines that you should delete before importing. Just deselect them before you click “Import Selected Records”

