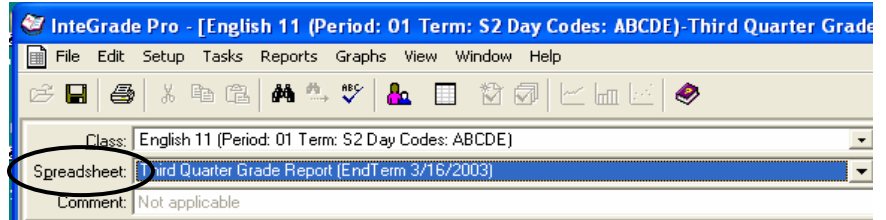


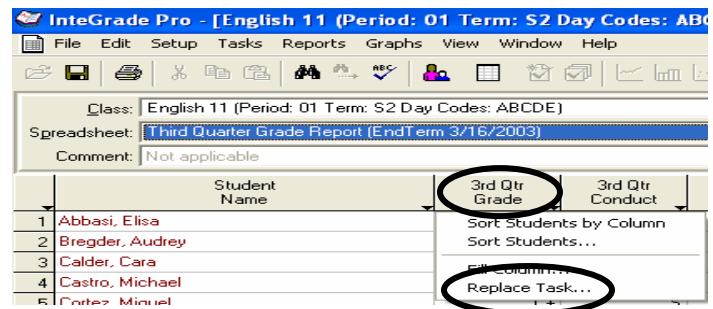
# IGPRO 9.4: END OF TERM GRADE REPORTING

## STEP ONE: Copying Student Averages to the End Term Spreadsheets

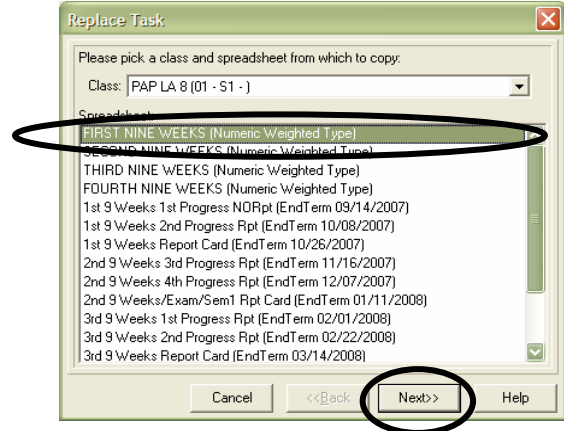
1. Select the appropriate **End of Term** spreadsheet from the spreadsheet list. (**HINT:** Look for the **date** at the end of the spreadsheet name.)



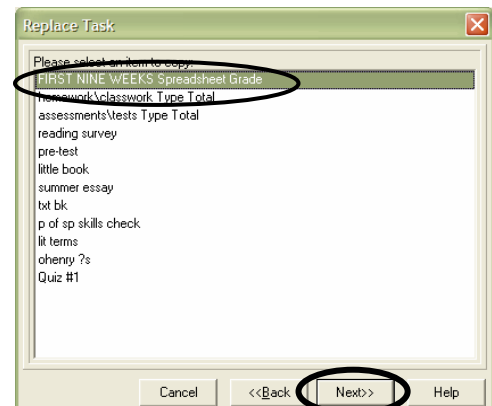
2. Click on the column heading for the **Grade** column and select **Replace Task**.



3. Select the **CURRENT NINE WEEKS (Numeric Weighted Type)** spreadsheet and click **Next**.



4. Select **CURRENT NINE WEEKS Spreadsheet Grade** and click **Next**.



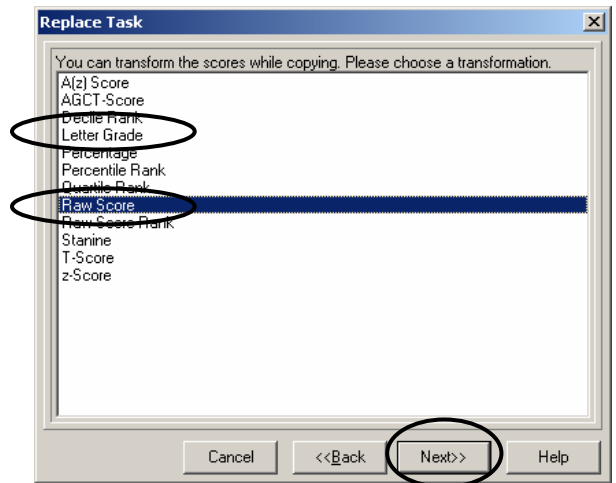
5. Indicate how the grades should be copied to the End of Term spreadsheet.

Elementary classes using the E, S, N, U scale will choose **Letter Grade** at this screen.

All secondary classes and elementary classes using numeric averages will choose **Raw Score** at this screen.

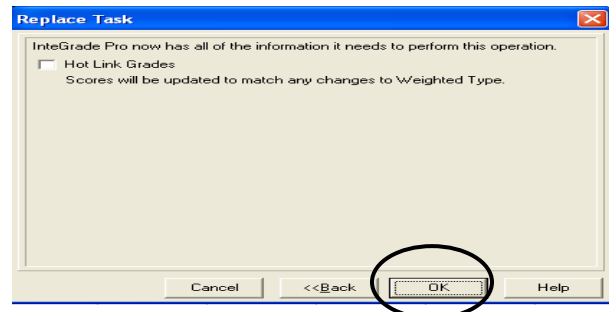
**NOTE:** If you are unsure whether your grades should be exported to SASI as numeric averages or letter grades, please consult the GISD Grading Regulations, which are available in your faculty handbook or on the GISD website.

Click **Next**.



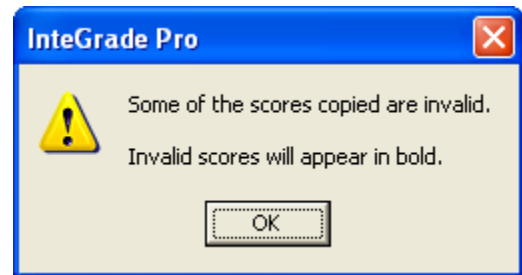
6. Do **NOT** click the “Hot Link Grades” check box. Click **OK** to proceed.

The column is filled with the grades copied from the main spreadsheet. **You can edit the copied data on a cell by cell basis if needed.**



7. If you get the message to the right, you **MUST** manually change grades greater than 100 on the End of Term spreadsheet to 100 and grades less than 50 to 50. **SASI will not import grades >100 or <50.**

If there are grades that show up **n/a**, they need to be corrected. Contact your PEIMS person or tech facilitator if you are unsure how to correct this.



**NOTE:** If **all of your scores are bold**, this may be an indication that you have **copied your averages into the wrong column** on the End of Term spreadsheet. You must correct this before exporting, or your grades will not import into SASI.

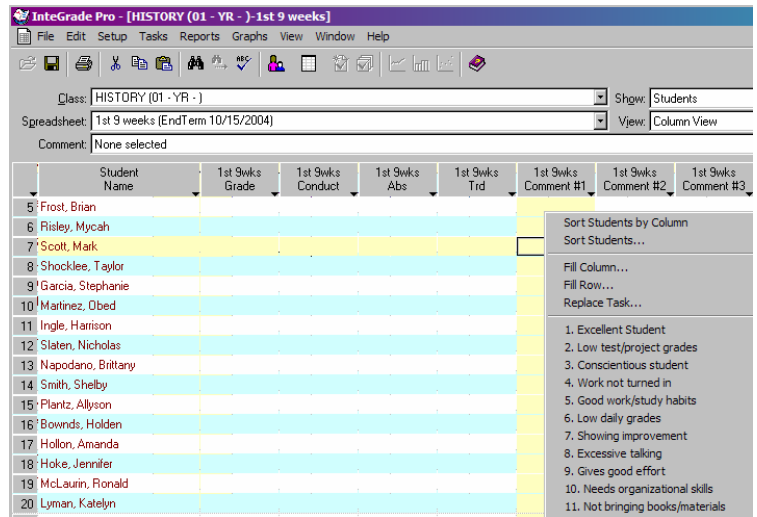
**Elementary Letter Grades Note:** Letter grades will show up **all bold** even in the correct column. In this case you can ignore the invalid scores message.

## STEP TWO: Recording Comment and Conduct Grades

### Comments

You can right click on any cell under the **Comments** columns, and choose the appropriate comments.

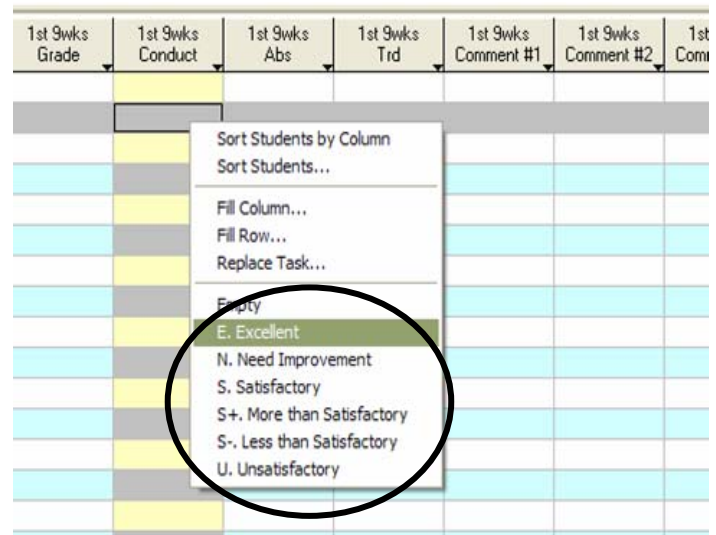
Each student can have up to three comments (one in each comment column).



### Conduct (Reported With Report Card Grades Only)

You can **right-click** in each cell under the conduct column and select the conduct grade for each corresponding student.

To save time, you can also right-click and use **Fill Column** to put in multiple conduct grades at one time. For example, if the majority of your students have Satisfactory conduct, you can fill the column with “S”, then go back and individually change students who earned something other than “S”



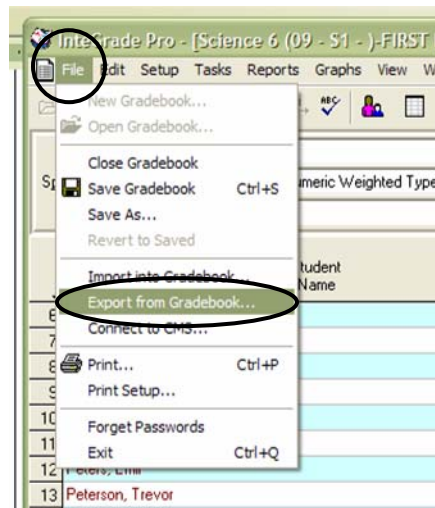
**IMPORTANT:** You must repeat the steps on pages 1- 3 for each class in your gradebook that contains student grades.

## STEP THREE: Exporting Grades to SASI

**NOTE:** The exporting procedure below only needs to be completed **ONE TIME** per reporting period. It will export all grades from all classes.

If you have correctly followed the steps on pages 1 – 3 for **EACH** of your classes, all of your **END TERM** report spreadsheets should be complete. You are now ready to export to **SASI**.

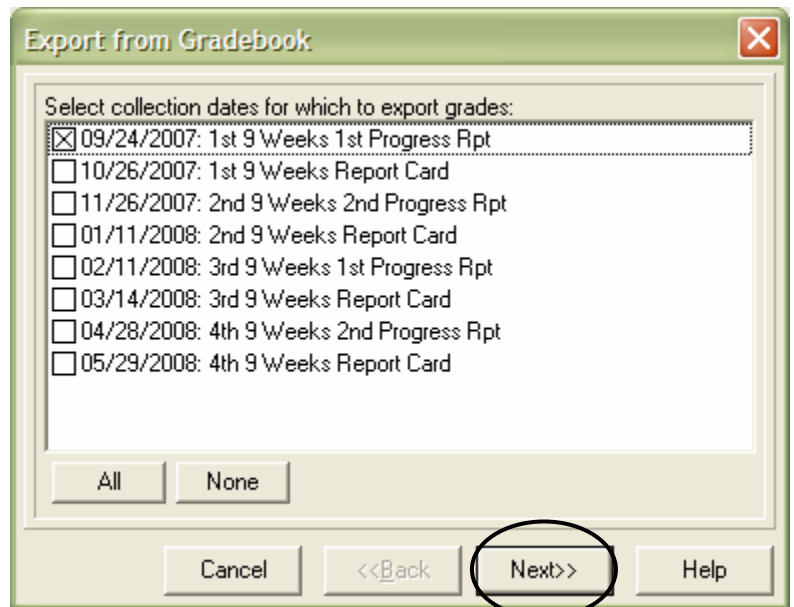
1. Click on **File** menu and select **Export from Gradebook**.



2. Choose the correct **Date/Report** (it may already be selected for you.)

Verify that only **ONE** date is selected with an X.

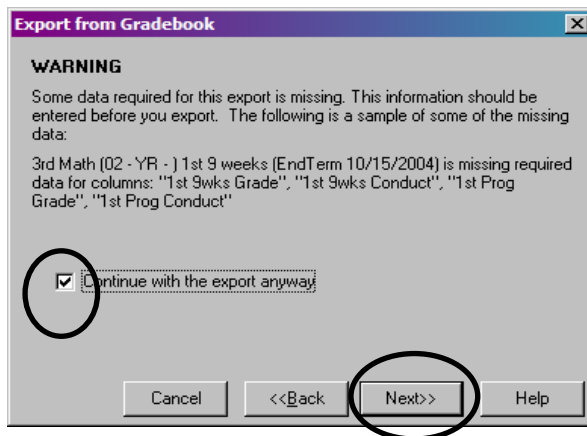
Click **Next**.



3. You may receive a **Warning** message. The missing items are usually not required data.

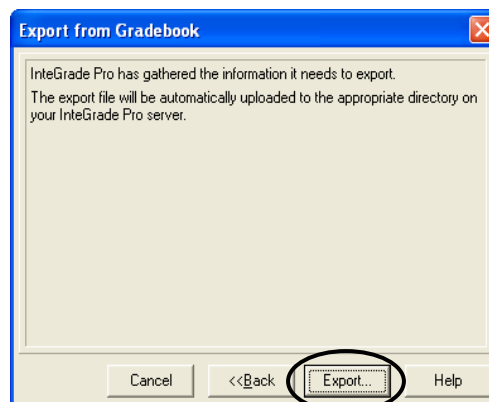
Click in the box to “Continue with the export anyway”.

Click **Next**.



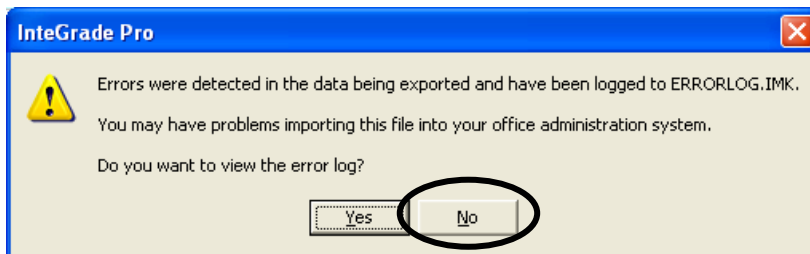
4. Click **Export**.

You may see a progress line blip across the screen.



5. If an “Errors Message” appears, choose **NO**.

An uploading file message flashes briefly across the screen.



6. An **Export Complete** message will appear. Click **OK**.

You have successfully exported your grades! 😊



**NOTE: DO NOT IMMEDIATELY CALL YOUR PEIMS PERSON TO ASK IF THEY RECEIVED YOUR GRADES.** The grades do not instantly pop into SASI when you export them; your PEIMS person must import them first. This will not be done until after your campus deadline for exporting grades. You will be contacted by your PEIMS person and/or tech facilitator if your grades do not import correctly.