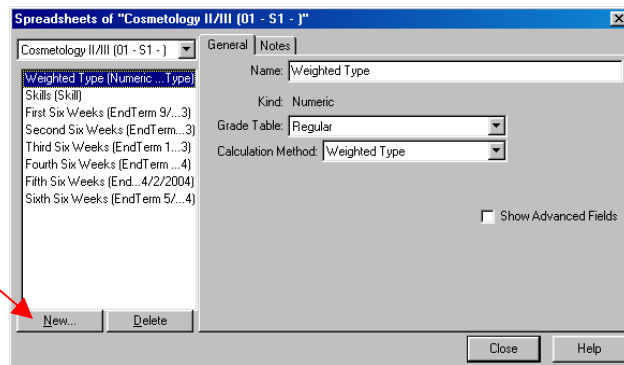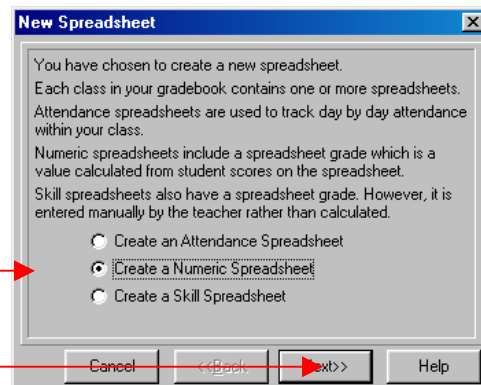# End of Term Exporting and Preparing for a New Term

**If you didn't set up Types for Unused with a value of 0, Grades with a value of 90 , and Final Exam with a value of 10 when you set up your gradebook, you will need to do that before you can export all of your terms.**

Open your current gradebook
Select **Setup**
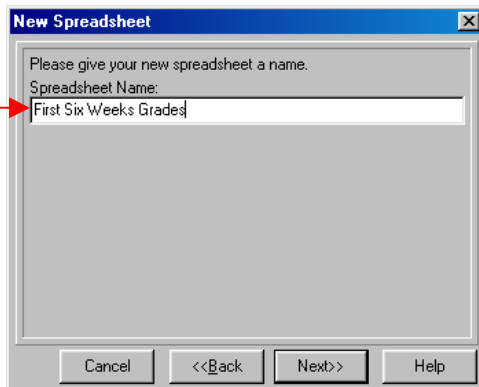Select **Spreadsheets**
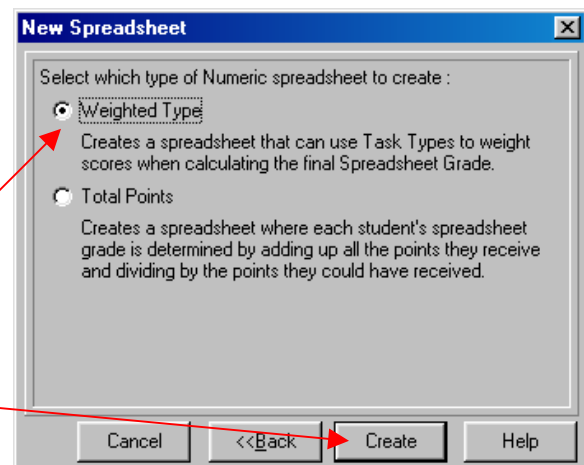Select **New**

Select **Create a Numeric Spreadsheet**,

**Click Next**

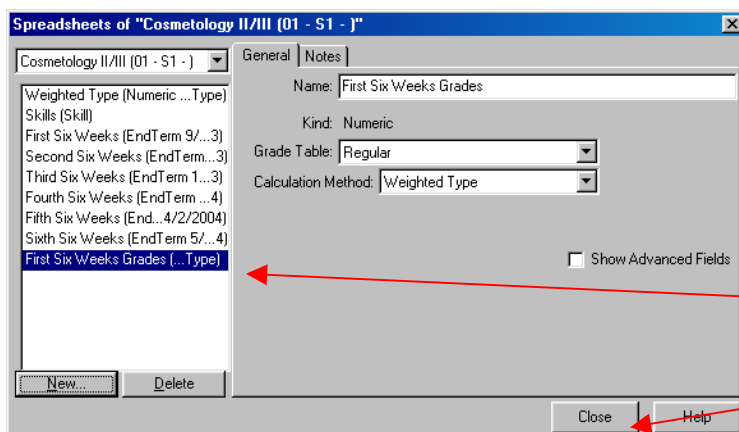Give your new spreadsheet a name such as First Six Weeks Grades

**New Spreadsheet**

Please give your new spreadsheet a name.
Spreadsheet Name:
First Six Weeks Grades

Cancel    <<Back    Next>>    Help

**New Spreadsheet**

Select which type of Numeric spreadsheet to create :

◉ Weighted Type

Creates a spreadsheet that can use Task Types to weight scores when calculating the final Spreadsheet Grade.

○ Total Points

Creates a spreadsheet where each student's spreadsheet grade is determined by adding up all the points they receive and dividing by the points they could have received.

Cancel    <<Back    Create    Help

Select the type of spreadsheet you use, **most likely Weighted**

Click **Create**

**Spreadsheets of "Cosmetology II/III (01 - S1 - )"**

Cosmetology II/III (01 - S1 - )

General | Notes

Weighted Type (Numeric ...Type)
Skills (Skill)
First Six Weeks (EndTerm 9/...3)
Second Six Weeks (EndTerm...3)
Third Six Weeks (EndTerm 1...3)
Fourth Six Weeks (EndTerm ...4)
Fifth Six Weeks (End...4/2/2004)
Sixth Six Weeks (EndTerm 5/...4)
First Six Weeks Grades (...Type)

Name: First Six Weeks Grades

Kind: Numeric

Grade Table: Regular

Calculation Method: Weighted Type

☐ Show Advanced Fields

New...    Delete

Close    Help

You should see your new spreadsheet at the bottom of the list.
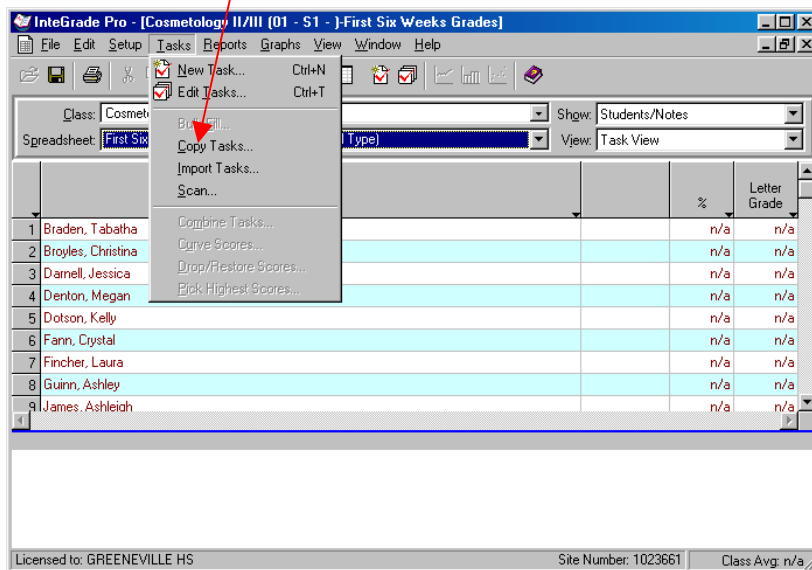
**Click Close**

**NOTE:  You will need to come back and do this for each of your classes, not just once for the entire gradebook.**

Open the spreadsheet that you just created
Select **Task**
Select **Copy Task**



Notice that you are to pick the class **from** which to copy.
Select your Main Numeric Spreadsheet (The one you have been using to record your grades)
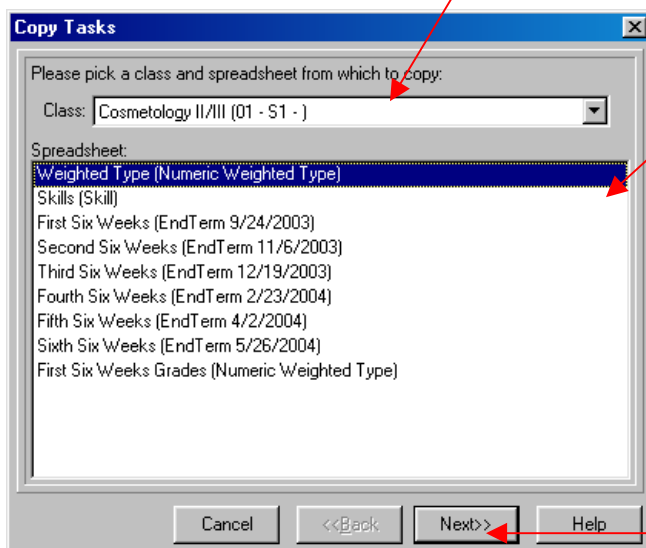


**Click Next**

Select **All Tasks**, and then remove the check marks from all subtotals, as well as the columns with **grades for each term.**
**Don't** select Delete Original tasks after copying

Remove marks from all subtotals including the 6- week avg. subtotals

**Copy Tasks**

Please select one or more items to copy:

☐ Weighted Type Spreadsheet Grade
☐ Homework Type Total
☐ Participation/Attitude Type Total
☐ Lab Type Total
☐ Test Type Total
☐ Attendance Type Total
☐ Unused Type Total
☐ 1st 6 Wks Grade
☐ 2nd 6Wks Grade
☒ P/A(11-05)
☒ P/A(11-06)
☒ 2nd.ch.10test(11-07)
☒ Adv.-wigs(11-10)
☒ 2nd.b.w.manicures(11-10)

[ All ]  [ None ]  ☐ Delete original tasks after copying

[ Cancel ]  [ <<Back ]  [ Next>> ]  [ Help ]

**Click Next**

**Copy Tasks**

You can transform the scores while copying. Please choose a transformation.

A(z) Score
AGCT-Score
Decile Rank
Letter Grade
Percentage
Percentile Rank
Quartile Rank
**Raw Score**
Raw Score Rank
Stanine
T-Score
z-Score

Select Raw Score

**Click Next**

[ Cancel ]  [ <<Back ]  [ Next>> ]  [ Help ]

Click Ok

You now have a duplicate of your gradebook.

## To Prepare Your Grades to be Exported

Select **End of Term Spreadsheet** for whichever term you are exporting.





Right click in the first column that needs to be filled and select **Replace Task**

In the Replace Task Window,
select Weighted Type (Numeric
Weighted Type) as the
spreadsheet from where you want
to get the scores.

**Replace Task**

Please pick a class and spreadsheet from which to copy:

Class: Advanced ECEC (01 - S1 - )

Spreadsheet:

Weighted Type (Numeric Weighted Type)
Skills (Skill)
First Six Weeks (EndTerm 9/24/2003)
Second Six Weeks (EndTerm 11/6/2003)
1st 6 weeks grades (Numeric Weighted Type)
Second Six Weeks (Numeric Weighted Type)
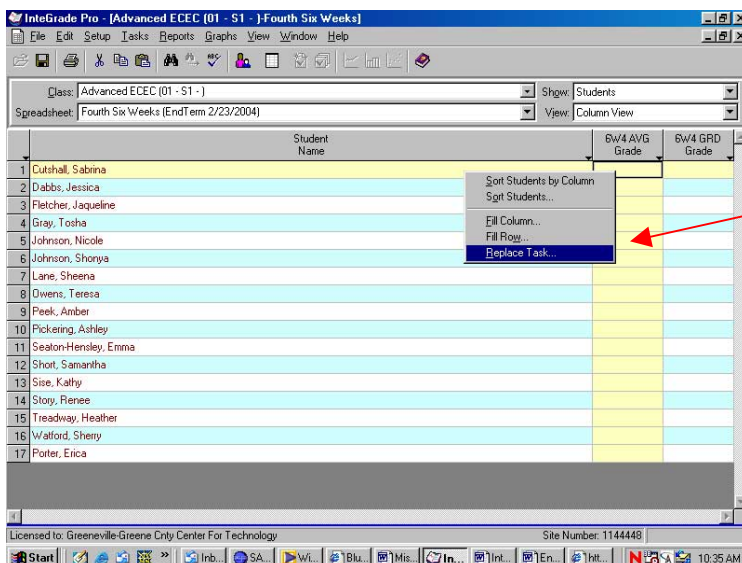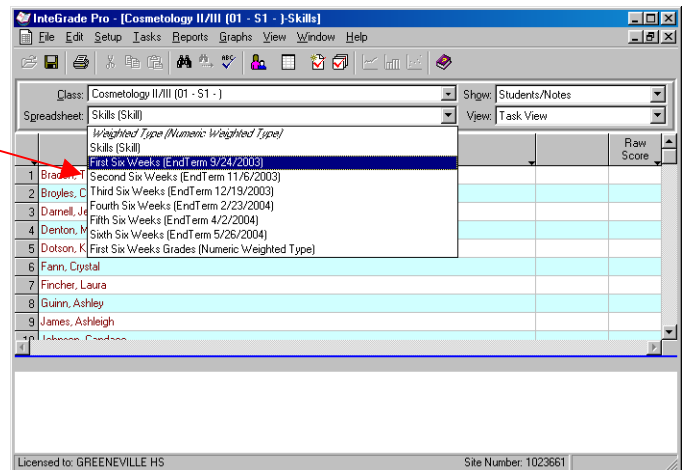Third Six Weeks (EndTerm 12/19/2003)
3rd six weeks grades (Numeric Weighted Type)
Fourth Six Weeks (EndTerm 2/23/2004)
Fifth Six Weeks (EndTerm 4/2/2004)
Sixth Six Weeks (EndTerm 5/26/2004)

Cancel    <<Back    Next>>    Help

**Click Next**

**Replace Task**

Please select an item to copy:

Weighted Type Spreadsheet Grade
Daily Type Total
Attendance Type Total
Test Type Total
Participation Type Total
Unused Type Total
Final Exam Type Total
Grades Type Total
1st 6 weeks avg.
2nd 6 wks avg
3rd 6 wks
Final Exam

Cancel    <<Back    Next>>    Help

Select Weighted Type Spreadsheet
Grade if you are exporting the grades
only.

In some terms you may be selecting
options such as Final Exam and Semester
Grade.

**Click Next**

Select the type of score for whichever column you are exporting.

Most terms you will select **Percentage** first, then go back and select **Letter Grade** for your second column.

**Note: In the third and sixth six weeks you will also have to get the exam grade and the hours earned.  You will use Raw Score for those.**

**(See later instructions on how to do the third and six weeks exams and final averages.)**

**Click Next**

---

**Replace Task**

You can transform the scores while copying. Please choose a transformation.

A(z) Score
AGCT-Score
Decile Rank
Letter Grade
Percentage
Percentile Rank
Quartile Rank
Raw Score
Raw Score Rank
Stanine
T-Score
z-Score

Cancel     <<Back     Next>>     Help

---

**Replace Task**

InteGrade Pro now has all of the information it needs to perform this operation.

☐ Hot Link Grades

Scores will be updated to match any changes to Weighted Type.

Cancel     <<Back     OK     Help

Just Click OK on this window

---
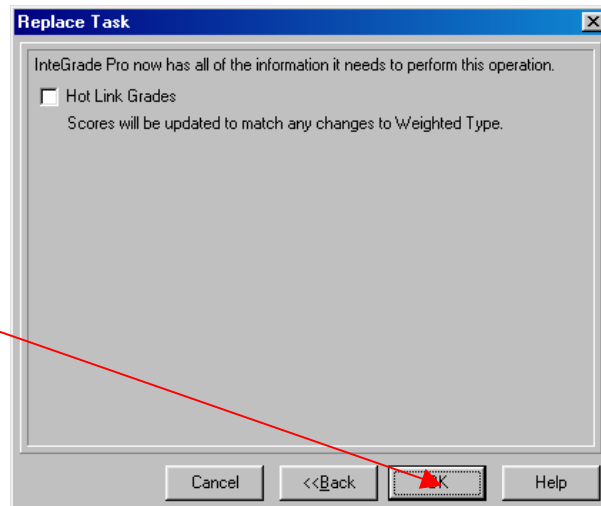
Remember to go back and repeat this process for both average and letter grade.

## To Prepare your Gradebook for the New Term

Select **Tasks**, **Combine Tasks**

This option depends on how you grade, most likely it will be **Combine to Percentage**

**Click Next**

Select **All**, remove marks from
any **6-week subtotals** that you
have, if none, then select **All**,
then **Next**
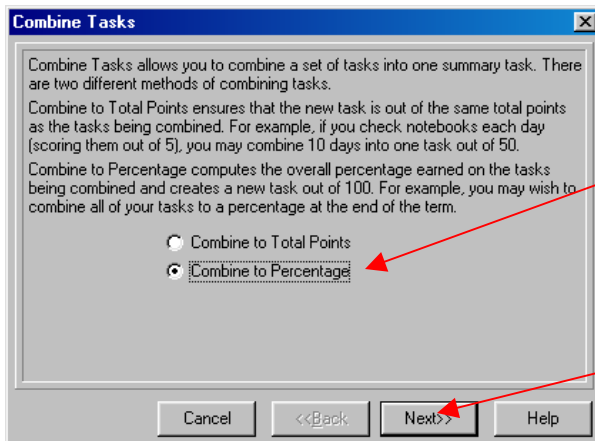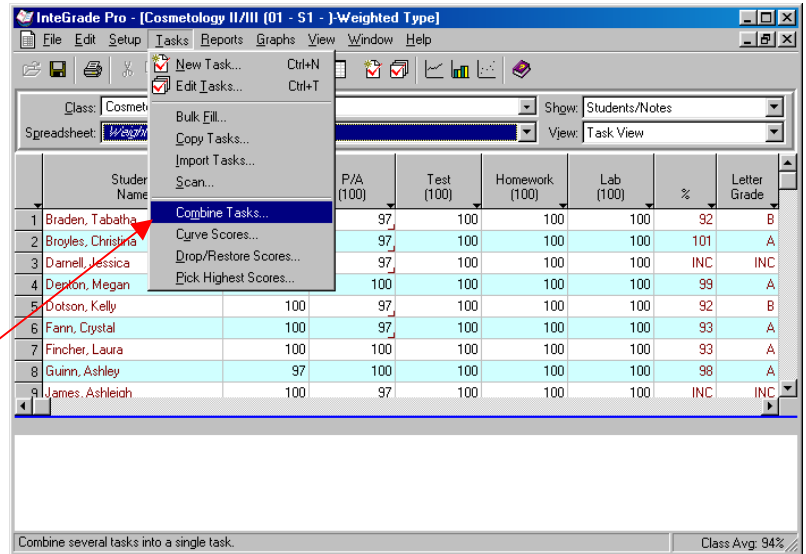
**Combine Tasks**

Choose which tasks you want to combine.

Tasks: 30 of 32

- [ ] 1st 6 Wks Grade
- [ ] 2nd 6Wks Grade
- [x] P/A(11-05)
- [x] P/A(11-06)
- [x] 2nd.ch.10test(11-07)
- [x] Adv.-wigs(11-10)
- [x] 2nd.b.w.manicures(11-10)
- [x] Adv.o.manicures(11-11)
- [x] Pedicures(11-11)
- [x] Adv.-P/A(11-12)

All    None...    Filter...

Cancel    <<Back    Next>>    Help

---

In the **New Name** column, give a
name-1st 6 wks grades, or subsequent
grading periods depending on which
grading term you are working on.

In the **New Type** column, use the drop
down menu to select **Unused.**

**Click Next**

**Combine Tasks**

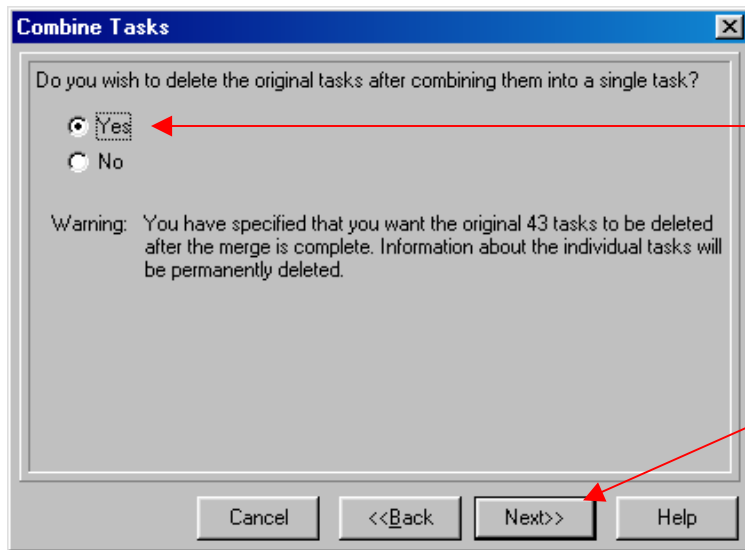Please enter the following information for the new task.

New Name: First Term Grade

New Type: Homework

Out Of:    Homework
           Participation/Attitude
Decimals:  Lab
           Test
           Attendance
           Unused

Cancel    <<Back    Next>>    Help

**Combine Tasks**

Do you wish to delete the original tasks after combining them into a single task?

- ⦿ Yes
- ○ No

Warning: You have specified that you want the original 43 tasks to be deleted after the merge is complete. Information about the individual tasks will be permanently deleted.
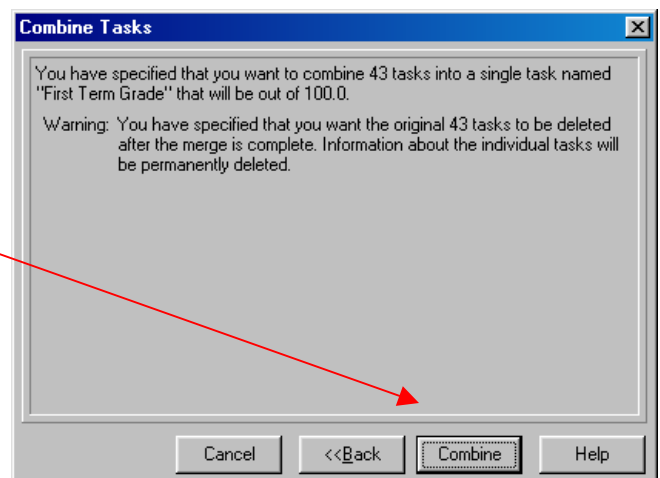
[ Cancel ]  [ <<Back ]  [ Next>> ]  [ Help ]

Select **Yes** to delete original tasks **(You want to make SURE that you have created your duplicate copy of this spreadsheet before you do this.**

Click **Next**

This is your final warning that all of your grades will be combined and deleted. Make **sure** that you have another spreadsheet with your grades copied and select **Combine.**

**Combine Tasks**

You have specified that you want to combine 43 tasks into a single task named "First Term Grade" that will be out of 100.0.

Warning: You have specified that you want the original 43 tasks to be deleted after the merge is complete. Information about the individual tasks will be permanently deleted.

[ Cancel ]  [ <<Back ]  [ Combine ]  [ Help ]

You should now have a spreadsheet with one column showing your term average. Notice that you have n/a in the final grades columns, that is because you have given the grades column you just created the unused type that you created earlier. We will adjust this later for final grade averaging.

## Figuring Final Exams and Final Grades

For the third and sixth terms you will have to export final exam grades, as well as combine six-week averages for a semester grade. Once you have copied and combined your third six weeks grades you will be ready to do this.

To enter your **Final Exam** grade, create a task called **Final Exam,** Use the Final Exam Type that you created when you set up your gradebook ( this will give your exam the 10% value it needs). Enter the exam scores for each student just like any other task.

Now to figure the final average you will need to select **Task**, **Edit Task**

Select each of the six-week subtotals and change the type to Grades. This will give your six-week subtotals 90% of the final grade.
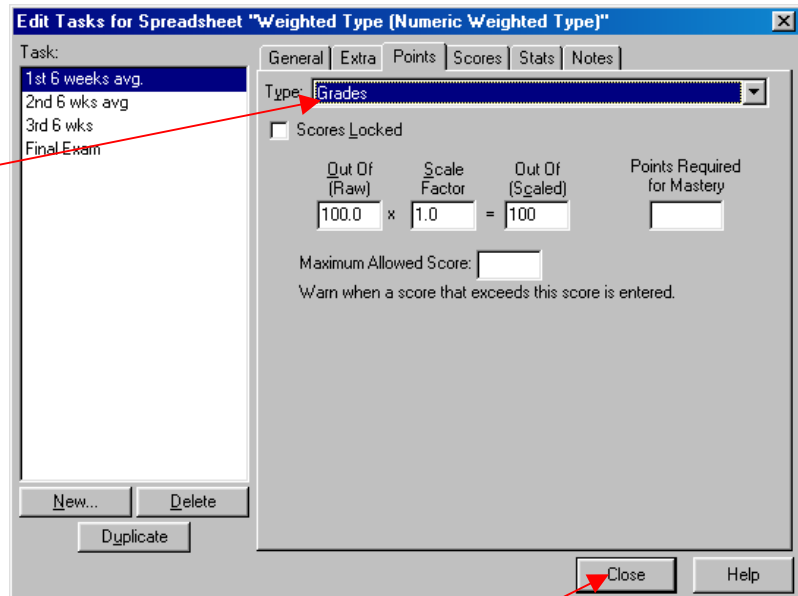
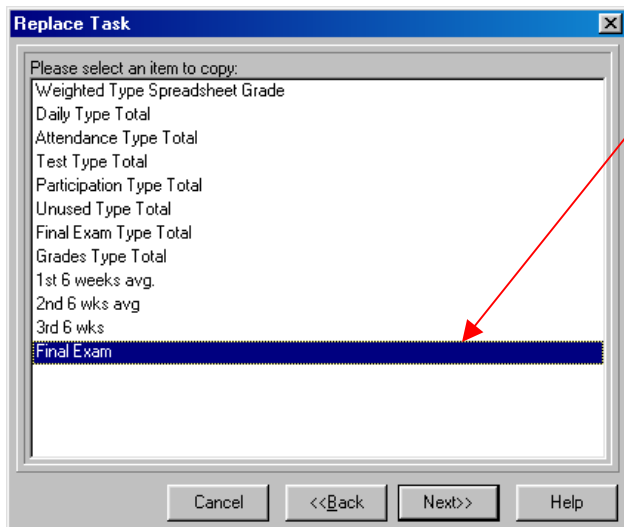After you change each of the Six Weeks columns, click **Close**

Once you have this information figured you will need to go back to the **Third (or Sixth)end of Term Spreadsheet** and enter these scores.

Open your End of Term Spreadsheet.

Right click in the **Final Exam Grade** column, select **Replace Task**

Select **Weighted Type** Spreadsheet

**Replace Task**

Please select an item to copy:
- Weighted Type Spreadsheet Grade
- Daily Type Total
- Attendance Type Total
- Test Type Total
- Participation Type Total
- Unused Type Total
- Final Exam Type Total
- Grades Type Total
- 1st 6 weeks avg.
- 2nd 6 wks avg
- 3rd 6 wks
- **Final Exam**

Cancel    <<Back    Next>>    Help

From the **Replace Task** window**,** select **Final Exam**

On the **next sc**reen select Raw Score, then Ok.

Select **Raw Score**, then Ok.

Now go back to the **End of Term Spreadsheet** and repeat this process for **Semester Grade and Semester Average.**

This will be the same process you follow for each of the term grades, selecting **Weighted Spreadsheet grade**, then either **percentage** or **letter grade**, depending on which column you are trying to fill.



**InteGrade Pro - [Advanced ECEC (01 - S1 - )-Third Six Weeks]**

File  Edit  Setup  Tasks  Reports  Graphs  View  Window  Help

Class: Advanced ECEC (01 - S1 - )    Show: Students
Spreadsheet: Third Six Weeks (EndTerm 12/19/2003)    View: Column View

| | Student Name | 6W3 AVG Grade | 6W3 GRD Grade | FNL EXM Grade | TRM1 AVG Grade | TRM1 GRD Grade | TRM1 HRS Grade |
|---|---|---|---|---|---|---|---|
| 2 | Dabbs, Jessica | 69 | F | 90 | | | |
| 3 | Fletcher, Jaqueline | 98 | A | 100 | | | |
| 4 | Gray, Tosha | 69 | F | 68 | | | |
| 5 | Johnson, Nicole | 91 | B | 100 | | | |
| 6 | Johnson, Shonya | 94 | A | 88 | | | |
| 7 | Lane, Sheena | 95 | A | 100 | | | |
| 8 | Owens, Teresa | 89 | B | 100 | | | |
| 9 | Peek, Amber | 97 | A | 93 | | | |
| 10 | Pickering, Ashley | 98 | A | 97 | | | |
| 11 | Seaton-Hensley, Emma | 87 | A | 87 | | | |
| 12 | Short, Samantha | 20 | F | 0 | | | |
| 13 | Sise, Kathy | 21 | F | 0 | | | |
| 14 | Story, Renee | 96 | A | 96 | | | |
| 15 | Treadway, Heather | 85 | B | 88 | | | |
| 16 | Watford, Sherry | 99 | A | 100 | | | |

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**NOTE:** If you are required to track hours, you will also need to enter them in the **End of Term** spreadsheet before you export.

## To Export to SASI

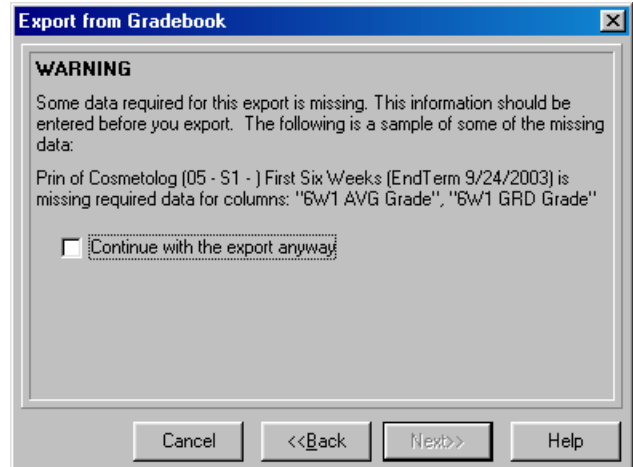Open the current **End of Term Spreadsheet.**

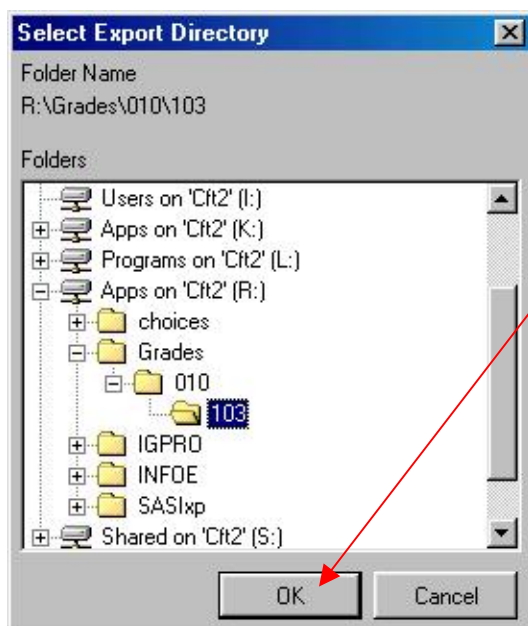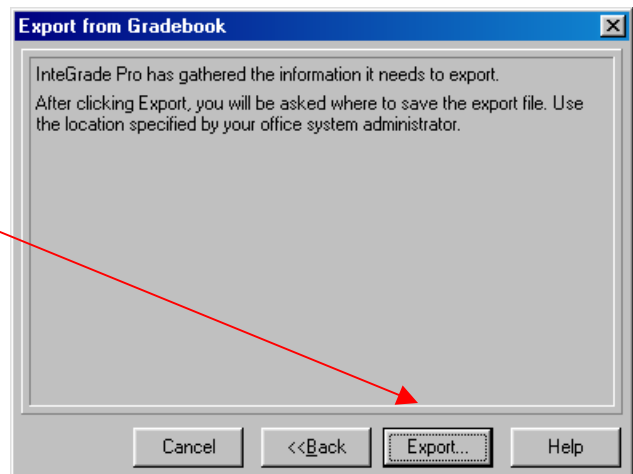Select **File, Export from Gradebook**
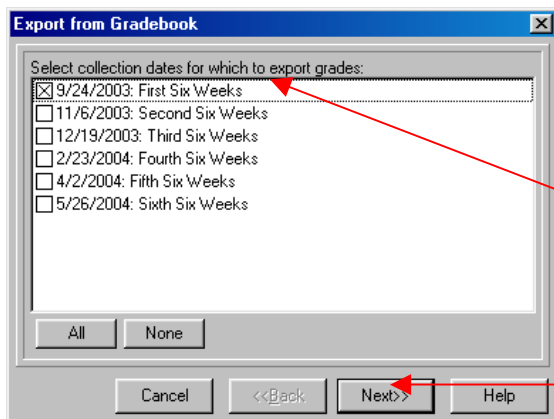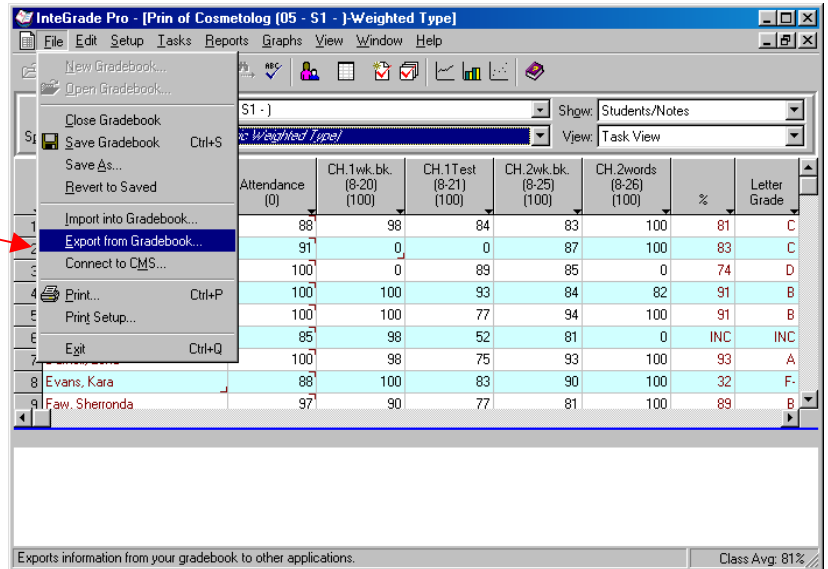


Select the term for which you will be exporting

Click Next

If there are any of your files that you have not been completed in the end of term spreadsheet for you will get this message. Do not proceed until the error has been corrected or you know there is a reason for the error.

**Export from Gradebook**

**WARNING**

Some data required for this export is missing. This information should be entered before you export. The following is a sample of some of the missing data:

Prin of Cosmetolog (05 - S1 - ) First Six Weeks (EndTerm 9/24/2003) is missing required data for columns: "6W1 AVG Grade", "6W1 GRD Grade"

☐ Continue with the export anyway

| Cancel | <<Back | Next>> | Help |

If there is no message, click **Export**

**Export from Gradebook**

InteGrade Pro has gathered the information it needs to export.

After clicking Export, you will be asked where to save the export file. Use the location specified by your office system administrator.

| Cancel | <<Back | Export... | Help |

**Select Export Directory**

Folder Name
R:\Grades\010\103

Folders

- Users on 'Cft2' (I:)
- Apps on 'Cft2' (K:)
- Programs on 'Cft2' (L:)
- Apps on 'Cft2' (R:)
  - choices
  - Grades
    - 010
      - 103
  - IGPRO
  - INFOE
  - SASIxp
- Shared on 'Cft2' (S:)

| OK | Cancel |

You should see a window with your teacher folder

**Click OK**

If Integrade/SASI finds any errors in your files you will see a message similar to this one.  If Integrade/SASI doesn't find any errors, you are finished.
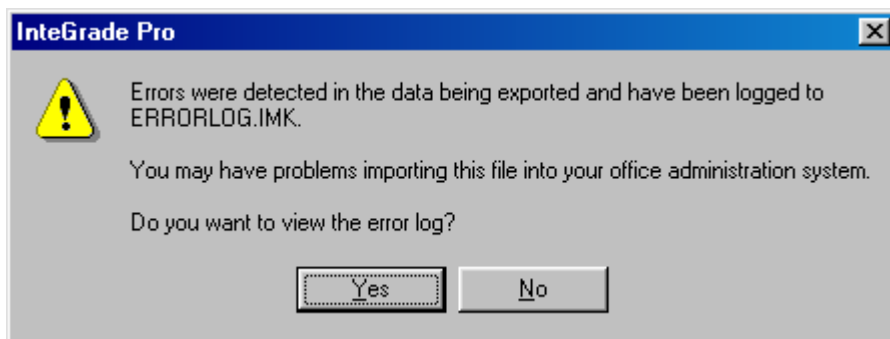


NOTE:  After grades are exported, there will be an icon in your teacher folder similar to this


Mk103.grd

This is the file that will be imported into SASI, do not delete this.