Import End-of-term Grades

To schedule individual training for your district, contact SISTraining@tylertech.com.

Path: Teacher Menu: View/Maintain → End of Term Grading

or Full Menu: View/maintain → Term Grades → Grades by Roster (Current Cycle)

Overview

Teachers can mark End of Term Grades only during a period of time specified by office staff. The office staff creates a Grade Cycle and establishes the period of time during which teachers can import end of term grades.

For information on entering or importing Objective Marks, please refer to the *Student Curriculum Marks* document

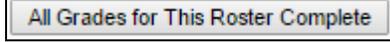## *Import End of Term Grades from SIS Gradebook*

1. Select the class for which you are ready to import grades from the Tyler SIS Grade Book by clicking on the Grade Book icon ![icon].

			Course Title	Section	Period	Teacher Complete
					Teachers can Enter Grades From: 03/01/07 To: 03/10/07	
○	✎	🔖	APPLIED MATH I	H2110-02	1	
○	✎	🔖	GEOMETRY	H2230-02	3	
○	✎	🔖	GEOMETRY	H2230-03	4	
○	✎	🔖	ALGEBRA I	H2200-02	6	

Current Grade Cycle: Term-3

    Note: The Current Grade Cycle is displayed above the grid on the left. The date available for teacher input is also displayed above the grid to the right.

2. The message **Import from Gradebook Successful** will display above the grid.

3. The column for this grade cycle will populate with the grade in the Gradebook. For example, the column marked **T3** will indicate grades for Term 3 and the rest of the columns will be editable for that Grade Cycle.

Student Name	Gr	T1	T2	Exam	S1	T3	Pur-pose	Mod. Cur.	Inst. Adpt.	CMT1	CMT2
Arkin, Alfred J	09	B	B	C	B	90	Reg	☐	☐		
Barker, Jeanne Marie	09	***	***	***	***	86	Reg	☐	☐		
Brown, Leonardo L	10	A	A-	A-	A-	77	Reg	☐	☐		

4. Click [Apply] to save

5. Click the [All Grades for This Roster Complete] button to indicate that the Grade import process is complete for this class

    Note: Clicking this button populates the "Teacher Complete" button on the End of Term Grading and Grades By Roster screen

## *Import End of Term Grades from External Gradebook*

1. While viewing the End of Term Grading Screen, go to Actions > Import Grades from **External Gradebook**
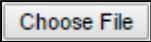
2. Click the [Choose File] button to browse for the grade file to be uploaded.

   The file should be tab-delimited with the following columns (but no headings):

   > **Student ID**-   Regular ID for each student

   > **Course code**-   Subject+Section all together. for example H501003 (for H5010-03)

   > **Term code**-   P=Progress, T or Q = Term, X=Exam   S = Semester

   > **Letter grade**-   For example A, B-, P, etc
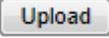
3. Click the [Upload] button

4. A message will appear at the top left stating the file was successfully Uploaded.

5. Click the [Import] button to complete the import

Citizenship/Effort

Double-click in the **Citizenship** column for each student to select an appropriate option from the drop-down list. The options here are maintained in the district code table for Citizenship Codes.

Modified Curriculum and Instructional Adaptations

1. Check the box **Mod. Cur**. if the curriculum has been modified for the student. An 'at' symbol **(@)** will display on the report card next to the student's grade.

2. Check the box **Inst. Adpt**. if the student's instruction has been modified. A pound symbol **(#)** will display on the report card next to the student's grade.

Comments

Comments may be entered from a list and copied to all students or entered as free-style text based upon Site Level- Grading settings.

1. When using Comment Numbers with Legend; print the comment list, click the [✏] Edit icon for the class and select **Actions → Print Comment List**.

2. To select from the comment list, click in the **CMT1** cell and type in the comment number. A second comment may be selected using **CMT2** column. The comment description will display in the field Comment1/Comment2.

3. After selecting a comment, the comment may be copied to all students. Click [Copy selected Comment to all rows]. The comment may be still adjusted for any student.

4. To enter free-style text, click the ✏ in the **Comment** column. The **Other Comment** screen displays.

	Comment (first 200 characters)
✏	
✏	

5. Click in the **Current Term** to enter text. When completed, click the **Spell Check** button. Prior comments will display under **Other Term.**

Student Name: **Barker, Jeanne Marie**

Current Term   Spell Check

Jennifer shows great ability!

6. Click Done to save and exit.

Behavior and Social Skill Items

Behavior and Social Skill items are user-defined per grade level to be used by teachers for further marking items to indicate a student's progress. While usually used by elementary schools, they can be used for all grade levels. These may be printed in the body of the Report Card.

1. Click the Show Behaviors/Social Skills icon .

2. Click in the column **Grade** beside the **Behavior & Social Skill** item to be marked. Marks can be numerical up to 100 or a single alpha character. The grade mark can be left blank, only marking those items below level.

3. Use the navigation toolbar [<<] [<] Connelly, Tabitha Ann ▼ [>] [>>] to move through the roster.

> **Note**: Behavior & Social Skill items can be marked for each subject or just one. For instance, Elementary students stay with the same teacher most of the day. Therefore, it would only be necessary to mark for one subject. Only the Behavior & Social Skill Style set by the office staff in Site Settings will print on the report card.

Grade	Behavior & Social Skill
5	Number of Book Reports
5	Reading Grade Level
A	Work is Begun and Completed on Time
A	Stays on Task
	Works Without Disturbing Others

4. Click Done to save and exit.