JVS Import – Quick Guide

Importing marks from the Career Center is a fairly simple process. The key is understanding which term marks you want to bring in, when to bring them in, and the appropriate mapping. The Career Center will send a single file containing marks and districts decide which information to import - everything that is sent does not necessarily need to be imported.

For example, at **Sem 1** end schools will receive a file with:

       Term 1 = Quarter 1 marks

       Term 2 = Quarter 2 marks

       Term 3 = Semester 1 Average

       Term 4 = BLANK - NO DATA

       Term 5 = Final Marks

StudentInformation > Management > Import/Export > Home School Export

Export Data to Provide to Students' Home Schools   SENDING SCHOOL - CTC

This screen will create export files for students' home schools

Course History	Attendance

For each marking pattern, select the marking pattern rules to use for the exported marks

Marking Pattern	Term 1 Mark	Term 2 Mark	Term 3 Mark	Term 4 Mark	Final Mark
All Year	Qtr 1	Qtr 2	Avg 1	-- Blank --	-- Blank --
Semester 1	Qtr 1	Qtr 2	-- Blank --	-- Blank --	Final
Semester 2	-- Blank --	-- Blank --	-- Blank --	-- Blank --	-- Blank --

You can choose to pull in all grades, semester average (if you use this) and final marks, or even just final marks - whatever combination of marks your school would like using the following format:

       Term 1 Mark = Quarter 1, Quarter Mark, Progress 1

       Term 2 Mark = Quarter 2, Quarter Mark, Progress 1

       Term 3 Mark = Semester 1 Average, Average Mark, Progress 2

       Term 4 Mark = --Not imported--

       Term 5 Mark = Final Grade, Final Mark, Earned

StudentInformation > Management > Import/Export > Home School Import

Import Data from Students' Vocational Schools   RECEIVING SCHOOL - HOME SCHOOL

This screen will import files from students' vocational schools

Course History	Attendance	Students	Imported Marks History

The file can contain up to five term marks. Please select student marks information for each of the term marks that will be imported.

Mark	Term	Mark Type	Credit Type
Term 1 Mark	Quarter 1	Qtr - Quarter Mark	Progress 1
Term 2 Mark	Quarter 2	Qtr - Quarter Mark	Progress 1
Term 3 Mark	Semester 1 Average	Avg - Average Mark	Progress 2
Term 4 Mark	-- Not Imported --	-- Not Imported --	-- Not Imported --
Term 5 Mark	Final	F - Final Mark	Earned

No matter which of the marks you choose, **keep them in the term line specified**.

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At **yearend** you will receive a file with:

> Term 1 = Quarter 1 marks
>
> Term 2 = Quarter 2 marks
>
> Term 3 = Quarter 3 marks
>
> Term 4 = Quarter 4 marks
>
> Term 5 = Final Marks

StudentInformation > Management > Import/Export > Home School Export

Export Data to Provide to Students' Home Schools   SENDING SCHOOL - CTC

This screen will create export files for students' home schools

Course History	Attendance

For each marking pattern, select the marking pattern rules to use for the exported marks

Marking Pattern	Term 1 Mark	Term 2 Mark	Term 3 Mark	Term 4 Mark	Final Mark
All Year	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Final
Semester 1	Qtr 1	Qtr 2	-- Blank --	-- Blank --	Final
Semester 2	-- Blank --	-- Blank --	Qtr 3	Qtr 4	Final

You can choose to pull in all grades, just quarter 4 and final marks, or even just final marks - whatever combination of marks your school would like using the following format:

> Term 1 Mark = Quarter 1, Quarter Mark, Progress 1
>
> Term 2 Mark = Quarter 2, Quarter Mark, Progress 1
>
> Term 3 Mark = Quarter 3, Quarter Mark, Progress 1
>
> Term 4 Mark = Quarter 4, Quarter Mark, Progress 1
>
> Term 5 Mark = Final Grade, Final Mark, Earned

StudentInformation > Management > Import/Export > Home School Import

Import Data from Students' Vocational Schools   RECEIVING SCHOOL - HOME SCHOOL

This screen will import files from students' vocational schools

Course History	Attendance	Students	Imported Marks History

The file can contain up to five term marks. Please select student marks information for each of the term marks that will be imported.

Mark	Term	Mark Type	Credit Type
Term 1 Mark	Quarter 1	Qtr - Quarter Mark	Progress 1
Term 2 Mark	Quarter 2	Qtr - Quarter Mark	Progress 1
Term 3 Mark	Quarter 3	Qtr - Quarter Mark	Progress 1
Term 4 Mark	Quarter 4	Qtr - Quarter Mark	Progress 1
Term 5 Mark	Final	F - Final Mark	Earned

No matter which of the marks you choose, **keep them in the term line specified**.   For example, if you are only bringing in the Final grades, you will only enter information for Term 5.

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You do *not* need to enter an IRN to the "Override Location IRN" field **unless** you want to specify the IRN to be listed on all course records in the file. The file already contains the IRN values the Career Center has listed on the course records.

***The suggestion would be to leave this value BLANK.*

| Override Location IRN: | | - | | 🔍 Use only if you wish to override the Location IRN in the import file. |