## 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:

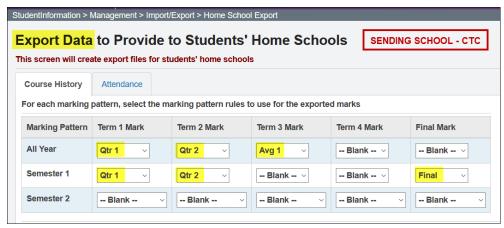
Term 1 = Quarter 1 marks

Term 2 = Quarter 2 marks

Term 3 = Semester 1 Average

Term 4 = BLANK - NO DATA

Term 5 = Final Marks



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:

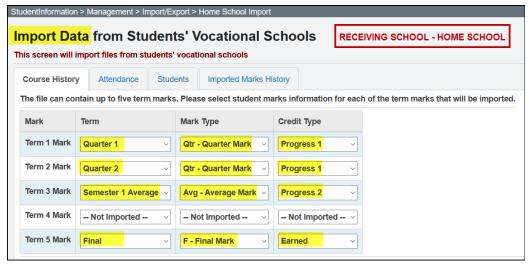
Term 1 Mark = Quarter 1, Quarter Mark, Progress 1

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



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:

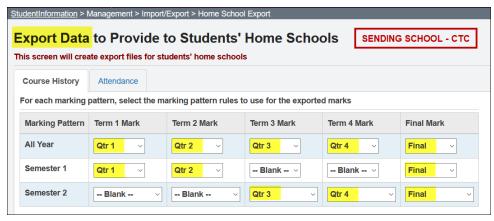
Term 1 = Quarter 1 marks

Term 2 = Quarter 2 marks

Term 3 = Quarter 3 marks

Term 4 = Quarter 4 marks

Term 5 = Final Marks



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:

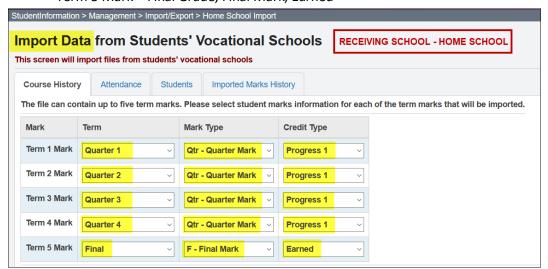
Term 1 Mark = Quarter 1, Quarter Mark, Progress 1

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



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.

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