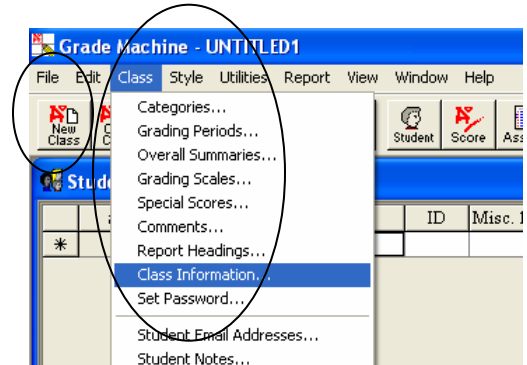


Importing Class Lists

from WESPac to Grade Machine or Easy Grade Pro

1. Open Grade Machine/Easy Grade Pro and choose the 'New Class' button or choose File/New Class on the toolbar. This will open an empty class file
2. Go to Class/Class Information on the toolbar.



3. At a minimum you **MUST** enter the Course Code and the Section Number for the class that you are creating. The course code must be **CAPITALIZED**. You will find the course code and section number on the Teacher Schedule Report provided to you.

The course code is the 3 letters and 3 numbers before the slash. The section number is the 2 digit number after the slash.

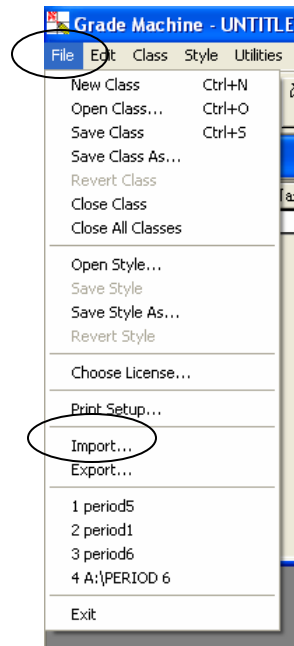
Do not enter the slash.

4. Click OK when finished.

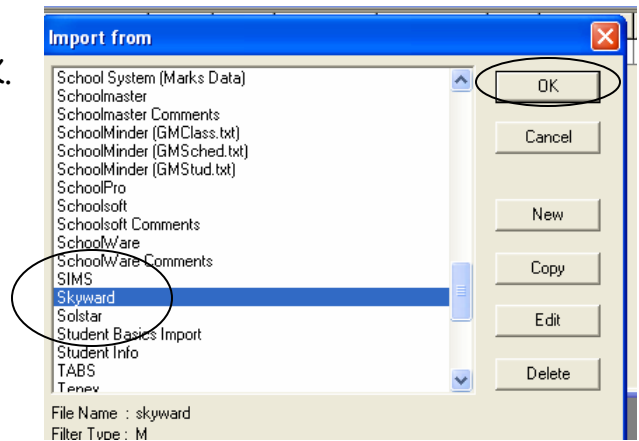
ltw...99.p MIBIARD
 205.05.1120-010015 Teacher Class Sched

	Period 0	Period 1	Period 2	Period 3
INSTRUCTION:				
	1367 P1DB	1367 P1DB	1367 P1DB	1367 P1DB
	0879 ID 8/9	0879 ID 8/9	0879 ID 8/9	0879 ID 8/9
	1367 P1DB	1367 P1DB	1367 P1DB	1367 P1DB
	0879 ID 8/9	0879 ID 8/9	0879 ID 8/9	0879 ID 8/9

5. Go to File/Import on the toolbar.



6. Choose Skyward from the options list. Click OK.



7. At the Import From window choose the path in your building to the location of the class lists. Click on the down arrow next to the "Look In" box. Select "My Network Places". If you don't see a shortcut to "Class Lists on RHJH-SRV-01P" you'll need to browse to it.
- Select Entire Network
 - Microsoft Windows Network
 - LWSD
 - RHJH-SRV-01P (you can type in the first 2 letters to jump straight to it)
 - Class Lists
 - 3rd Quarter
8. Your classes will be named GME or EGE + the first 3 letters of your last name + the first 2 letters of your first name. For example, GMESAUDO for Don Saul. (GME=Grade Machine or EGE=Easy Grade Pro)

9. Look for the single file with your name as in step 7 and double click it.
10. After *Grade Machine/Easy Grade Pro* imports your students you should see the student on the class list.
11. Be sure to save you new class. Go to the 'Save Class' button or File/Save Class on the toolbar.
12. Repeat these steps for each class you are importing. Your *GME/EGE* file on the file server contains all of your classes. However each class must be imported separately.