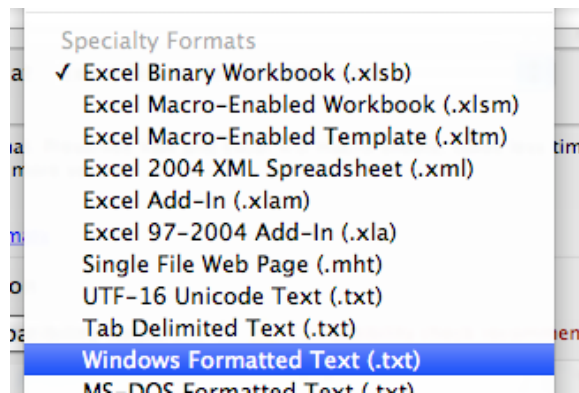


Offline Report Card Grading

1. Open the report card and enter at least one grade for each student and click on “Save and Return to Results”
2. At the summary page, click on the Excel icon to download the student list onto a spreadsheet
3. Open the spreadsheet and enter grades for students
 - Use capital letters for X, O, and S
 - Excel tips:
 - Freeze Panes (to always show student names and column headers when scrolling)
 - Click on cell B2 > Window tab > Freeze Panes
 - Text Wrapping (to show full name of each column header)
 - Select entire row 1 by clicking on the number 1 located to the left of cell A1
 - Format tab > Cells > Alignment tab > check Wrap text box > click OK
 - Auto Fill a column (to fill a column with same grade)
 - type a grade for first student > highlight cell > hover over bottom right of cell and you will see a black plus sign > click and drag down to copy grade for other students
4. When saving the spreadsheet, the file must be saved as a Windows Formatted text file (.txt)



5. Before importing the spreadsheet into DataDirector, go into the report card and delete the data entered in step 1
6. Click on “import data” link
7. Browse for the spreadsheet and click on Upload File Now
8. You will see a preview of your spreadsheet. At the bottom, select “Yes” to update records that already exist; click on Next

Required Specifications

Should data in the file be used to update records that already exist?

Yes, But Only Blank Fields

Yes, But Only Blank Fields

Yes, Overwrite Existing Fields

No, Keep All Existing Data

Cancel Next

9. Map the column headers in DataDirector with the column headers on your spreadsheet (*skip Student Name, but check all other columns*); click “Next”
10. At bottom of the screen, uncheck the “Save mapping” box and click on “Looks Good, Continue”
11. A message should appear saying that the file is being processed. When done, you will see a message saying that the process is complete
 - View “import completed” notification to see if there were any errors