



Easy Grade Pro 4: Import eSIS Class Lists

Create eSIS Format in Easy Grade Pro

This only needs to be done once. In the future you can skip this section!

1. Open Easy Grade Pro.

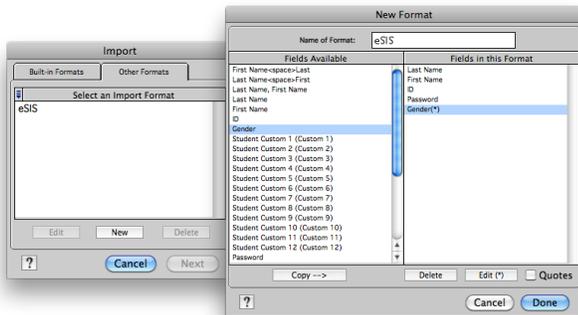
1. Go to the File menu, then Import....

2. Click the Other Formats tab.

3. Click the New button.

4. Type eSIS in the Name of Format box.

5. You can add fields to the list by double-clicking them in the list of **Fields Available**. They must appear in exactly this order: **Last Name, First Name, ID, Password, Gender**. If you accidentally add them in the wrong order, you can click and drag them up or down to re-order them.



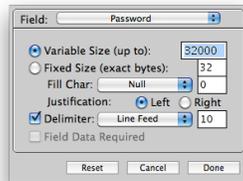
6. Highlight the Gender field, then click Edit.

7. From the Delimiter menu, pick Line Feed.

8. Click the Done button.

9. Click the Done button in the next screen.

10. Click Cancel to exit the import window.



Get Class List from eSIS

1. Go to the eSIS website with Safari or Firefox:

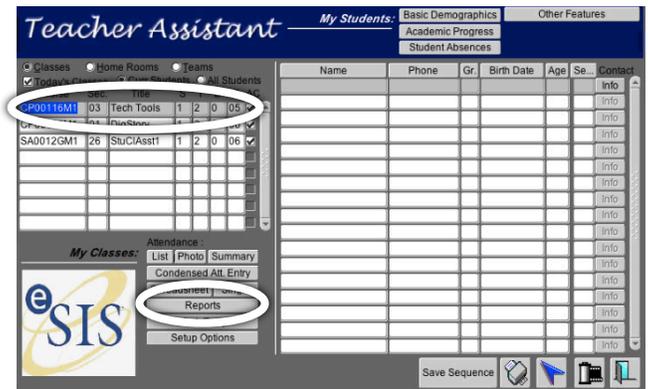
<http://www.4j.lane.edu/esis>

2. Select your favorite color and click it.

3. Log in with your eSIS name and password.

4. Select a class on the left side of the eSIS window.

5. Click the Reports button beneath your list of classes.



6. On the next screen, click Custom Reports.



7. Click the Class List for EasyGradePro button.



8. Click the Save As... button. You will be prompted to give the file a name and choose where to save it. You should select a unique name that makes it easy to identify this class. Please end the name with .txt

9. Click the printer button at the lower left corner of the window.



10. Read the FERPA warning and click YES if you agree to comply.

11. The file will now be saved to your computer.

Import Lists to Easy Grade Pro

1. Open Easy Grade Pro.

2. Go to the File menu, then Import....

3. Click the Other Formats tab.

4. Select the eSIS format and click Next.

5. Choose to import to a New Class.

6. Name the class and select a term.

7. Select the file you downloaded from eSIS.

8. Click Import Selected Records, then click OK.