

## IMPORTING CLASSLIST FROM eSiS TO EASY GRADE PRO

1) Go to the following link"  
<http://staff.4j.lane.edu/~soderholm/techsupport/esis2gm/esis2gm.html>  
(Leave this window open)

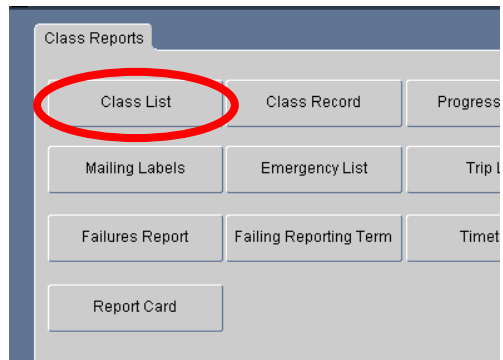
2) OPEN another browser window or tab & LOGIN to eSiS

3) Retrieve your classlists:

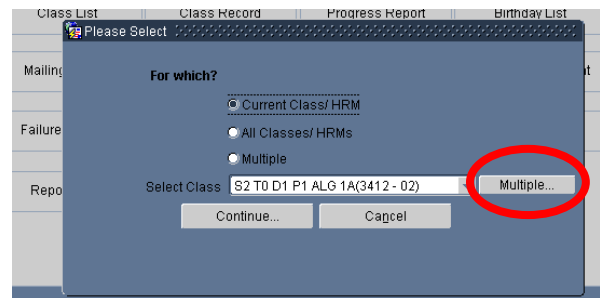
a) CLICK on "Reports"



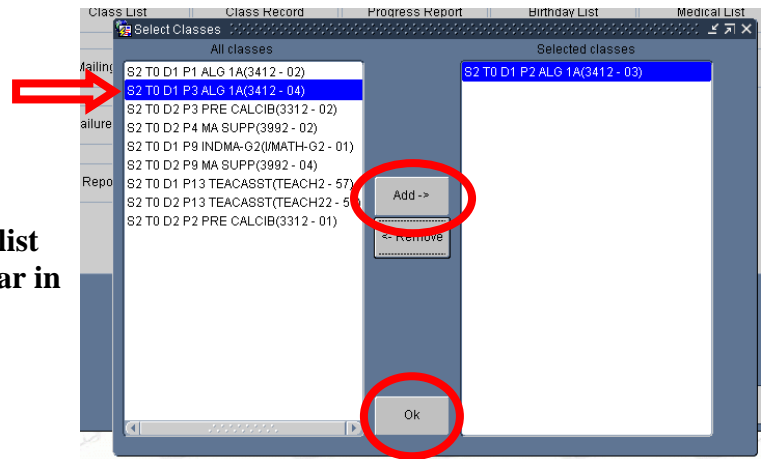
b) CLICK on "Class Lists"



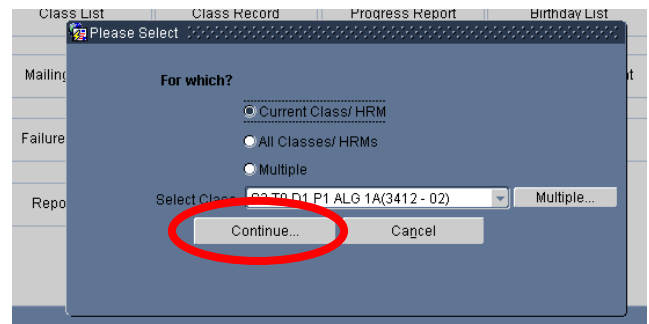
c) CLICK on "Multiple" button



- d) **SELECT** a class
- e) **CLICK** on "Add"  
-Repeat for each desire class list  
-Selected classes should appear in section on the right.
- e) **After** all classes are selected,  
**CLICK** on "OK"

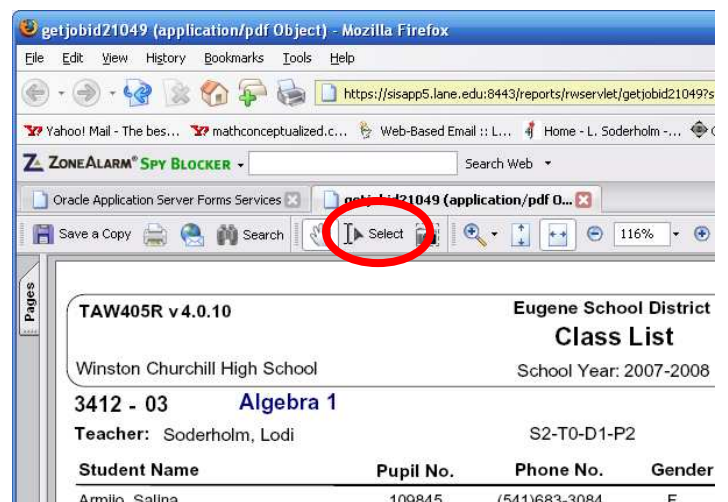


- f) **This** will take you back to the "Please Select" window  
**CLICK** on "Continue..."



- g) **A new window** should open with your class lists.  
(If this does NOT happen, you browser is set to "Block Pop-Ups".  
Change setting to allow for "sisapp5.lane.edu:8443" )  
**Select** one class at a time.

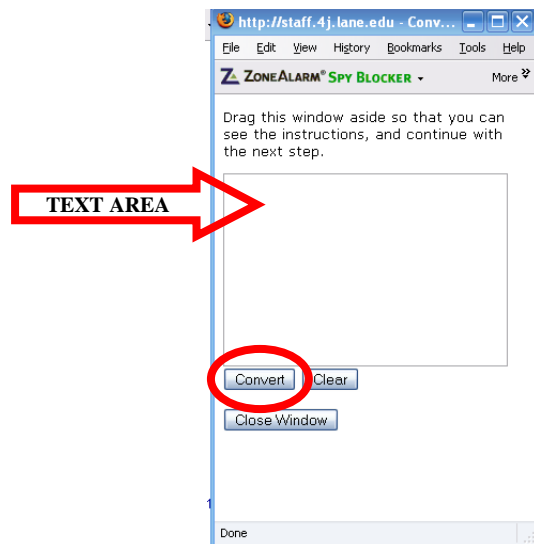
**CLICK** on the select text icon



- h) **HIGHLIGHT** student information for **ONE** class at a time.
- i) **COPY**
- 4) **CLICK inside** the text area of the "Convert" window opened in **STEP 1** above.

5) **PASTE**

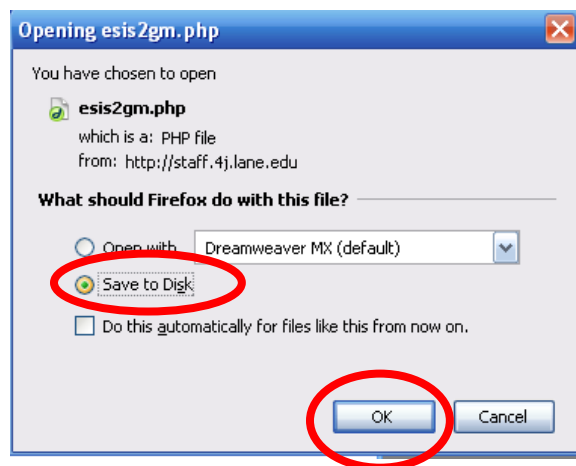
6) **CLICK** on "Convert"



7) **This will open the "Opening esis2gm.php" window.**

**CLICK "Save to Disk"**

**CLICK "OK"**



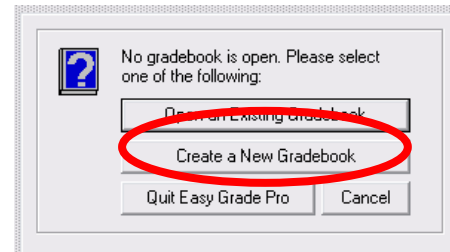
8) **This will save the file "esis2gm.php" to your desktop (or default folder). RENAME** the file with a meaningful name like "RedPer2.txt"  
**IMPORTANT: The filename MUST end with ".txt"**

9) **REPEAT** steps 3i through 8 for all the classes you wish to import.

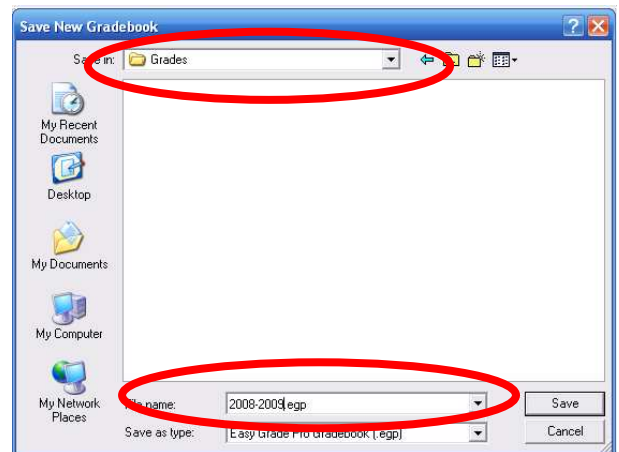
10) **CLOSE** all windows

11) **START Easy Grade Pro**  
(If a default gradebook opens, File → Close)

12) **CLICK on "Create a New Gradebook"**



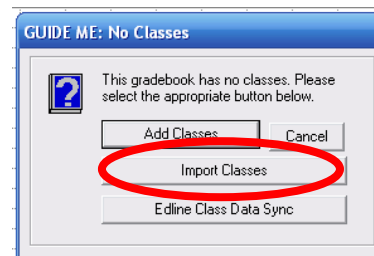
13) **SELECT desired folder to save the "Gradebook"**



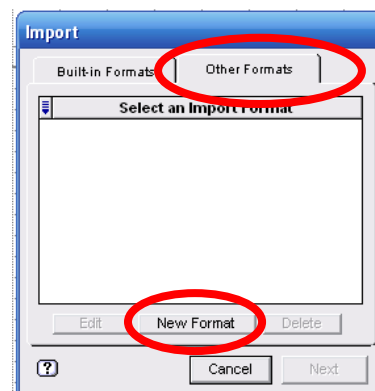
14) **TYPE Gradebook filename**  
(e.g. " 2008-2009Grades.egp")

15) **CLICK "Save"**

16) **"GUIDE ME" window should open.**  
**CLICK on "Import Classes"**



17) **SELECT "Other Formats" Tab**



18) **CLICK on "New Format"**

19) TYPE "ESIS" in the "Name of Format" box

20) From the "Fields Available" list on the left-side,  
- One at a time,  
SELECT each field  
- CLICK on "Copy"

MUST BE CHOSEN IN THIS ORDER:

"Last Name, First Name"

"ID"

"Student Custom 1 (Custom 1)"

"Student Custom 2 (Custom 2)"

"Gender "

(After you click "Copy", the fields should appear in the "Fields in this Format" list)

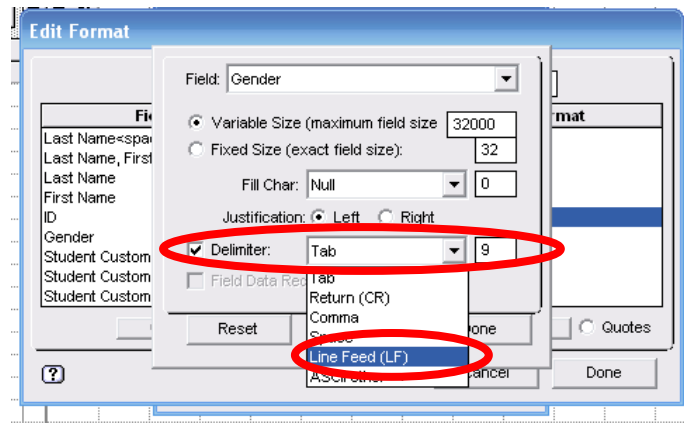
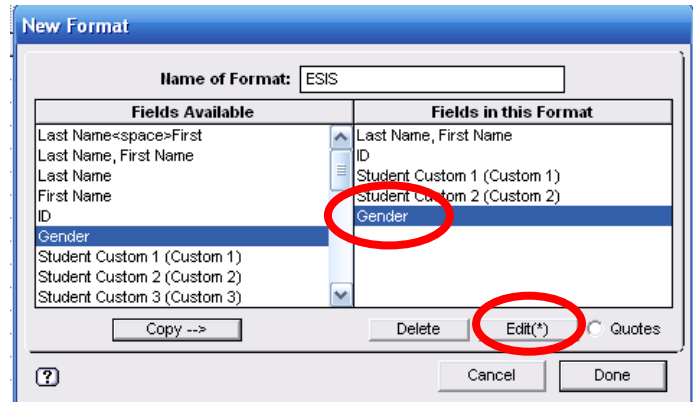
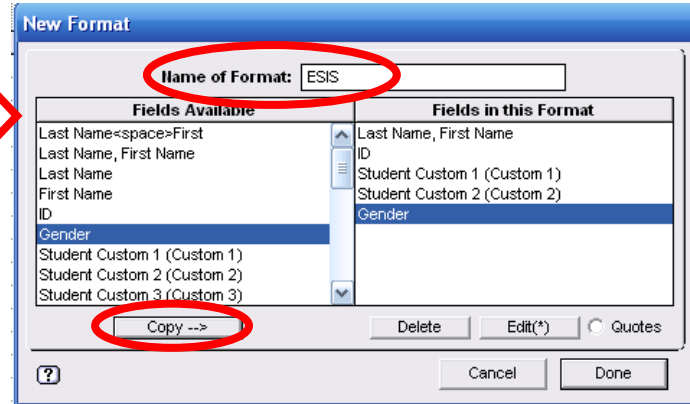
21) SELECT "Gender" in the from the right column.

22) CLICK on "Edit(\*)"

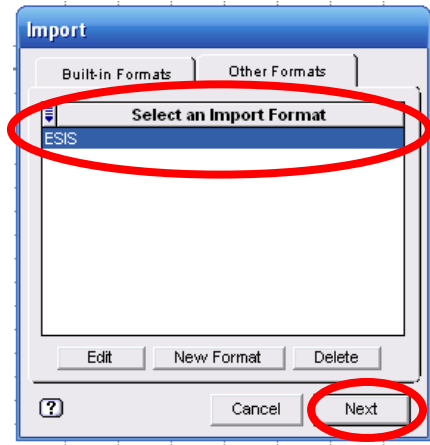
23) CLICK on the Delimiter drop-down Menu

24) SELECT "Line Feed (LF)"

25) CLICK on "Done" and "Done" again



26) SELECT the "ESIS" format

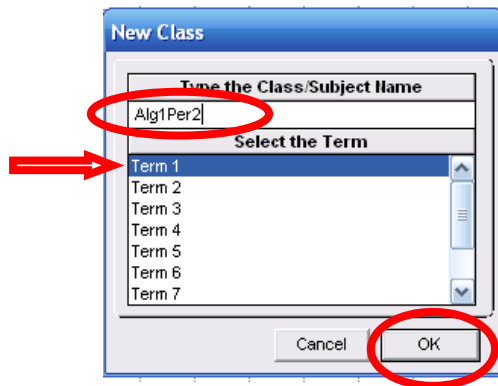


27) CLICK on "Next"

28) TYPE name of class

29) SELECT "Term"

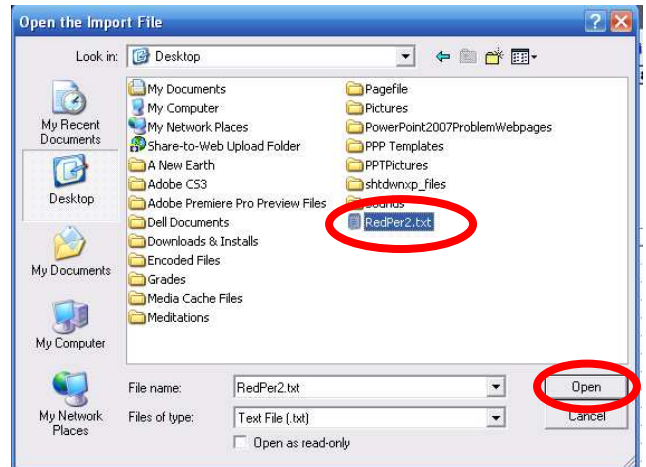
30) CLICK on "OK"



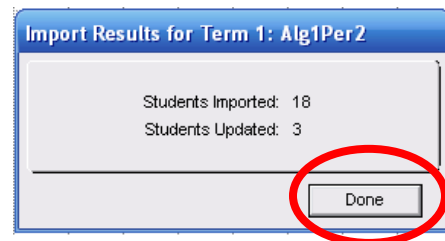
31) SELECT previously saved ".txt" file  
(From Step 7 & 8 above)  
As in given example: "RedPer2.txt"

32) CLICK on "Open"

33) CLICK on "Import Records"



34) **CLICK** on "Done"



35) **Your classlist should now be successfully imported in to EasyGrade Pro**

36) **REPEAT** steps 26 – 34 for each class

