Easy Grade Pro (EGP)

Importing Students from ClassRoll

- 1. Downloading student data from ClassRoll:
 - Login to ClassRoll at: <u>https://www1.baylor.edu/ClassRoll/</u>
 - Select the Desired Term from the first drop-down box
 - Your courses will be listed at the bottom of the page → select the "Easy Grade Pro File" link to the right side of the appropriate course.
 - Make sure the "Save File" option is selected in the dialog box that appears and click "OK".
 - Most web browsers will download the text file to your Downloads folder. Make sure you can find the file on your computer before trying to import it into EGP (below).

2. Importing student data into EGP:

• Open EGP and click "Create a New Gradebook."



• Name the gradebook and select "Save."

Koberts	, Nathan 🖡 My Documents 🖡 Easy Gra	de Pro 🕨		▼ * <i>†</i>	search Easy Grade Pro	
Organize 👻 New fol	der				8≡ ▼	0
🔆 Favorites	Name	Date modified	Туре	Size		
🧮 Desktop	🗼 Gradebook Backups	9/21/2012 4:48 PM	File folder			
🌆 Downloads	🎉 Misc EGP	9/28/2012 1:26 PM	File folder			
Recent Places						
🛜 Libraries						
Documents						
J Music						
E Pictures						
Videos						
Computer						
🟭 Local Disk (C:)						
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-	G 11 1 F 110010					_
File name: My	Oracebook - Fall 2012					
Save as type: Easy	Grade Pro Gradebook (.egp)					

• Select "Import Classes" from the Guide Me box.



• Select the "Easy Import" of Students and click the Next button

Built-in Forr	mats Other Formats
S	elect an Import Format
Import from a	an EGP gradebook
Easy Import	of Students
Edit	Nisw Format Delete

• Add your class name and select the term

Type the C	lass/Subject Nar	ne
Course 123 Fall 2	012	
Sele	ect the Term	
Term 1		
Term 2		1
Term 3		E
Term 4		17
Term 5		1.00
Term 6		
Term 7		1

• Select your .txt file and open



- Name your format (such as Standard)
- Next you must identify the student name fields from the data file you are importing. To do this, locate the name fields on the left side of the chart (these are from the data file) and select the corresponding gradebook field (such as First Name) from the drop-down box to the right side.



• When you have identified the first and last name fields and the ID field click the Next button

Name of I	Format:	Roster to EGP	
Record 1 of 11	4	Identify Name (other fields optional)	
Last	\rightarrow	Last Name 💌	
First	\rightarrow	First Name 💌	
ID	\rightarrow	D 🔻	
	\rightarrow		
	\rightarrow		
=3	\rightarrow		
	\rightarrow		

• Preview your import and click the line with the column headings (Last/First/ID) so that the line is no longer highlighted.

Last Name	First Name	D
Last	First	
Sim	Keeho	834352513
Peery	William Joseph	890026956
Seago	Larisa G.	889451560
Parker	Brianna Katrice	891439800
Barrett	John	891057464
Mizuta	Jonathan Juichi	889415424
Zhong	Zhifeng	890940206
Bruz	Miranda Zapor	891128180
Tapley	Lauren Lea	889722013
Hines	Jason Alexander	891334927
-		

• Then click "Import Records."

Last Name	First Name	D
ast	First	ID
im	Keeho	890052513
eery	William Joseph	890026956
eago	Larisa G.	889451560
arker	Brianna Katrice	891439800
lamett	Jehn	891057464
lizuta	Jonathan Juichi	889415424
tiong	Zhifeng	890940206
Füz	Miranda Zapor	891128180
apley	Lauren Lea	889722013
ines	Jason Alexander	891334927
	c	ancel Import Records

• Click "Done."

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• The program will ask if you want to import again. If you do not need to add another class, hit "no." *You should be able to see your students on the first column of the gradebook.*