

## IMPORTING FCCC GRADES INTO HOME SCHOOL HISTORICAL GRADES

### 1) Please read this important information BEFORE doing any importing.

- a) FCCC has created a “tab delimited text file” for home schools to use to import into Historical Grades in your PowerSchool server.
- b) It is necessary for the home school to do some clean up to these files prior to importing them into Historical Grades. **Do NOT import the files until this clean up has been done.**
- c) It is absolutely imperative that a counselor or administrator who knows about credit type, gpa, etc., be involved in the review of this file prior to importing.

### 2) Preparing the file:

- a) Save the FCCC file to your desktop, but do NOT open it yet.
- b) To prevent corruption of the file, you must launch Excel before opening the TXT file.
- c) Next, select File > Open.
- d) Browse for the file, making sure you have selected “all files”.
- e) Select the FCCC TXT file from your desktop and open it.
- f) From the new pop up, select “Next” and then “Next” again.
- g) The first column appears black.
- h) Select “Text” radio button for Data Format.
- i) Holding the shift key down, slide the scroll bar to the right to include all columns.
  - i) **If you are using a MAC**, columns turn black as you slide to the right.
  - ii) **If you are using a PC**, slide the scroll bar all the way to the right while holding down the shift key, and **click** on the last column. All columns should turn black.
- j) When all columns are black, select “**Text**” for Column Data Format.
- k) Click “**Finish**” to place the data into excel without corrupting it in any way. This is crucial for the data to be correct!
- l) Your spreadsheet is now in a text format with all date elements preserved. You should now see the file with all 19 column headers.

### 3) Updating the Excel file: This is the point at which a counselor or administrator needs to review steps (a-e), and update the columns prior to importing.

- a) Evaluating the Grade and GPA Points columns – FCCC gives +’s and -’s, but is on a straight 4, 3, 2, 1 quality point scale. Many districts give quality points for +’s and -’s, such as A- = 3.666, not a 4.0. C- = 1.666, not a 2.0. So, if you want your students to get the appropriate quality points for their GPA calculations, you may have to adjust some quality points in that column.
- b) Complete the “credit type” column - FCCC does not track credit types. You need to complete your credit types, as this becomes an important field linked to Graduation Planner and “object reports”.
- c) Review the last 3 columns - “Excludes”. 0 (zero) means “False”; 1 means “True”. If the “Exclude from GPA” column contains 0, that means the radio button in stored grades will be set to “include” after the import. Likewise for the other 2 columns. If you truly want to “exclude” some of these courses from GPA, Rank, Honor Roll, then you change the 0 to a 1.

### 3) Updating the Excel file (continued):

- d) Verify the student numbers - Confirm that they match the student numbers you have in your PS server. Most will likely match, but there could be some new ones issued by you and/or FCCC. If you see a mismatch, change it to **your** student number so the records get imported correctly!
- e) Please add a column header entitled: GPA\_Custom1 - This column needs to be added and completed so the import fills the "Ohio Core Area" which is needed for EMIS. If you edit a Historical Grade record, this field appears at the bottom of the page.
- f) Delete Home School column
- g) Delete Name column
- h) Change SchoolID column from "12047" to your High School's PowerSchool Number.
- i) Delete course number column (unless you want these FCCC courses in your school catalog)
- j) **Very Important!** - Save the excel workbook file back to a "tab-delimited text" file for importing purposes.

### 4) IMPORTING THE FILE

- a) Make sure you are in the high school building
- b) Select "special functions > "Importing and Exporting" > "Quick Import"
- c) In the "Select a Table" box, use the drop down list and select "Historical Grades"
  - i) **Character set:**
    - If on a MAC**, select Mac Roman
    - If on a PC**, select Windows ANSI
- d) Browse – search for your file – open it
- e) Check "Suggest Field Map"
- e) Click on "Import"
  - i) The mapping screen will come up. This should map well, the [1]student\_number might come up and you can select from the drop down list "student\_number"
  - ii) Make sure everything on the screen is mapped.
- f) The radio button needs to be set to "Add imported rows"
- g) Set check box to "Exclude first row"
- h) Click "Submit"

### 5) Results from the import:

Error messages will appear in red. Do not ignore any errors. Either print the import results for reference or record notes of the student number and why it did not import.

There may be an occasional duplicate student ID, and your counselor is going to need this. The student that errors out will need to have records updated by hand.