

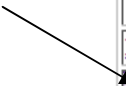
Converting Daedalus to Easy Grade Pro

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Technology

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Follow these directions to turn your class list in Daedalus into an Easy Grade Pro Gradebook.

1. Unfortunately you can't go directly from Daedalus to Easy Grade Pro(EGP) so we have to use a go between. Login to your Daedalus account (<http://admin-clevelandhs.theschoolsystem.net>)
2. Click on Text Class List on the menu on the right



Your Classes	Communicate With Students/Parents	Textbooks
Photo Classlists / Seating Plan	Email to Your Classes	Classlists with owed textbooks
Text Classlists	Upload files for your students	
Grade Book	Post/Email Assignments	
Progress Report	Control your classes' web pages	
Student Data	Look up Student from Bounced Email Address	

3. Just click through the next screen by choosing Submit at the bottom
4. Highlight the first class of students being sure not to get the column headers

Code	Section	Period	Last	First	ID	Official	Advisor	OSIS
SL1HNAF	87	8	Alvarez	Thomas	0	S1N SMITH	270139785	
SL1HNAF	87	8	Andujar	Joshua	0	S1N SMITH	268133964	
SL1HNAF	87	8	Bianchi	Gregory	0	S1N SMITH	269601860	
SL1HNAF	87	8	Castillo	Klarissa	0	S1N SMITH	265690644	
SL1HNAF	87	8	Del Rosario	Marilyn	0	S1N SMITH	270066368	
SL1HNAF	87	8	Diaz	Nicole	0	S1N SMITH	269454302	
SL1HNAF	87	8	Garcia	Miguel	0	S1N SMITH	270101967	
SL1HNAF	87	8	Gonzalez	Jonathan	0	S1N SMITH	274066935	
SL1HNAF	87	8	Gorska	Danuta	0	S1N SMITH	207022823	
SL1HNAF	87	8	Grullon	Lilibeth	0	S1N SMITH	270197247	
SL1HNAF	87	8	Guzman	Mirka	0	S1N SMITH	269591772	
SL1HNAF	87	8	Hernandez	Antony	0	S1N SMITH	265400028	
SL1HNAF	87	8	Hernandez	Joshua	0	S1N SMITH	269702536	
SL1HNAF	87	8	Khan	Ameera	0	S1N SMITH	219430634	
SL1HNAF	87	8	Knack	Amandah	0	S1N SMITH	270355688	
SL1HNAF	87	8	Lee	Linda	0	S1N SMITH	270066889	
SL1HNAF	87	8	Morales	Yokukimy	0	S1N SMITH	205179286	
SL1HNAF	87	8	Morgan	Christina	0	S1N SMITH	265758758	
SL1HNAF	87	8	Murphy	Robert	0	S1N SMITH	269974523	
SL1HNAF	87	8	Ochoa	Josiah	0	S1N SMITH	268682622	
SL1HNAF	87	8	Paulino	Clarissa	0	S1N SMITH	274105931	
SL1HNAF	87	8	Pena	Arturo	0	S1N SMITH	203579321	
SL1HNAF	87	8	Perna	Giovanni	0	S1N SMITH	270180490	
SL1HNAF	87	8	Ramos	Christopher	0	S1N SMITH	274752146	
SL1HNAF	87	8	Rivera	Ciana	0	S1N SMITH	270226566	
SL1HNAF	87	8	Robles	Brandon	0	S1N SMITH	268964988	
SL1HNAF	87	8	Roman	Devin	0	S1N SMITH	270102031	
SL1HNAF	87	8	Schmidt	Christopher	0	RIA ROSARIO	219427119	
SL1HNAF	87	8	Sierra	Luis	0	S1N SMITH	270140638	
SL1HNAF	87	8	Taveras	Yamilex	0	S1N SMITH	269825717	

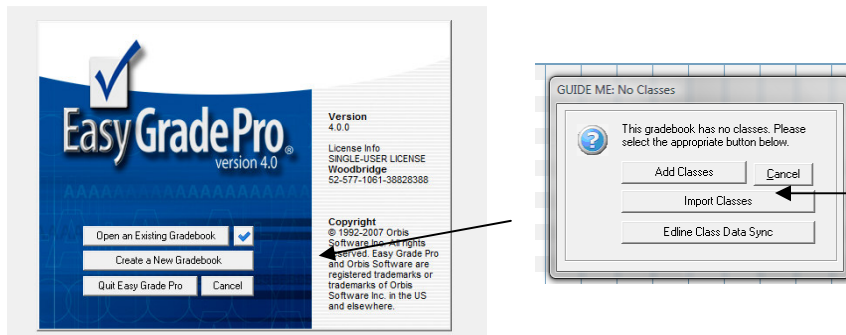
5. Open Microsoft Notepad
 - a. Windows XP: Start Button → Accessories → Notepad
 - b. Windows Vista or 7: Start Button → Type Notepad in the bottom box with magnifying glass
6. Paste your Excel Data into Notepad
 - a. Select Edit from the Menu Bar and then Paste.
 - b. Your data should look messy (see example below), but each of the columns is actually separated by tabs.

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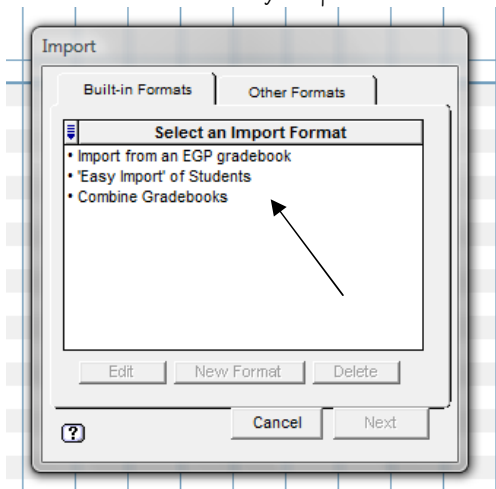
per 2.txt - Notepad
File Edit Format View Help
SL1HNAF 87 8 Alvarez Thomas 0 SIN SMITH 270139785
SL1HNAF 87 8 Andujar Joshua 0 SIN SMITH 268133964
SL1HNAF 87 8 Bianchi Gregory 0 SIN SMITH 269601860
SL1HNAF 87 8 Castillo Klarissa 0 SIN SMITH 265690644
SL1HNAF 87 8 Del Rosario Marilyn 0 SIN SMITH 270066368
SL1HNAF 87 8 Diaz Nicole 0 SIN SMITH 269454302
SL1HNAF 87 8 Garcia Miguel 0 SIN SMITH 270101967
SL1HNAF 87 8 Gonzalez Jonathan 0 SIN SMITH 274066935
SL1HNAF 87 8 Gorska Danuta 0 SIN SMITH 207022823
SL1HNAF 87 8 Grullon Lilibeth 0 SIN SMITH 270197247
SL1HNAF 87 8 Guzman Mirka 0 SIN SMITH 269591772
SL1HNAF 87 8 Hernandez Antony 0 SIN SMITH 265400028
SL1HNAF 87 8 Hernandez Joshua 0 SIN SMITH 269702536
SL1HNAF 87 8 Khan Ameerah 0 SIN SMITH 219430634
SL1HNAF 87 8 Knack Amandah 0 SIN SMITH 270355688
SL1HNAF 87 8 Lee Linda 0 SIN SMITH 270066889
SL1HNAF 87 8 Morales Yokukimy 0 SIN SMITH 205179286
SL1HNAF 87 8 Morgan Christina 0 SIN SMITH 265758755
SL1HNAF 87 8 Murphy Robert 0 SIN SMITH 269974523
SL1HNAF 87 8 Ochoa Josiah 0 SIN SMITH 268682622
SL1HNAF 87 8 Paulino Clarissa 0 SIN SMITH 274105931
SL1HNAF 87 8 Pena Arturo 0 SIN SMITH 203579321
SL1HNAF 87 8 Perna Giovanni 0 SIN SMITH 270180490
SL1HNAF 87 8 Ramos Christopher 0 SIN SMITH 274752146
SL1HNAF 87 8 Rivera Ciana 0 SIN SMITH 270226566
SL1HNAF 87 8 Robles Brandon 0 SIN SMITH 268964988
SL1HNAF 87 8 Roman Devin 0 SIN SMITH 270102031
SL1HNAF 87 8 Schmidt Christopher 0 RIA ROSARIO 219427119
SL1HNAF 87 8 Sierra Luis 0 SIN SMITH 270140635
SL1HNAF 87 8 Taveras Yamilex 0 SIN SMITH 269825717
SL1HNAF 87 8 Urbano Kimberly 0 SIN SMITH 270216344
SL1HNAF 87 8 yavorsky Roman 0 SIN SMITH 208493569

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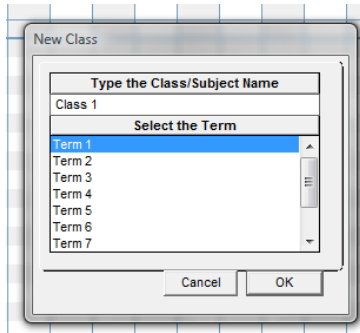
7. Save this file so you can find it again. In this example I'll use class1.txt
8. If you are doing more than one class, repeat steps 4-7 giving each Notepad file a different name.
9. Start Easy Grade Pro
10. Select Create New Grade Book



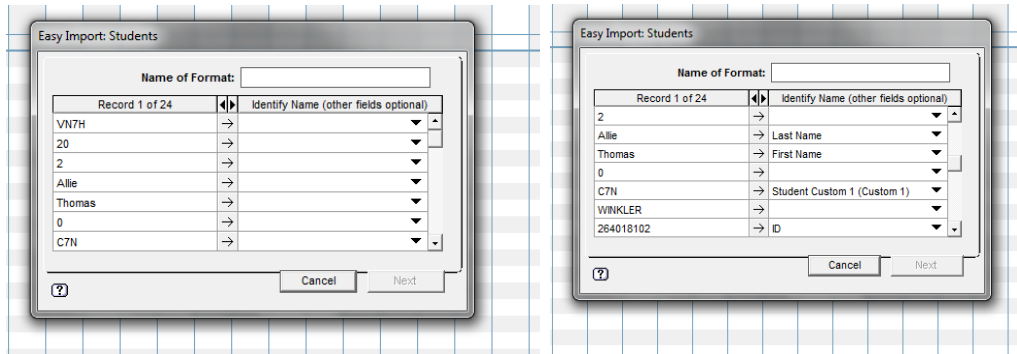
11. Select Create New Grade Book then Import Classes
12. Select 'Easy Import' of Students, Click Next



13. Fill in a Name for the Class, I'm using Class 1
14. Select the Terms, I only start with Term 1
15. Click OK



16. Select the file that you created in Notepad and Open it
17. Name the format (I used Daedalus)
18. Use the pull downs to identify each field. (See the screenshots)
19. Click Next



20. Click through the next two screens
 - a. Click on Import Records
 - b. Click on Done
21. If you have more classes to do you may import them now.
22. Use the class options to setup the classes as you would normally.