



*Aeries* Student Information System  
Importing Grades into Aeries - Procedures  
November 6, 2001

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The **Importing Grades** form is utilized to import text files containing grades for students that was created from an outside third party Grade Book application vendor. This process is designed to merely replace the scanning or hand entering of grades into Aeries!

The process for using this form works the same in Aeries for four supported third party grade book applications. The only difference is the structure of the input text files, such as the field order, data types, etc. The order that the third party applications display on the form is in the order in which this interface was written.

For each vendor the form defaults the input table name. The default names of the text files are:

Misty City Software's - Grade Machine: **GMGRADES**

Excelsior Software's – Pinnacle: **PINNACLE**

Jackson Software's - Grade Quick: **GQEXPORT**

Jay Klein Productions - Making the Grade: **MTGRADE**

**CREATE OR  
UPDATE GRD  
TABLE**

Prior to utilizing this application and importing the actual grades the Grade Reporting File or **GRD** table **must** have already been created or updated for the current grading period.

**CREATE  
DATABASE  
BACKUP**

It is also extremely important that a backup is created of your current database before beginning this process, especially the first time you go through it!

**COLLECT  
TEXT FILES**

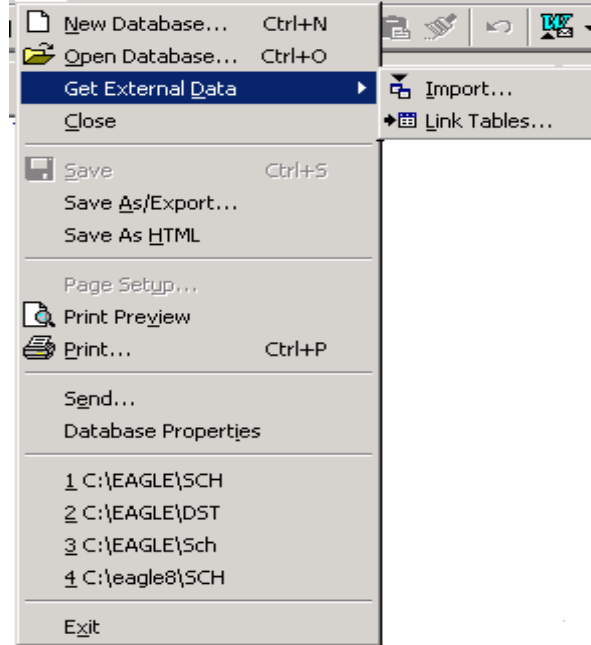
You must be sure to gather each individual text file from your teachers, manually or electronically depending on your third party software. There may only be one text file or many text files. If one of the text files does not have the default file name as displayed above, rename one of the file names. You are now ready to import the file or files into an Access database.

Please be aware that Eagle Software's objective is to provide their users with documented procedures, such as the one that follows, in an attempt to expedite the steps necessary to accomplish certain tasks within *Aeries*™. However, Eagle Software recognizes that each school and district using *Aeries*™ has established their own unique guidelines and policies.

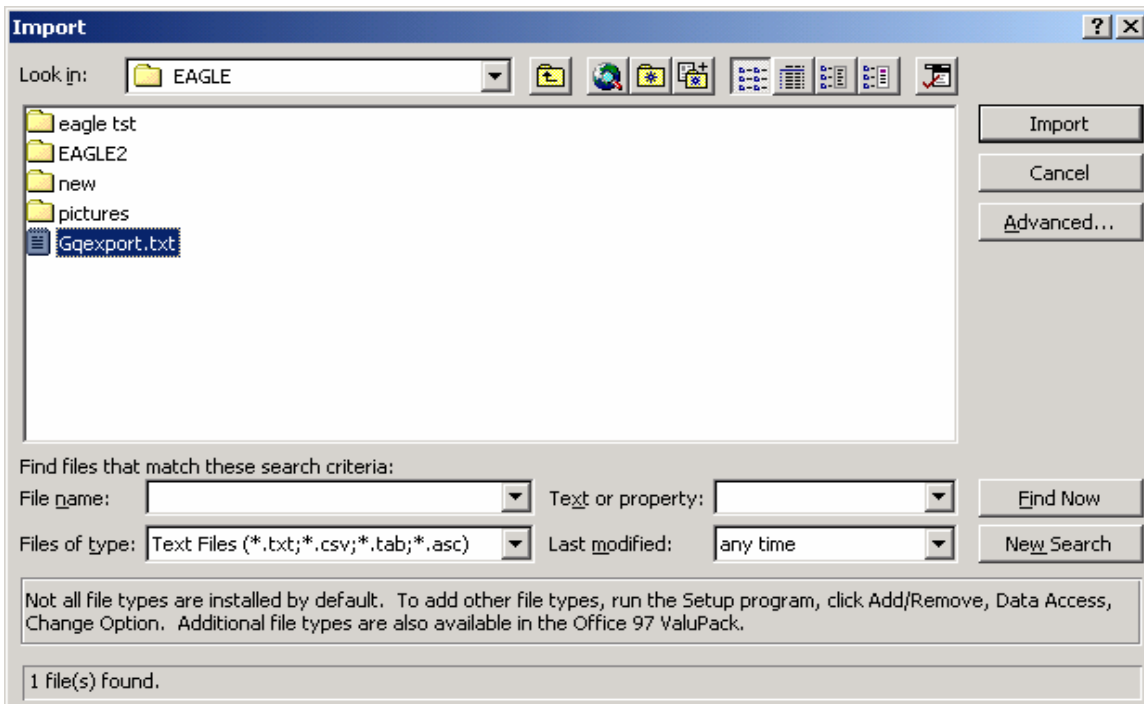
By using these procedures you assume full responsibility for the appropriate application, the results of their use, any impact upon your database and conforming to all guidelines and policies that have been established by your school or district.

**PREPARE  
TEXT FILE -  
IMPORT INTO  
AERIES**

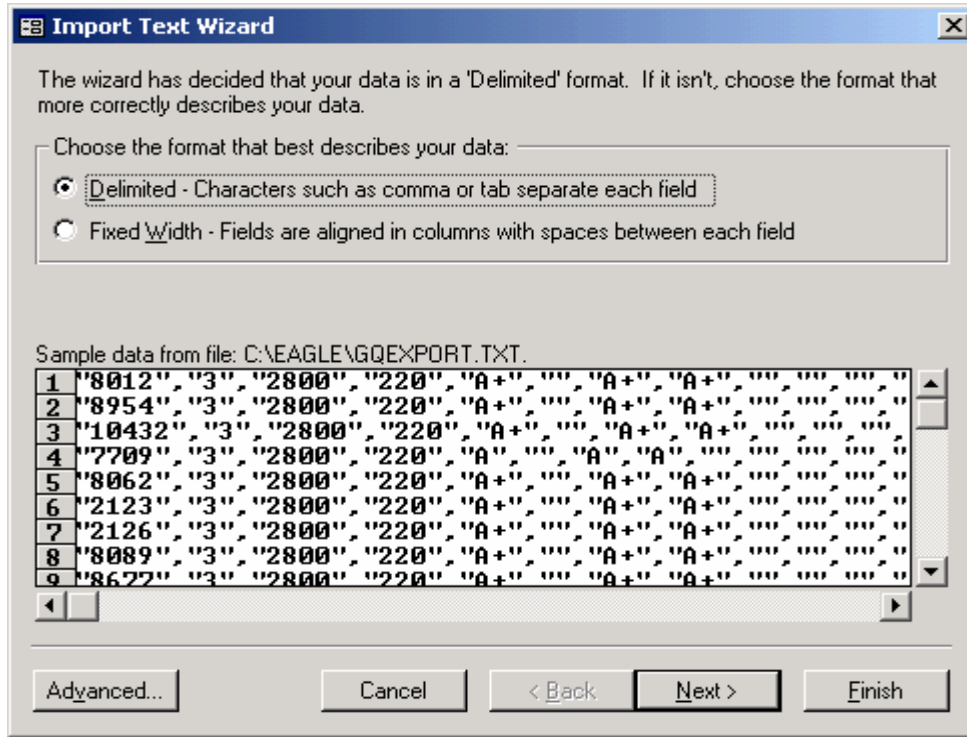
The text files can be imported into the Access database used daily in Aeries', which is the SCH.MDE. From within Aeries, access the database window using F11. Click on the Table Tab. Click the mouse on **File, Get External Data and Import.**



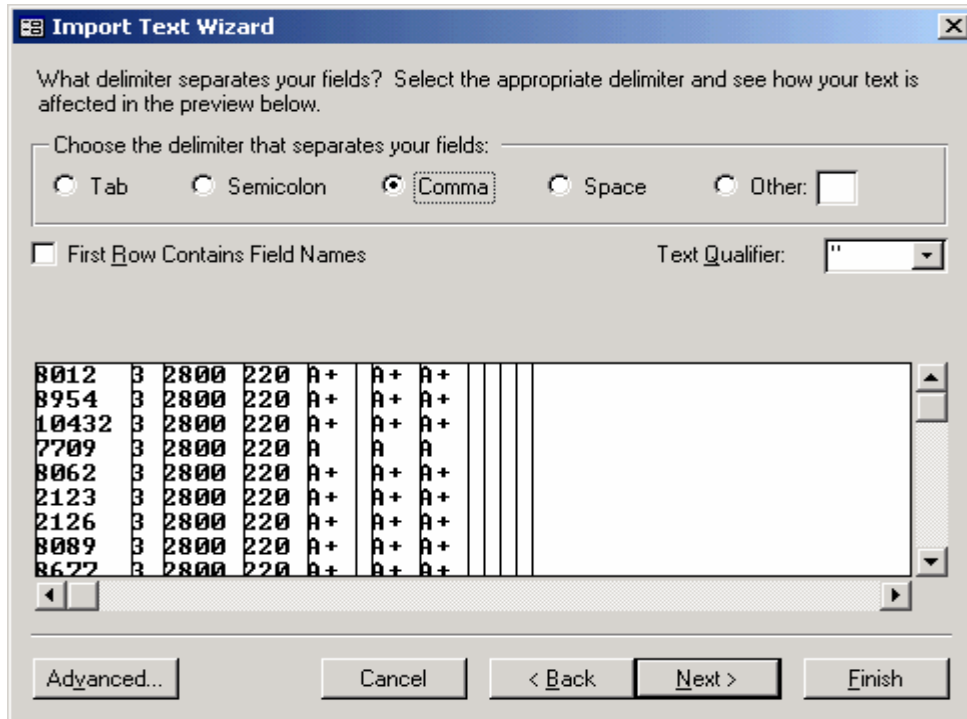
Click the mouse on **Files of Type** and select **Text Files**. Browse to where the grade book text files are stored and select the grade file, for example, **GQEXPORT.TXT**. Click the mouse on **Import**.



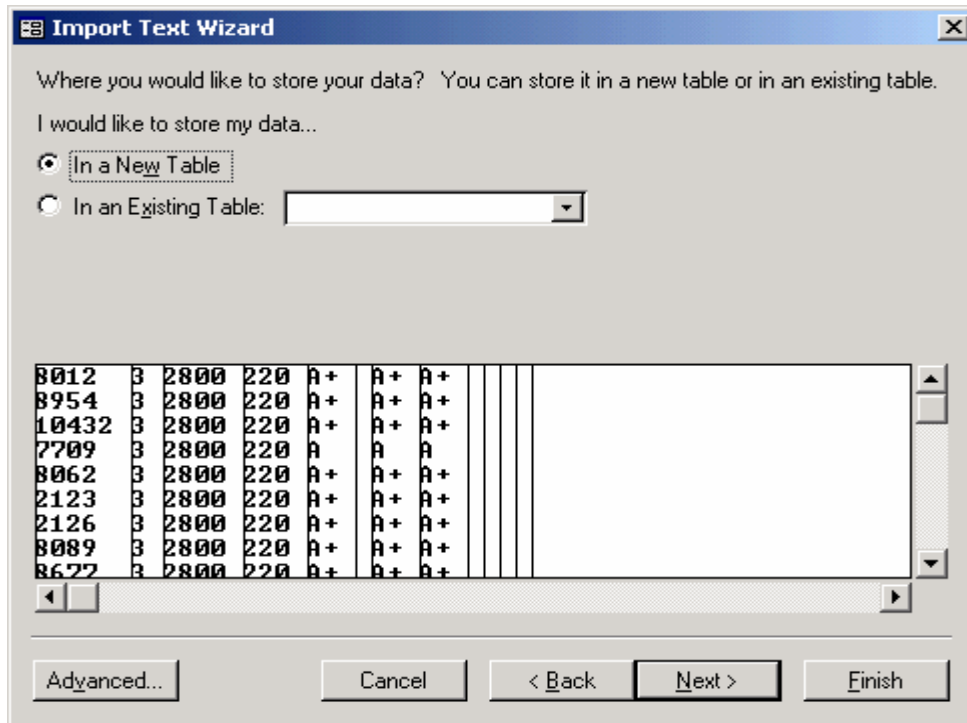
The **Import Text Wizard** will display. Select the format for the data within the text file being imported, which includes Comma or Tab Delimited. Click the mouse on **Next**.



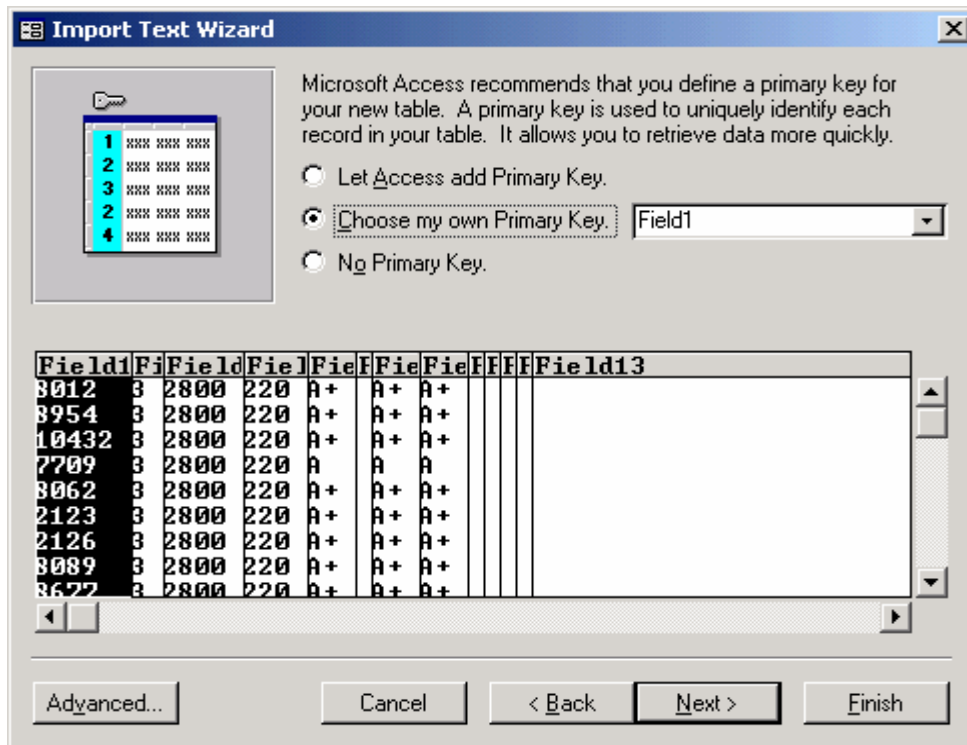
Select the delimiter that separates the fields and click **Next**.



Select whether this data will be stored in a new or existing table and click **Next**.



Select whether Access will add a Primary Key or choose your own Primary Key.



If you choose to select the primary key use the student number.  
 Select the field name and click **Next**.

You can specify information about each of the fields you are importing. Select fields in the area below. You can then modify field information in the 'Field Options' area.

Field Options:

Field Name:  Data Type:

Indexed:   Do not import field (Skip)

Field1	Field2	Field3	Field4	Field5	Field6	Field7	Field8	Field9	Field10	Field11	Field12	Field13
8012	3	2800	220	A+	A+	A+						
8954	3	2800	220	A+	A+	A+						
10432	3	2800	220	A+	A+	A+						
7709	3	2800	220	A	A	A						
8062	3	2800	220	A+	A+	A+						
2123	3	2800	220	A+	A+	A+						
2126	3	2800	220	A+	A+	A+						
8089	3	2800	220	A+	A+	A+						
8622	3	2800	220	A+	A+	A+						

Advanced... Cancel < Back Next > Finish

Click **Finish** to **Import to Table**.

That's all the information the wizard needs to import your data.

Import to Table:

I would like a wizard to analyze my table after importing the data.

Display Help after the wizard is finished.

Advanced... Cancel < Back Next > Finish

**MULTIPLE  
TEXT FILES**

If there is only one text file with all of the grade records for all of your teachers the importing is complete. But if there are multiple text files, each of the teacher's text files that must be imported taking note of any errors. Make sure that for each additional text file, you select the option **Append to Existing Table: GQEXPORT**.

Be careful not to import any of the text files more than once. After all text files are imported the new table should be verified. This table will show the information from the text files in columnar format. Scan the data to make sure all appears correct – remember the **GRD** table is about to be updated with this information for the students in your database.

You must also note which 'column' in the table has your grade reporting mark(s) that will be placed into Aeries **GRD** table. For instance: The first column (Field1) might contain the Student #, second column (Field2) is Period, third (Field3) is Course Id, and the fourth (Field4) is Teacher Number.

Columns five through eleven might contain either letter grades or blanks. Different grade book applications have a different number of 'grade' fields, but you **MUST** be sure which field has the 'current' grades you want to update into Aeries!

**CREATE  
TABLE IN  
ACCESS  
INSTEAD**

If more than one text file needs to be imported, which could be a large amount for some of the grade book applications, it is highly recommended that a new database be created in Access and the text files imported into a table.

After the table is created it is important that you compact AND backup this Access database to ensure that a permanent copy is created and saved. This will ensure you do not lose any work performed!

## IMPORT GRADES

Once you are satisfied that the input table information is complete and correct, you are ready to import this information into your **GRD** table. From the **View All Forms** button, select the **GRD** section, and the Form: **Import Grades**.

Select the Grade Book being used from **Option 1** and the default table name will automatically display. If your text files were imported into a database other than: "C:\Eagle\SCH.MDE" change **Option 2** Full Path and Database Name.

If you imported your text files into a different table change **Option 3** to the name of the table. The form will verify that the table specified exists in the database selected.

Import Grades from third party Grade Book Application

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1. Select a third party Grade Book application: 3 Jackson Software's - Grade Quick

2. Full Path and Database Name: C:\EAGLE\SCH.MDB

3. Name of the table that contains the input grade data: GQExport

4. Update the Grade (GRD) table with the input tables grade information: Update

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When you have the correct database and table name, click on the **Update** button. Warning messages will display for any invalid data. The program checks for valid **STU#’s**, **Course Id’s**, **Teacher #’s**, and **Periods**. It also verifies that the Marks are valid. The program will update an existing **GRD** record if one already exists otherwise a new **GRD** record will be added. When completed, totals will display.



### NOTE:

It is vitally important that the verification sheets are printed and distribute to the teachers for verification of grades! Remember this is a method of inputting data into Aeries; errors in the input file need to be caught **BEFORE** report cards are printed! The verification sheets are designed to catch these errors.