

Exporting Grades from MicroGrade to Aeries

4/24/02

Many MicroGrade users have imported student data from Aeries into MicroGrade. In fact, the book *Exploring MicroGrade* by Joe Austin contains a chapter detailing the process of importing student data from Aeries. Exporting letter grades from MicroGrade back to Aeries is also an easy process.

Three items of information that may not have been imported from Aeries are needed to export data back to Aeries. These are the course number, the period, and the teacher number. It is simple to add these to the query described in Joe's book. Just add MST.PD, MST.CN, and MST.TN before the "IF" in the example shown on page 93. MicroGrade has special data fields that these can be imported into. They can be edited in the Modify Grading Periods dialog and are named Code 1, Code 2, Code 3, and Code 4. If you add these to the Aeries Query when you export data at the start of a term you can automatically import them into the Code fields. If you don't have these three fields in an existing MicroGrade file you can manually enter them in the Modify Grading Period dialog. For simplicity in doing the export to Aeries use Code 1 for period, Code 2 for Course number, and Code 3 for teacher number. In some cases these numbers have leading zeros. If they do be sure to include them in the code fields so they match what Aeries expects. The success of this procedure also depends on the student ID number in MicroGrade matching the student number in Aeries. If you imported student data from Aeries this will be taken care of. If you entered student records by hand you will need to carefully verify that the correct ID numbers are being used, including leading zeros.

When you are ready to export grades to Aeries use General Export in the File menu. The dialog will look as follows once it is filled in properly.

General Export for Grading Period: % Cats&Assigns

General: Student: Max Points:
Percent: Letter Grade: Raw Score:
Assignment Date: Attendance Codes: Student Attrs:

<<ID>><<Code 1 >><<Code 2 >><<Code 3 >><<Letter:Overall Grade>><<Letter:Midterm Exam1 >>

Special Situations

Click "Students" to export students in the MicroGrade "Import Students..." format.
 Choose an assignment from the menu and click "Scores" to export scores in the MicroGrade "Import Scores..." format.

Students To Export: 6 Selected Out Of 6

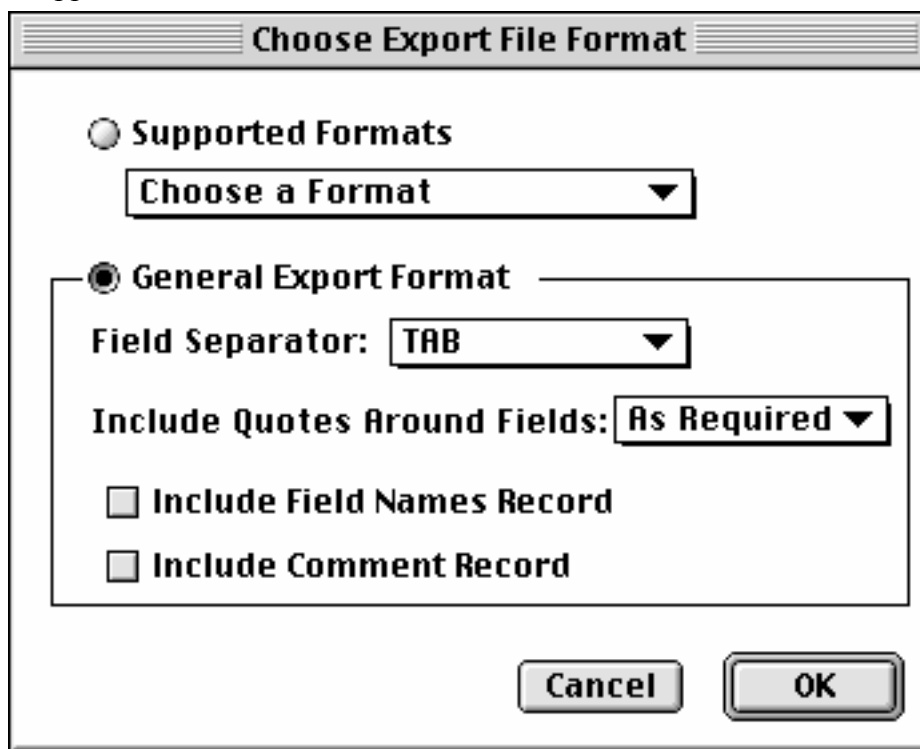
To create the export statement perform the following steps:

1. From the Student pop-up menu choose ID.
2. From the General pop-up menu choose Code 1, then Code 2, and then Code 3.
3. From the Letter Grade popup choose the letter grades you want to export.

You can export as many as nine letter grades to Aeries although it is unusual to use more than two or three. The exact order the letter grades are exported should be coordinated with the person that manages the Aeries system. It is important that all MicroGrade users follow this same order so that each teacher's grades will be interpreted properly.

Once you have the export statement like you want it can be saved using the Save Template button at the bottom of the dialog. Then you can use it again by simply clicking the Open Template button.

When the export statement is like you want click the Export button and the following dialog will appear.



Be sure the dialog is set as shown and then click OK. A standard save dialog will appear allowing you to choose a name and location for the export file. You may want to check with the person that manages the Aeries system to see how the file should be named.

The file can then be sent to the person that manages the Aeries system either by copying it to a removable disk or by attaching it to an email message.

This completes the steps required in MicroGrade to export grades to Aeries. The remaining procedures are done on the computer running Aeries and are described in the document named "Importing Grades into Aeries – Procedures". This can be downloaded from Eagle Software's website www.aeries.com. Since MicroGrade isn't currently included in the list of supported Grade Book applications use option three, which is Jackson Software's Grade Quick.