

NEW STAFF BOOT CAMP

Importing Classes into Easy Grade Pro

1. You will need a login for Data Dashboard, Shoreline's assessment system. This will likely come from your school office or registrar.
2. Go to Data Dashboard **in Firefox**. One easy way to access it is to navigate to www.shorelineschools.org → **Staff** (in the navigation bar across the top) and under **Assessment**, click **Data Dashboard**. Bookmark this page.
<http://dashboard.shorelineschools.org/ShorelineStaff/>
3. Enter your login information.
4. At the top of the new window, click the **Grades** link.
5. Under the **How Do I...** group, click **Import Students? Mt. Lion**.
6. One at a time, click the link for each class, for the appropriate term. A window with text will open. Save the file (File → Save Page As...). Make sure that the filename ends in .txt (Firefox does this automatically). Save the files to your desktop.
7. Launch Easy Grade Pro. Create a new gradebook.

8. Click File → Import classes. In the new dialog box, click the Other Formats tab and select shorelinerosterimport. Navigate to a roster file you saved and name your class. Click Import. You should receive a confirmation message that your class was successfully imported. When asked if you wish to import another class, click Yes.

[Upload My Grades](#) ★
[Upload My Grades \(Mt. Lion\)](#) ★
[Grades Communication](#) 📄
[My Class Calendar](#) 📅
GPA and Upload Status
 10 [GPAs](#) [Logins](#)
 2 [GPAs](#) [Logins](#)
 4 [GPAs](#) [Logins](#)
 6 [GPAs](#) [Logins](#)
How Do I...
[Get StudentIDs?](#)
[Import Students?](#)
[Import Students? \(Mt. Lion\)](#)
[Upload My Grades?](#)
[Update My Grade Book?](#)
[Check My Grade Book ?](#)
[Clear Out My Uploads?](#)

Step 1. Click the links below for roster files for each period. With EGP 4.1 (Mt Lion) classes have to be imported into EGP one roster

Period	Course Code	Section	Course Title	Term
Click here for Period 2	SOC791	2A	WORLD HIST II	1 - 2
Click here for Period 2	SOC792	2A	WORLD HISTORY III	3 - 4
Click here for Period 4	SOC791	4	WORLD HIST II	1 - 2
Click here for Period 4	SOC792	4	WORLD HISTORY III	3 - 4
Click here for Period 6	SOC791	6A	WORLD HIST II	1 - 2
Click here for Period 6	SOC792	6A	WORLD HISTORY III	3 - 4
Click here for Period 10	HOME1	BON	HIGHLANDER HOME S1	1 - 2
Click here for Period 10	HOME2	BON	Highlander Home S2	3 - 4

Step 2. Once the pop up window with your kids and classes opens...

- a. Select the Page Source option when saving

Repeat with all of your classes. After your last import, click No when asked if you wish to import another class.

9. For additional help with EGP, contact Jackie Hubbard or Paul Witzel (district tech specialists). You might also ask a department colleague, for consistency sake.