## Importing Grades from Smart Response to ProgressBook

When use set up your class in Smart Response make sure to use the student's "District Student ID" as the "Student ID".

1. After you finish a clicker assignment go to "Response" – "Export Results to" – "Comma Separated Values (CSV).



2. Save the file in a location and with a name you will remember.

3. An "Export to CSV" window will open. To import to ProgressBook all you want is a column with ID and a column with the grade. Select "One column containing" (*You will delete this*), Student ID and Final Grade. If the CSV doesn't open on its own then open it up. Highlight all of the first column by clicking the "A" at the top. Go to Edit and select Delete. **Save the file**. When you save this you will get 2 warnings. The first warning is to make sure you want a CSV format. Click Yes. When you close it will ask you to save. If you have already saved it hit NO or you will have to go through this all over again.

Export To CSV	<b>X</b>		
Select the results to be included:			
Student Name			
🔽 Student ID	_		1-
Final Grade (%)	Micros	osoft Excel	
Number Correct     Number Incorrect		Dardanelia.csv may contain features that are not compatible with CSV (Comma delimited). Do you want to keep the workbook in this format?	-
Answers to Individual Questions		<ul> <li>To keep this format, which leaves out any incompatible features, dick Yes.</li> <li>To preserve the features, dick No. Then save a copy in the latest Excel format.</li> <li>To see what might be lost, dick thep.</li> </ul>	Microsoft Excel
Class Average			127
Column Headers			Do you want to save the changes you made to 'Dardanella.csv'?
OF		Yes No Help	Yes No Cancel

4. In ProgressBook set up an assignment and click Save. Click on the Marks tab across the top. On the lefthand side at the bottom of the list click "Import Marks.

5. At the next menu click "Browse" and find your CSV file. Then click "Import the Marks. If your CSV file is setup correctly you will see your class list with green checkmarks. Click the Save button in the top right corner and you are done. If anything is in red then ProgressBook didn't recognize the ID or your have something other than IDs and Grades in your CSV file.



A video explaining this process can be found on my SmartBoard page. http://www2.troy.k12.oh.us/~for/staff/smartboard.htm