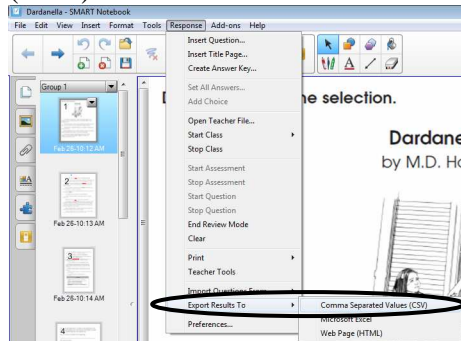


## Importing Grades from Smart Response to ProgressBook

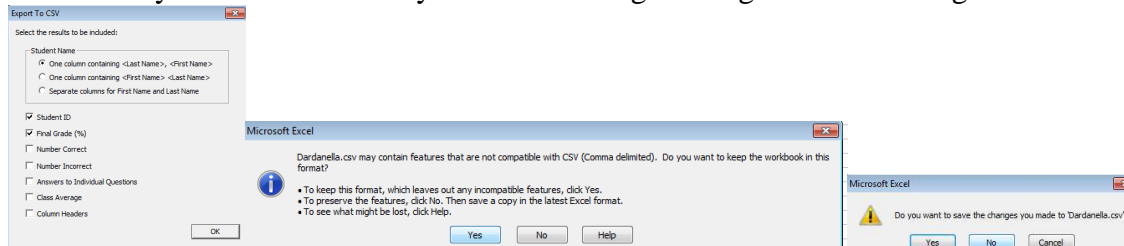
When use set up your class in Smart Response make sure to use the student's "District Student ID" as the "Student ID".

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.



4. In ProgressBook set up an assignment and click Save. Click on the Marks tab across the top. On the left-hand 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 you 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>