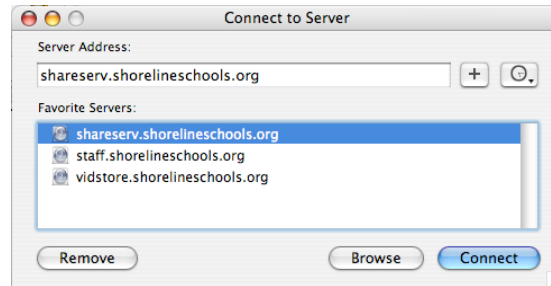
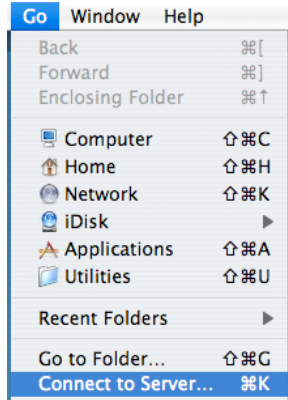
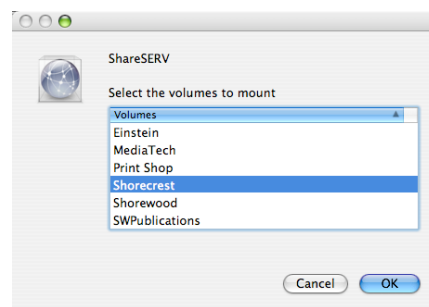
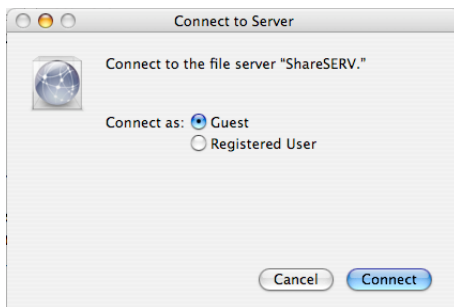


How to Upload Names into Easy Grade Pro (EGP)

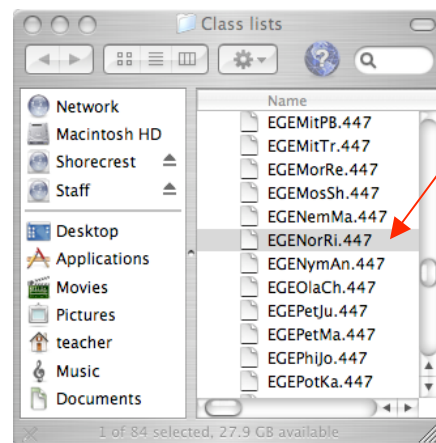
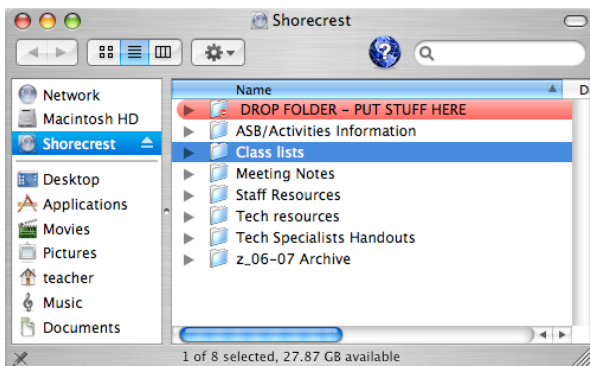
1. Log onto the server from your desktop to download the EGP file that contains your student's names.



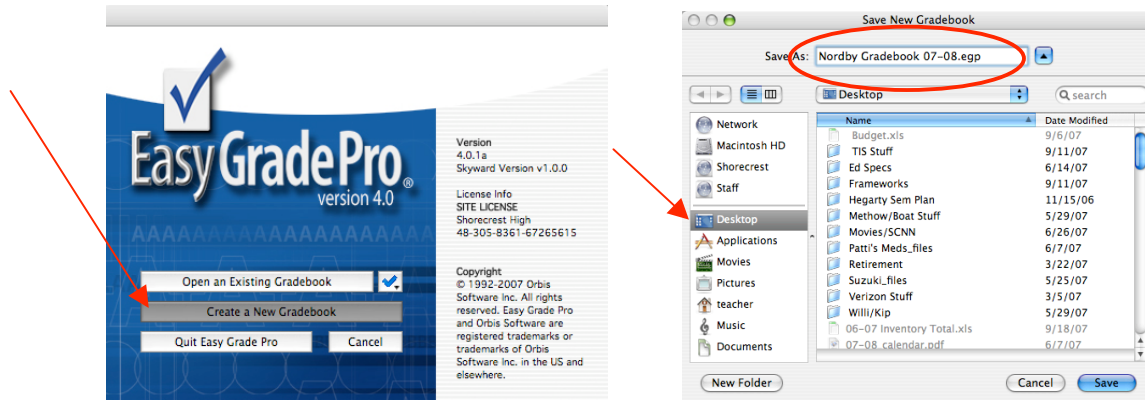
2. Check with your TIS person to find out which server (shareserv or staff) you need to use and to find out the location of the EGP name files on the server.



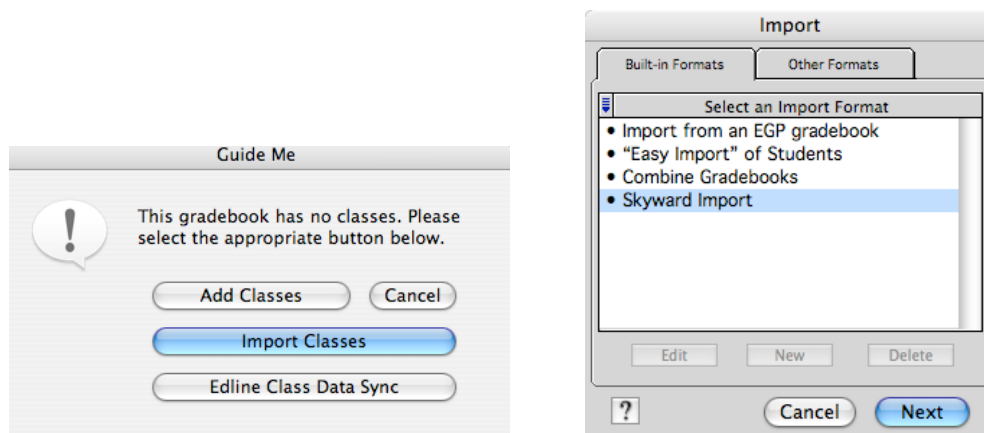
3. Select and open the folder that contains the EGP names files. Drag your file onto your desktop. The one shown below is for Rick Nordby's classes (EGENorRi.447).



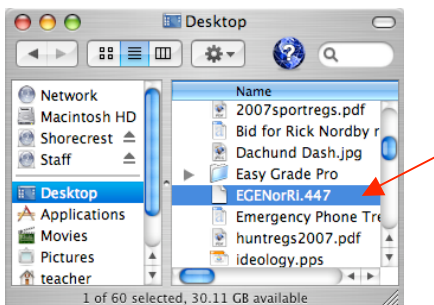
4. Open EGP and select **Create a New Gradebook**. Give your new gradebook a name and select where you want to save it. Click **Save**.



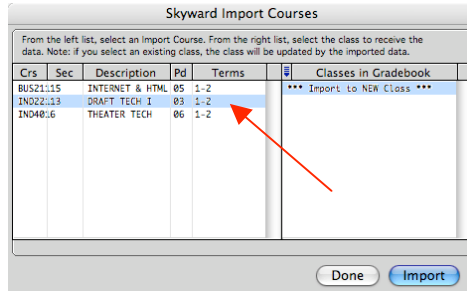
5. Select **Import Classes** on the next dialog box, select **Skyward Import** on the next one and then click **Next**.



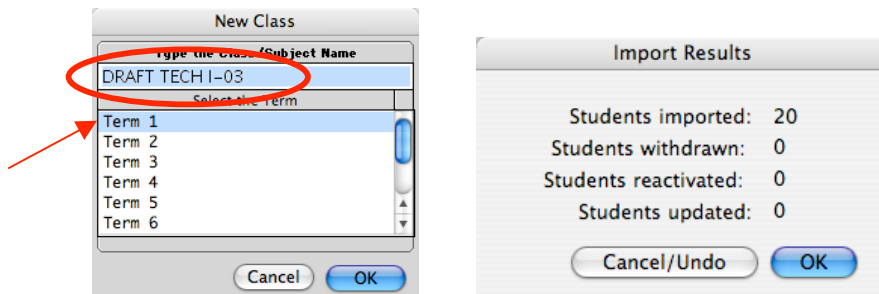
6. In the next box choose the EGE... file you downloaded from the server in step #3 and click **Open**.



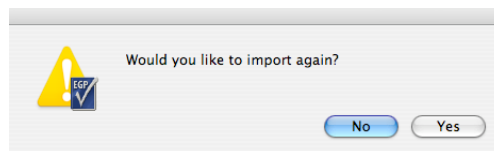
7. Select the class you want to import the student names from and click **Import**.



8. You may change the name of the class at this point if you like. However you must pick at least one term from the dialog box. When you click **OK** you will get a box telling you how many students were imported. Click **OK**.



9. You will repeat steps 7 and 8 until you have downloaded all of your classes. The last step is to say **No** to the last dialog box.



10. Congratulations! You have successfully uploaded all of your student's names into EGP. The next step is to create passwords for them. That is another lesson.