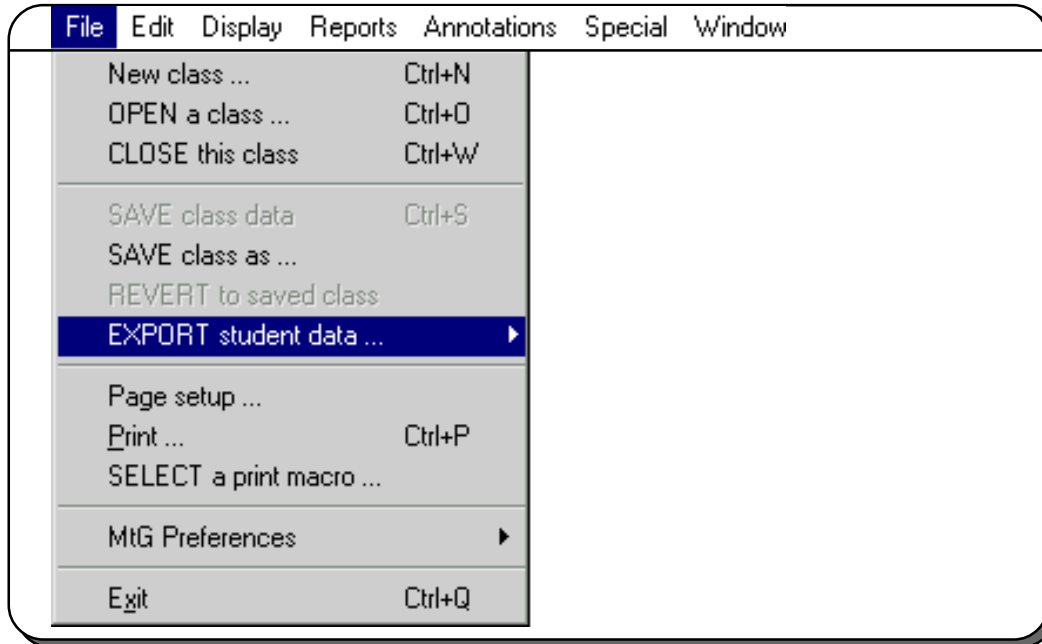
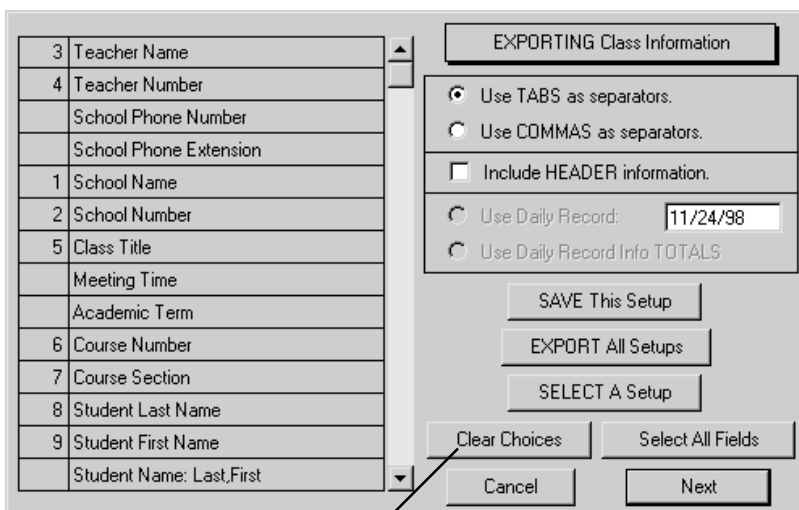


# Exporting Student Data



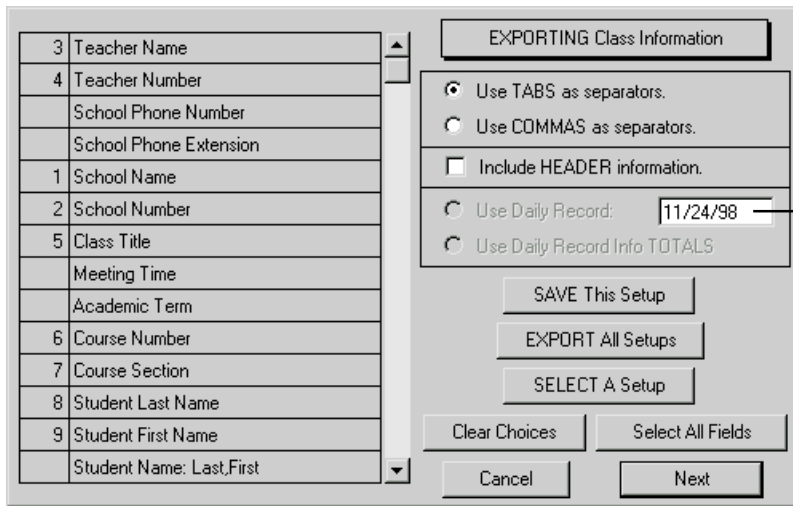
You've done your time in the trenches, you've paid your dues, and now you've typed your last list of student names for a field trip. But even if you're chained to a desk or otherwise imprisoned on your campus, there *will* be times when you need blocks of data from your Gradebook and Daily Record in "unfettered" form—and here's the perfect tool for the task. In fact, with a little cooperation from your MIS or Data Processing Department, this option may be the death of the dreaded grade-reporting bubble sheet. Intrigued? Then read on . . .



You may select any or all of **118 data fields** from a class's Gradebook and Daily Record for exportation as an ASCII file. Keep in mind the following options and features:

1. You may arrange your data in any order, simply by clicking the field's title.
2. You may separate fields with **tabs** or **commas**, as your word processor or data base may prefer. (**Enter** ends a record.)
3. You may include an explanatory **header** showing precisely how your data fields are arranged—or export a "nude" ASCII data stream.
4. You may export Daily Record information for a **single day** or as **totals** for a marking period. The two Daily Record

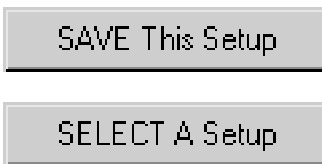
Change your mind? Make a mistake? Then click here and start over. Our only requirement is that you select at least **one field** to export, but feel free to clear all selections or rearrange them to your heart's content.



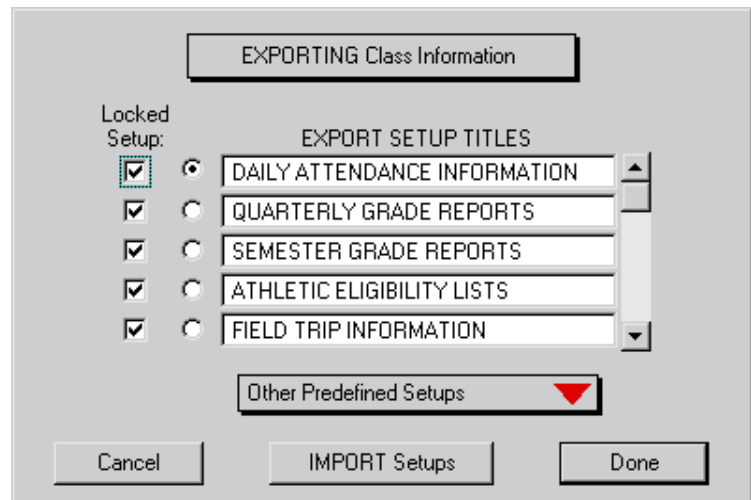
radio buttons on this screen will remain **dimmed** until one or more attendance/behavior fields are selected.

**NOTE:** The date displayed on this screen is taken from your PC's system clock. If it is incorrect, open the **Date & Time** Control Panel and reset it.

5. Each of the fields selected will be laid out in columns from **left to right** on the page. If an exported field contains no information for a student or students (such as the Citizenship Mark category), it will print as an underscore (\_\_\_), a place holder for entries at a future date.

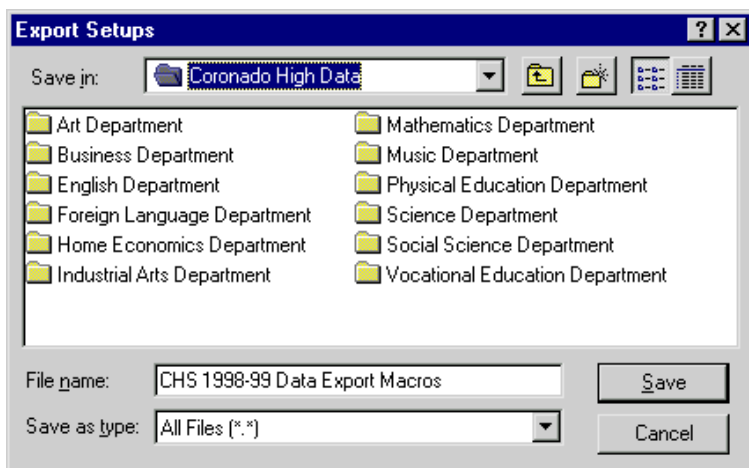


With over a hundred data fields to choose from, creating an export document *could* become a tedious, time-consuming task. However, such is not the case with *MtG*, for you may set up, save, and export **ten export templates** like those at right. That is, if you'll invest the time to set up an export ASCII document, we'll help you save that configuration for later use—by yourself or by others. That is, once you've selected the fields you wish to export, separated them by tabs or commas, and included appropriate header information (or not), click **SAVE This Setup** and enter the title of the template you wish to record. **PLEASE NOTE:** We will save no export template without an official title. By the same token, all you must do to delete a template is erase its title and click **Done**.



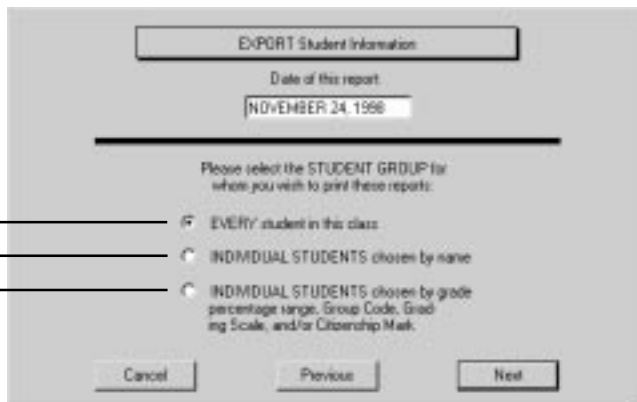
**ATTENTION,  
ADMINISTRATORS!**

Please consider using this *MtG* option to save your teachers considerable amounts of their precious time. Using your personal expertise and the skills of those “down town,” customize a block of data templates for your staff. Export this file to disk so they can import it into their own copies of *MtG*. Once that is done, all they must do is select the appropriate template title, identify the students whose info is to be exported, and send the softcopy document to your office. Down with bubble sheets!



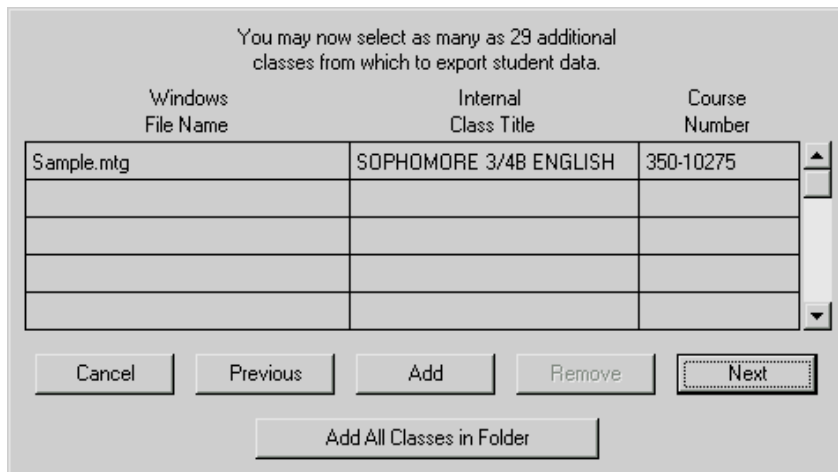
ported, and send the softcopy document to your office. Down with bubble sheets!

Once you've selected the fields you wish to export from a class's Gradebook and Daily Record, you must select the students whose data you wish to include in the document. You may include **everyone in the class**, **individuals chosen by name**, or **individuals chosen by percentage range, group code, grading scale, and/or citizenship mark**. (This "filtering" feature will be explained in detail in the **Reports** section which follows, so kindly suspend your skepticism for a few more moments.)

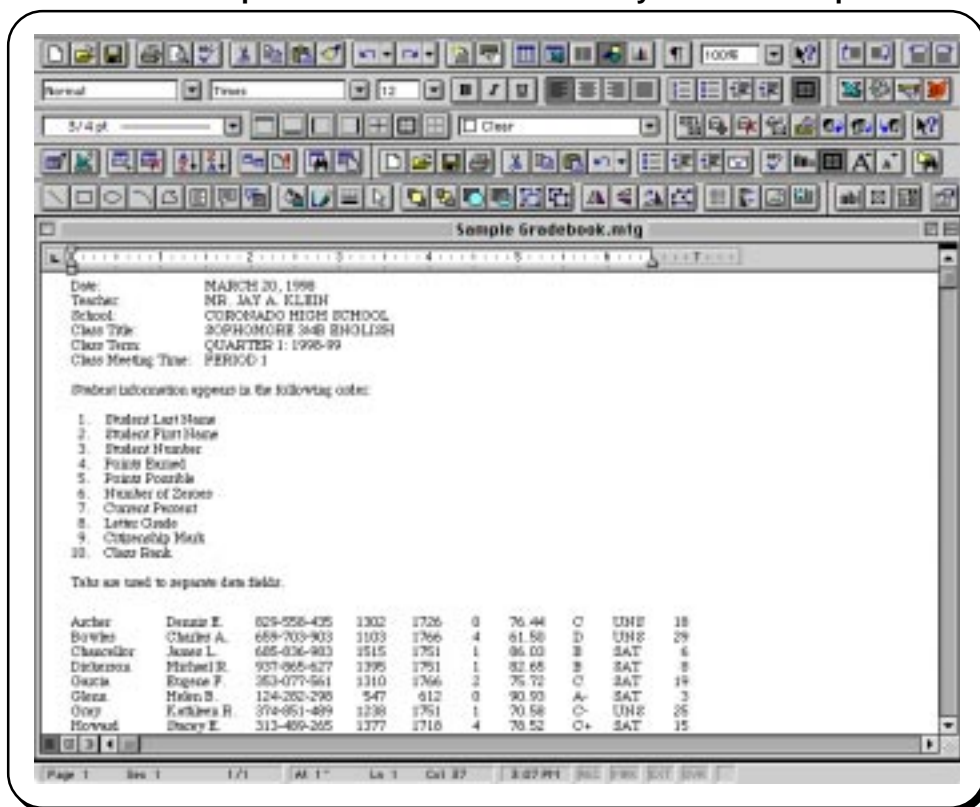


One last step before launching your favorite word processor or data base program and tailoring this information to the task at hand . . . . You may now export *Making the Grade* data for as many as **29 additional classes**—in one fell, timesaving swoop.

**Remember:** *Making the Grade* export documents are **TEXT** or **ASCII** files ending with the suffix **.mtg.txt**, so be sure to select that resource type (if necessary) when looking for them on your desktop or in folders.



**The MtG export document in Word™ 6.0 by Microsoft Corp.**

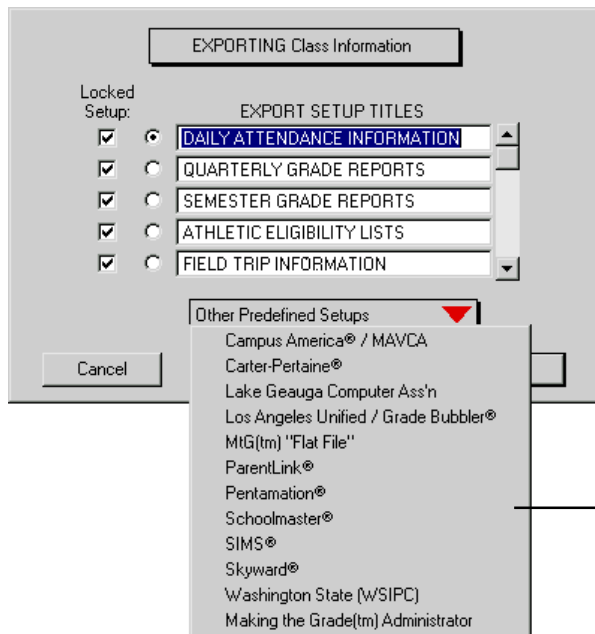


*And Voila!* At left is the Sample Gradebook file (on your Program Disk) as it appears with student data exported into one of the best of all word processors.

Frankly, this record will not always import as neatly as that shown here. For instance, you may have to adjust a few **tabs** to compensate for the irregular length of students' names. Once you've straightened that out, however, most other data fields fall into place rather nicely.

You may always elect **not** to include the header information shown at left, of course; we offer its inclusion for layout purposes only.

## ■ Third Party Data Exports



This particular component of the *Making the Grade* export package lies at the heart of our never-ending “Down With Bubble Sheets” movement. If your campus or district has selected one of the fine data management products listed here, dispatching student grades, attendance, citizenship marks, and the like from gradebook to main frame is a breeze. Because *Making the Grade* connects seamlessly with such powerful data systems as these, you’ll never have to type in a class roster or fill in a progress report bubble sheet again.

Now, you may have noticed the inclusion of a few additional products in the “Other Predefined Setups” submenu beyond those revealed in the Class Setup section. The **Lake Geauga Computer Association** and **WSIPC** exports are statewide consortiums (in Ohio and Washington) to which we export *MtG* progress and report card data. The **MtG “Flat File”** setup is used almost exclusively by district MIS departments, for it contains all of the teacher,

student, and class information in the *MtG* database—in ASCII form, of course. (A “road map” laying out the exact scope and sequence of this file is available from Jay Klein Productions upon request.)



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*ParentLink*® is part of the *Teacher’s Assistant*™ package from Parlant Technology in Provo, Utah. *Making the Grade* and *ParentLink* have partnered in voice processing technology to save teachers, administrators, parents, and students alike more time and effort than once thought possible. Using a touchtone telephone, parents can call from home or business to access reports on student grades, missing or incomplete work, future assignments, and, of course, daily attendance. For teachers, the downloading process for five or six classes takes less than a minute, so accurate student information can be given to parents every day if need be—without the “hassle factor” of lengthy, involved contacts. *ParentLink* is the perfect information vehicle for authorized parties to query the educational system whenever *they* wish, at *their* convenience. And for you, just think: fewer staffings; fewer conferences to arrange around your busy schedule; fewer progress reports to print; and, best of all, fewer surprises at the end of the grading period!