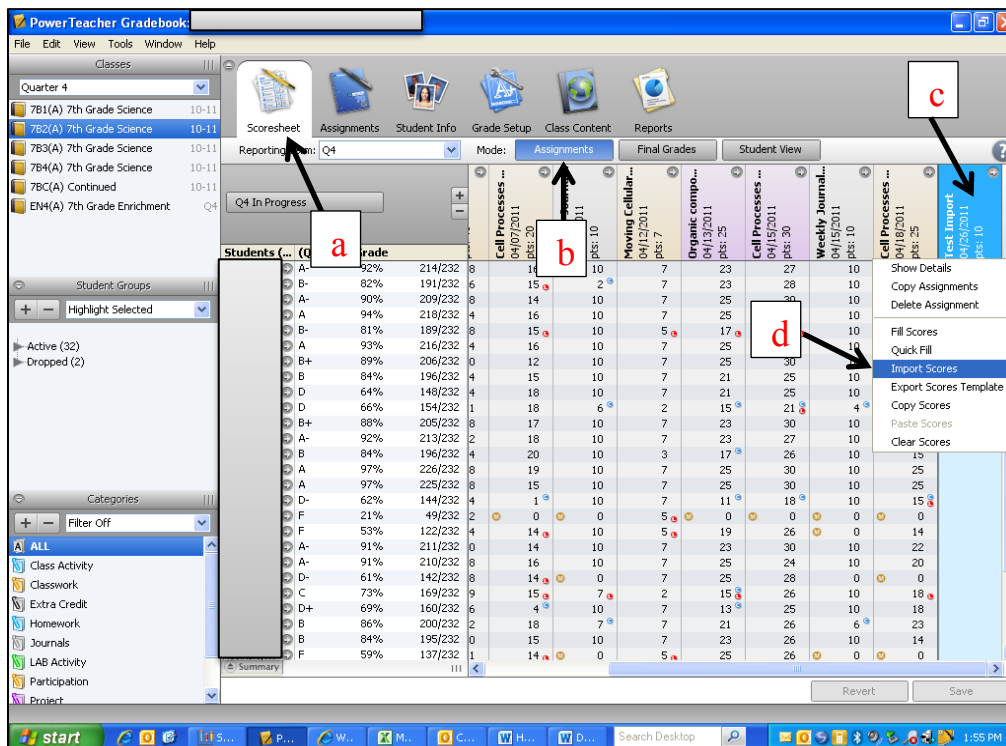# Introduction

This document outlines the necessary steps to import grades into the PowerTeacher Gradebook from the SMART Response P.E. (clickers) Gradebook. Dictionary.com defines the word "import" in the following way: "…to bring (documents, data, etc.) into one software program from another."
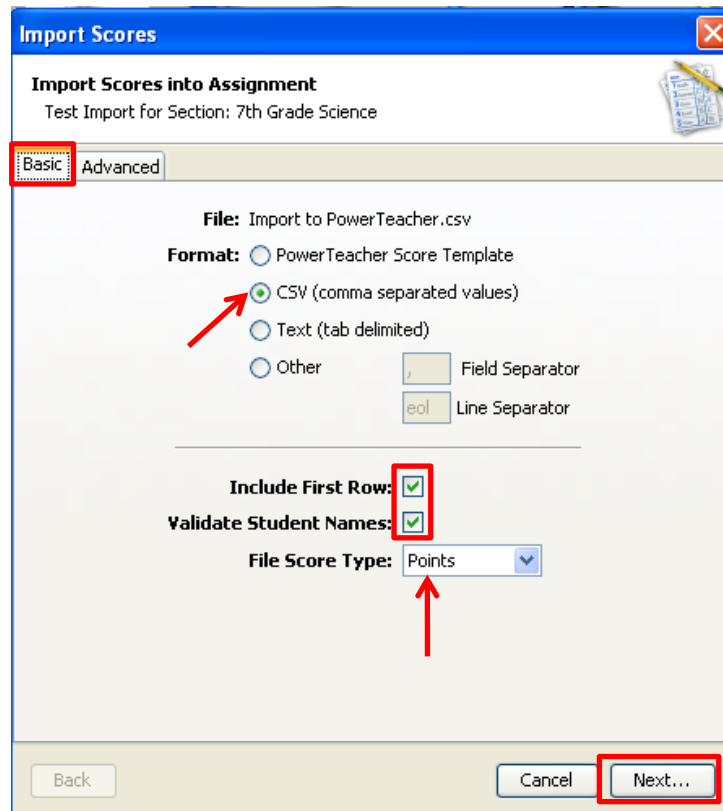
Importing Grades

Note: You can only import the grades from **one** assessment at a time

In Smart Notebook, export the results of your assessment to a CSV file.

1. Click on the desired class
2. Add an assignment/quiz/etc. for the assessment grades you wish to import
   a. Note: It is okay to modify the name of the assessment
      i. The names do not have to match in the two grade books
3. To import
   a. Click on the **Scoresheet** Tab
   b. Click on **Assignments**
   c. Right-click on the cell with the name of the assignment/quiz/etc. that you just added
   d. Click on **Import Scores**

4. The **Import Scores** window should appear
   a. Click on the **Basic** tab
   b. Click on the **CSV (comma separated values)** radio button
      i. (Make sure that you exported in CSV format)
   c. Ensure that the following are checked
      i. Include First Row
      ii. Validate Student Names
   d. The **File Score Type** box should say **Points**
   e. Click on **Next**

   f. The **Import Scores into Assignment** window should appear
      i. Click on the **Import** button
   g. The scores should now be in your PowerTeacher Gradebook

File   Edit   View   Tools   Window   Help

Classes
Quarter 4

7B1(A) 7th Grade Science	10-11
7B2(A) 7th Grade Science	10-11
7B3(A) 7th Grade Science	10-11
7B4(A) 7th Grade Science	10-11
7BC(A) Continued	10-11
EN4(A) 7th Grade Enrichment	Q4

Scoresheet   Assignments   Student Info   Grade Setup   Class Content   Reports

Reporting Term: Q4   Mode: Assignments   Final Grades   Student View

Q4 In Progress

Student Groups
Highlight Selected
Active (32)
Dropped (2)

Categories
Filter Off
ALL
Class Activity
Classwork
Extra Credit
Homework
Journals
LAB Activity
Participation
Project

Students (...	(Q4) Final Grade		Cell Processes 04/07/2011 pts:20	Weekly Journal 04/08/2011 pts:10	Moving Cellular 04/12/2011 pts:7	Organic compo 04/13/2011 pts:25	Cell Processes 04/15/2011 pts:30	Weekly Journal 04/15/2011 pts:10	Cell Processes 04/18/2011 pts:25	Test Import 04/26/2011 pts:10
A-	92%	214/232	8	16	10	7	23	27	10	18	9
B-	82%	191/232	6	15	2	7	23	28	10	22	9
A-	90%	209/232	8	14	10	7	25	30	10	20	10
A	94%	218/232	4	16	10	7	25	30	10	23	10
B-	81%	189/232	8	15	10	5	17	23	10	18	10
A	93%	216/232	4	16	10	7	25	30	10	22	10
B+	89%	206/232	0	12	10	7	25	30	10	19	9
B	84%	196/232	4	15	10	7	21	25	10	14	9
D	64%	148/232	4	18	10	7	21	25	10	15	8
D	66%	154/232	1	18	6	2	15	21	4	15	7
B+	88%	205/232	8	17	10	7	23	30	10	20	8
A-	92%	213/232	2	18	10	7	23	27	10	23	7
B	84%	196/232	4	20	10	3	17	26	10		10
A	97%	226/232	8	19	10	7	25	30	10	25	9
A	97%	225/232	8	15	10	7	25	30	10	25	8
D-	62%	144/232	4	1	10	7	11	18	10	15	6
F	21%	49/232	2	0	0	5	0	0	0	0	9
F	53%	122/232	4	14	10	5	19	26	0	14	8
A-	91%	211/232	0	14	10	7	23	30	10	22	9
A-	91%	210/232	8	16	10	7	25	24	10	20	7
D-	61%	142/232	8	14	0	7	25	28	0	0	9
C	73%	169/232	9	15	7	2	15	26	10	18	10
D+	69%	160/232	6	4	10	7	13	25	10	18	8
B	86%	200/232	2	18	7	7	21	26	6	23	9
B	84%	195/232	0	15	10	7	23	26	10	14	9
F	59%	137/232	1	14	0	5	25	26	0	0	8

Summary

Revert   Save

start   SMA...   Pow...   Micr...   How...   Sha...   Radi...   Search Desktop   3:04 PM