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

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- 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

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- 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

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