

# Online Grades w/ TAD

Link to TAD can be found under District Personnel at TPS website

## Getting Class Data from TAD – new or updated gradebook

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[Build/Update Gradebook](#)  
[Check my Grade Book?](#)  
[Get EGP Online Help](#)  
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This very important section w/in TAD will provide you all the support you need.

- Import Steps
- Online text and video support

There is a **new and improved way to import** your students and classes to Easy Grade Pro! This is the same process you would use to update your grade book with new students after you have downloaded a new roster file.

1. [Click here](#) for one file with all your classes and all your students.
2. Once the pop up window with your students and classes opens....In your browser menu choose **File....Save As**

The file name will appear as **Roster\_000025650.txt** which is your Roster\_EmployeeNumber.txt.

3. **Pay Attention** to where you save this text file. You will need to find it for the next part.
4. Start **Easy Grade Pro**.

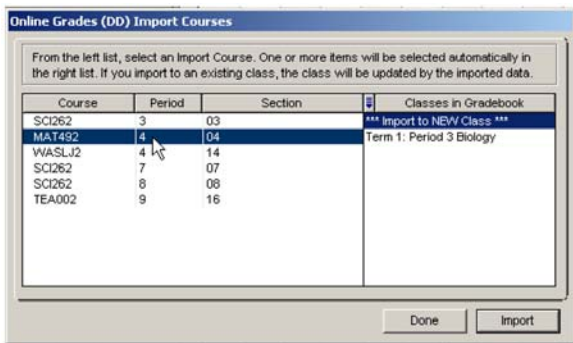
**If you haven't already set up your grade book...**

- EGP will tell you that you have no classes.
- Click the **Import Online Grades (DD) Classes** button on the little pop up box.

**If you have set up your grade book...**

- go to **File....Import** click the **Built-in Formats** tab and select **Online Grades (DD) Import**

## Easy Grade Pro Import – new or updated gradebook



1. Launch Easy Grade Pro. Open current gradebook or start a new one.
2. Choose **File > Import** and then choose **Import Online Grades (DD) Classes**.
3. Browse for your export Roster\_0000#####.txt file.
4. Match the import course on the left with a current class on right or import to a new class for a new term. If course code information is in your gradebook, the match will be automatic.
5. Press **Import** and confirm. Repeat for each import course. Press **Done** when finished.

## Easy Grade Pro Export

Action:

for:

List Options

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**Basmati Options**

Course#

Section#

Period#

Students

Assignments

Tchr Name

Tchr Email

Tchr ID

1. Click on the @ symbol or choose **File > Email/Internet**.
2. Select “Create Online Grades (DD) File.”
3. Set the classes to export in the **for** field and the list tab.
4. Under **Options**, see the following requirements
  - ✓ Match Course, Section, and Period fields with custom fields
  - ✓ Only export “Active Students”
  - ✓ Enter your name and full email address.
  - ✓ Enter your employee ID with four leading zeros. Ex: 000012345
5. Press the **Create** button and save your file to the desktop.

## Uploading Grades into TAD

[Upload My Grades](#) ★

[Grades Communication](#) 🗨️

[My Class Calendar](#) 📅

[My Class Roster File](#) 📄

**GPA and Upload Status**

1 [GPAs](#) [Logins](#) [May 19](#)

2 [GPAs](#) [Logins](#) [May 19](#)

3 [GPAs](#) [Logins](#) [Feb 29](#)

4 [GPAs](#) [Logins](#) [May 19](#)

6 [GPAs](#) [Logins](#) [May 19](#)

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**Uploading Grades**

Step 1 Find the text (.txt) that you exported from EGP.

Step 2 Include Categories:

Step 3 Post Assignments in Student Calendars?

Step 4 Show me an upload confirmation?

Step 5 Include a Parent/Guardian Signature line?

Step 6

**Progress Report Comments**

This is where you can enter optional **intro** comments and **post** comments fo

**Period 1 MS OFFICE 1 BCA401**

**Intro Comments** for Period 1: (Optional) Max Length (500 char)  
 This is a test - Grades are not reflective of actual student work!  
 (These comments will appear at the **top** of **Period 1** progress reports for **ALL** students to see.)

**Post Comments** for Period 1: (Optional)  
 (These comments will appear at the **bottom** of **Period 1** progress reports for **ALL** students to see.)

= Record a Staff Note     = Send Words or Encouragement

Class Contact Info	GPA	GPA Trend	ml #	F #	Stu	Par
MS OFFICE 1						
<input type="checkbox"/> BAILLEY, K	4.0		0	0		
<input type="checkbox"/> BOJE, J	4.0		0	0		
<input type="checkbox"/> BUCKLEY, J	4.0		0	0		
<input type="checkbox"/> DE ARMOND, J	4.0		0	0		
<input type="checkbox"/> ENKHBAT, S	4.0		0	0		
<input type="checkbox"/> GOLOVATAYA, Y	3.9		3	0		
<input type="checkbox"/> HASKINS, J	4.0		0	0		
<input type="checkbox"/> KOTILEVSKIY, A	4.0		0	0		
<input type="checkbox"/> MKNABB, D	3.0		6	0		
<input type="checkbox"/> RAMOS, J	4.0		0	0		
<input type="checkbox"/> RICHARDS, B	4.0		0	0		
<input type="checkbox"/> SCHERTZ, N	4.0		0	0		
<input type="checkbox"/> THEOBALD, D	4.0		0	0		
<input type="checkbox"/> WENSTAD, A	4.0		0	0		

**GPA Trend** = The average GPA for the last three weeks compared to the average GPA that.

Click on student name to see his/her grades.