

Exporting

Getting marks from Students Achieve to Maplewood is called exporting.

Your school administrator will advise you as to your individual school's preferred export options.

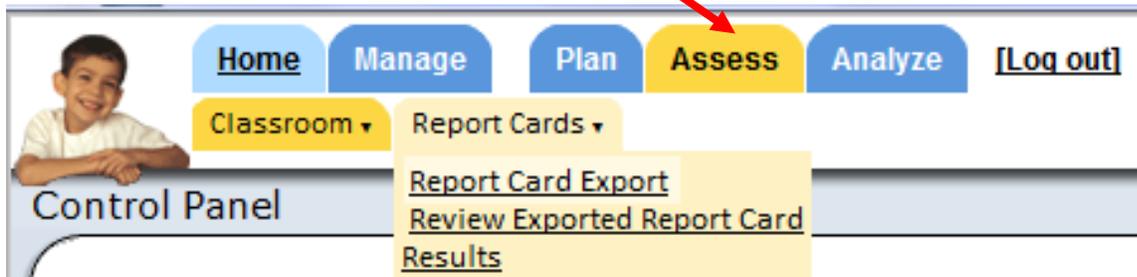
Exporting Options

- Any teacher can export all their marks, class by class, or strand by strand. At any time.
- Any principal or students achieve administrator can do the same, and can do all teachers one by one.
- The division office can export the whole school with one button click.

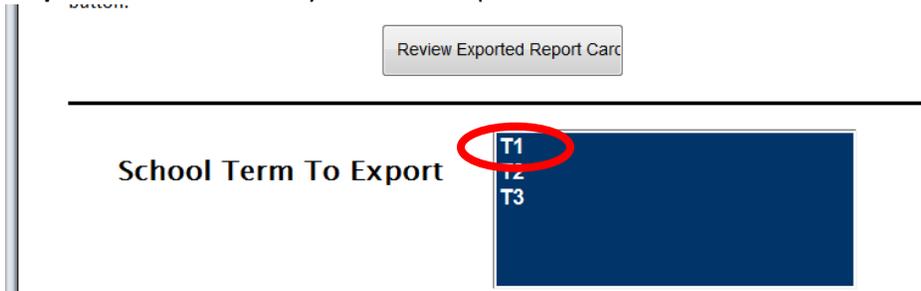
The key to success with multiple people available to export at multiple times is to keep the data up to date in Students Achieve. It is dangerous to change a mark in Maplewood after an export and expect it to stay changed – any re-export by your admin or division will overwrite any changes you make in Maplewood. Therefore a good rule of thumb is to change the data in Students Achieve only, and re-export to get what you want in Maplewood.

Note: The marks that will export are those that show up on a marks verification report. It is always wise to check that report first so you are not wondering why something didn't export. Either it wasn't there in the first place to export, or there was no connection to Maplewood to export with.

Step 1: From anywhere in Students Achieve, Using the tabs at the top of the screen, Click the Assess tab, Report Card tab, and choose Report Card Export.

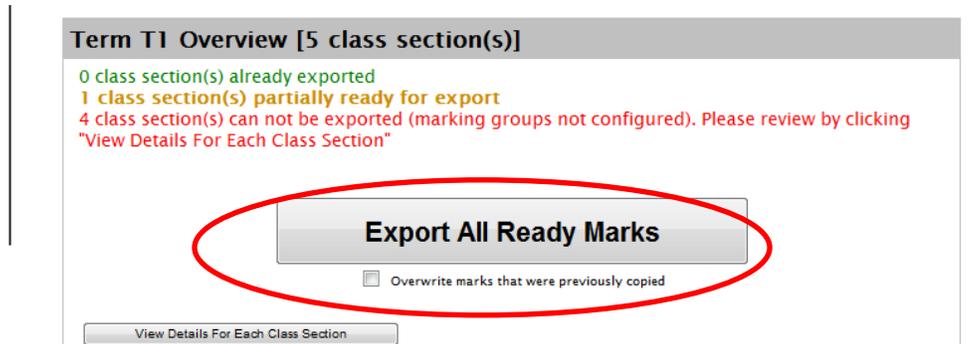


Step 2: Choose the term you wish to export.



(Do not push the review button yet – it just goes to Maplewood, you want to export first!)

Step 3: After selecting the term, a new button will appear, Export All Ready Marks - **click it**. And Wait. The Big Export button will remain grey while it is working. *(I have never checked off the overwrite marks that were previously copied button, it does overwrite anyway)*



When your export is complete, and the big Export all Ready Marks button is no longer greyed out you can go to Maplewood to see what landed. The shortcut to Maplewood is **Enter Comments and Review**.

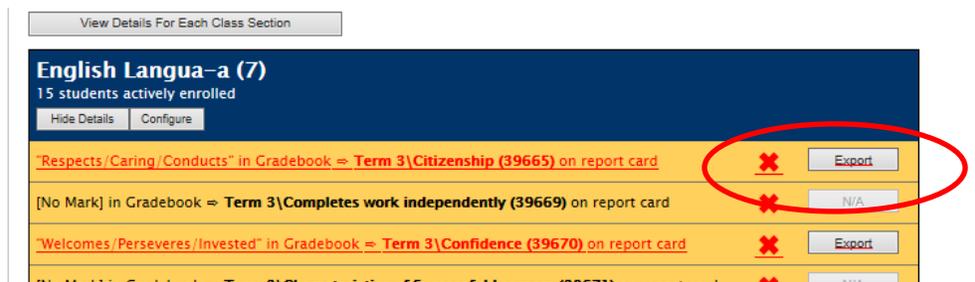


To see how it is going, or conversely to export at a smaller granularity; while your Export All Ready Marks button is greyed out, you may click **View Details for Each Class Section** button.



To export individual classes, just hit the circled export button on the class you want.

To export individual strands, click the show details button on the class, and then multiple export buttons will appear – this is handy if you forgot work habits marks and want to export just work habits.



The **Airplane icon means it is exporting**....the red x means it's finished. *(Yes red X is good)* Occasionally you will get a green check mark when it is finished. Either way, red X or Green Check, both are good; both mean done.

If the export button is greyed out and you want to export that strand, it is not available in Maplewood, talk to your school secretary to ensure topics are selected. Use the word *topics*, it will help the secretary.