

InteGrade Pro

Students Not Updated in the Gradebook

The following steps describe how to resolve the issue of students not updating in the gradebook.

Before beginning, you must do the following:

- Open your gradebook

Reasons the gradebook does not update:

- Two or more teachers using the same computer
- Teacher is using a new computer
- Error in the teacher's Class List (CL) file
- Change to teacher's name or ID

The Process:

1. In the InteGrade Pro gradebook, select the File menu.
2. Select Import into Gradebook.
3. The Import into Gradebook screen displays. **Click Next>>**.
4. The Open screen displays. Select your Class List (CL) file.
5. Click **Open**.
6. The Import into Gradebook screen displays. This screen allows you to verify that you are updating the correct gradebook. Select **Import** or **<<Back**.

Import if the Teacher Code and School Year are correct.

OR

<<Back if the Teacher Code and School Year are not correct.

To Review:

- From the File menu, select Import into Gradebook.
- The Import into Gradebook screen displays. Click **Next>>**.
- Select your Class List (CL) file.
- The Import into Gradebook screen displays. Select **Import** or **<<Back**.

Now your gradebook is updated.

For further assistance, please contact your support provider.