

**InteGrade<sup>®</sup> Pro**  
**Administrator's Guide**  
**Version 9.1**

Pearson Digital Learning Part Number 606 000 360



### **Eleventh Edition (December 2004)**

This edition applies to Release 9.1 of InteGrade Pro student information software, and to all subsequent releases and modifications until otherwise indicated in new editions or updates.

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## About the InteGrade Pro Software

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This section briefly describes the InteGrade® Pro teacher gradebook and provides an overview of the system requirements and the data exchange process between the InteGrade Pro software and various school administration systems.



## Introduction

The InteGrade Pro software is an electronic gradebook used by teachers to record, analyze, and report on student performance. The InteGrade Pro software can be implemented in a variety of ways including on a stand-alone PC or over a network. There is also a Web-based version of the InteGrade Pro software that provides most of the feature functionality of the standard InteGrade Pro software.

The InteGrade Pro and InteGrade Pro Server software version 9.1 can be installed regardless of whether you have a previous version of InteGrade Pro installed on your system.

The InteGrade Pro software continues to support both Macintosh and Windows environments and features fully platform-independent data files. You can open and save InteGrade Pro files on any platform, in any combination, with no conversion required. Switching platforms preserves nearly all features.

When used with an Pearson Digital Learning administration system, the InteGrade Pro software can save time and reduce transcription errors. Student names, numbers, class lists, and other information transfer from an electronic administration system to a teacher's gradebook. You can also electronically transfer report card data and End Term spreadsheet information from the teacher's gradebook back to the administration system for report card preparation.

Teachers can create and update gradebooks manually or by importing changed information from the administrative system. During the import process, the InteGrade Pro software creates log files in the appropriate teacher folder on the administration system. These log files list all records rejected during import and are overwritten with each import.

When teachers create gradebooks, the InteGrade Pro software gives them the ability to set up a new gradebook with classes and students automatically by importing class roster files. After the gradebook is created the InteGrade Pro software enables the teacher to enter values on the End Term spreadsheets that the administration system may not accept. If the user enters such values, the software alerts them to this fact.



## New Features in the InteGrade Pro 9.1 Software

Version 9.1 of the InteGrade Pro software includes the following features:

- Users can now choose to send progress reports in plaintext instead of HTML.
- Enhancements to aid in troubleshooting e-mail problems.
- E-mail authentication can now be turned off from the Communications tab.
- E-mail subject lines now start with the student's name.
- E-mail return paths have been corrected.
- Users with Windows XP can now run the InteGrade Pro software even if they do not have Administrator or Power User login privileges.
- The security of the Master Password Generator has been enhanced.
- The InteGrade Pro CIMS converter now runs on Windows XP.
- InteGrade Pro Server software data repository has been restructured to avoid concurrent access lockups, eliminate data corruption, and improve login and access speeds.
- InteGrade Pro Server software import processes have added safeguards to avoid duplicating teacher entries and unintentionally sharing class lists.
- InteGrade Pro Link™ now permits the use of Universal Naming Convention (UNC) network paths and drives.

Other changes in this version include the following:

### **Attendance spreadsheet scrolls to current date**

When switching to an attendance spreadsheet, it now automatically positions the page to show the column with the current date. In previous versions this feature was only available on Macintosh, while in Windows, switching to an attendance spreadsheet positioned the view to the first attendance day instead of the last.

### **Collect marks files from server-side gradebooks through Control Panel**

In previous versions, teachers had to submit marks files by selecting the option from within InteGrade Pro. This often meant that some teachers did not submit on time. With this release, administrators with InteGrade Pro Server can generate marks files directly from the gradebooks saved on the server.



## About the InteGrade Pro Software

### **Better recovery after save to server fails**

When signed into IGPro Server with a gradebook open, trying to save on a network disconnect causes IGPro to save your gradebook locally. When IGPro Server is re-launched the local copy can be uploaded. In previous versions, the user also received an error message that InteGrade Pro Server cannot open a locally saved gradebook. This has now been corrected so that updating a server gradebook under these circumstances does not produce an error.

### **Bonus assignments now print letter grade of N/A**

The student progress reports and the email progress reports used to print an 'F' for low-scoring Bonus tasks. This has been changed to print the letter grade for bonus assignments as "N/A".

### **Text fields now support accented characters across platforms**

In previous versions, text fields in InteGrade Pro were saved using platform-specific ASCII extensions. This meant an accented character like 'Ñ' saved into a gradebook on Windows did not appear the same when the gradebook was loaded on a Macintosh, and vice versa. In this release, the underlying text format follows a common standard and gradebook text fields with accented characters appear the same when viewed on both Windows and Macintosh.

### **Removed "How to use help" from the InteGrade Pro Help menu on Windows**

Previous versions of InteGrade Pro for Windows had a help menu item of "How to use help". This Windows help topic is not available starting with Windows XP, so the associated menu item was removed.



## InteGrade Pro System Requirements

System requirements vary depending on which components you are installing. Be sure to read the InteGrade Pro Readme help file for additional requirement information.

### InteGrade Pro Requirements

System requirements for InteGrade Pro software have changed with the 9.1 product update.

These requirements are for users who will use the InteGrade Pro software as a stand-alone product as well as for those who will be connecting to the InteGrade Pro Server software from a computer at school or at home.

Additional requirements for those who will use the InteGrade Pro Web software are listed in a separate section below.

### Windows Operating System

- Windows<sup>®</sup> 98 SE, 2000, or Windows XP
- A computer that meets the requirements for the version of Windows that you are running
- At least 20 MB available hard disk space (48 MB with scanning tools)
- At least 32 MB RAM

### Macintosh Operating System

Any Macintosh<sup>®</sup> with:

- Mac OS<sup>®</sup> 8.6 or later. Note that InteGrade Pro only runs in Classic mode on Mac OS X. For Mac OS 8.6 to Mac OS 9.X you also need the Mac OS Runtime for Java (MRJ) 2.2.5 or higher from <http://developer.apple.com/java/download.html>.
- At least 20 MB available hard disk space.
- At least 32 MB RAM.



## InteGrade Pro Server Requirements

To use the file serving functionality of the InteGrade Pro Server software, the network server must be Windows-based and meet the following specifications:

- Windows 2000 Server or Windows 2003 Server network operating system.
- A computer that meets the requirements for the version of Windows that you are running.
- At least 30 MB available hard disk space to accommodate the server and Web components.
- An additional 3 MB of disk space for each gradebook that will be stored on the server. For example if your school has 50 teachers, you will need at least an additional 150 MB of storage space for the current gradebooks (not including previous years and backup copies).
- At least 128 MB RAM.

Macintosh network servers are not supported. Users that have networks with Macintosh servers can still use the InteGrade Pro software, but they cannot take advantage of the networking and file management features available with the InteGrade Pro Server software.

## InteGrade Pro Web Requirements

When you install the InteGrade Pro Server software, the Web server functionality is automatically installed on the network server at the same time.

Client computers connecting to the InteGrade Pro Server software via the InteGrade Pro Web software, must meet the following conditions:

- Pearson Digital Learning supports the following Web browsers for use with the InteGrade Pro Web software:
  - Internet Explorer 5.1.7 for Mac OS 8 or OS 9 systems
  - Internet Explorer 5.2.3 or later for Mac OS X systems
  - Internet Explorer 5.5 SP2 for Windows 98 SE systems
  - Internet Explorer 6.0 with SP1 for Windows 2000 and XP systems
  - Netscape® Navigator 7.02 for Mac OS 9 and Netscape® Navigator 7.1 for Mac OS X systems
  - Safari 1.2 for Mac OS X systems.



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The InteGrade Pro Web software may not fully support earlier versions of these Web browsers. If remote computers use unsupported versions, please ensure that their JavaScript settings are disabled and be aware that the formatting of the Web pages might not be optimal.

- Connecting computers must have an Internet connection speed of at least 28.8 Kbps.



## InteGrade Pro and Administration Systems

InteGrade Pro gradebook software can exchange data with the following Pearson Digital Learning administration systems:

- SASIxp™ student information software
- SASI™ III student administrative software
- CIMS® software
- The School System™ (TSS) software
- The Elementary School System™ (TESS) software
- OSIRIS® student information management software

One of the general requirements for this exchange is to export the necessary data from the administration systems to populate InteGrade Pro teacher gradebooks with class rosters, attendance calendars, course IDs, and so on. Another is to import grades and/or attendance information from InteGrade Pro gradebooks into the administration systems.

The data exchange feature of the InteGrade Pro software lets you transfer data between the administration system and InteGrade Pro gradebook software. For example, you can transfer up-to-date information between databases without having to manually enter data. You can also transfer different types of data such as the following:

- Teacher
- School information
- Student, with demographic information
- Class rosters
- Grades
- Data validation rules
- Grade tables

### User Work Flow

#### **Beginning of Year**

At the beginning of a school year, when the school is establishing its master schedule, the administration system creates a class roster file (CLxxxxxx.GRD, where xxxxxx represents the teacher code). This file contains class and student information and is used to create or update a gradebook for a single teacher within a single school. All these files are



## About the InteGrade Pro Software

saved in specific teacher folders. Your administration system may create a directory structure allowing these files to be stored separately by district, school, and teacher.

At the start of the year, teachers can use either the New Gradebook command on the File menu or the Create gradebook command on the InteGrade Pro banner screen to create a new gradebook. If a school uses an administration system, the InteGrade Pro software automatically creates an End Term spreadsheet for designated reporting periods for designated classes.

The CLxxxxxx.GRD file specifies the labels for the columns in the End Term spreadsheet. These columns represent data such as final grade, work habit, comments and so on. End Term spreadsheets collect data for report cards or interim reports. Only data from End Term spreadsheets or attendance spreadsheets can be sent from the InteGrade Pro software back to the administration system.

Teachers who connect to the InteGrade Pro Server software can create gradebooks on the server at school and the system automatically looks for a class roster file when gradebooks are created or updated.

If necessary, a teacher can use the Import command on the File menu to manually import a CLxxxxxx.GRD file. Teachers do this when a school is not networked and disks are used to transfer CLxxxxxx.GRD and MKxxxxxx.GRD files between the teachers and the administration system.

## During the Year

Throughout the reporting period the school's system administrator should export new CLxxxxxx.GRD files so that teachers get updated class lists, add/drops, and other changes. Some schools with frequently changing student populations may need to generate this file as often as once a day.

The InteGrade Pro software has a feature to automatically find these files and update the gradebook so that no additional effort is required by the teachers. If this feature is used, each time a teacher opens a gradebook, the product checks the teacher's CLxxxxxx.GRD file to see if class rosters or other information has changed, and automatically updates the teacher's gradebook. These CLxxxxxx.GRD updates never damage teacher data. They only update or add to the gradebook.

During the year, the teacher enters tasks (any graded assignment such as quizzes, homework, or tests) and attendance, and calculates grades throughout the reporting period.



## End of Reporting Period

The teacher copies final grades to the End Term spreadsheet, along with other data, as needed. Some teachers may use other methods for grade collection and use the End Term spreadsheet to manually enter grades at the end of the reporting period.

When teachers have filled out the End Term spreadsheets for the current reporting period for all classes, they use the InteGrade Pro software export process to create an MKxxxxxx.GRD file at a specified location. This file contains the grades in each of the columns of the End Term spreadsheet. The InteGrade Pro software checks for valid data in the End Term columns as specified by the administration system in the CLxxxxxx.GRD file.

The administration system imports the MKxxxxxx.GRD files into the database to update student grades.

## System Files

Administration systems export a series of class roster files (CLxxxxxx.GRD files). One CLxxxxxx.GRD file creates or updates a gradebook for a single teacher within a single school for one or more reporting periods.

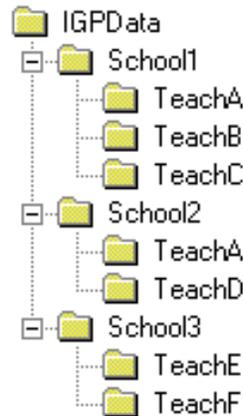
Each CLxxxxxx.GRD file contains records that describe all students and all classes for that teacher. It also contains the data collection requirements and rules that the product interprets to set up End Term spreadsheets for that teacher to collect grading information to return to the administration system. The administration system can define letter grades and other rules that the InteGrade Pro software uses to reduce errors when entering end term (report card) data.

The administration system also imports marks data files (MKxxxxxx.GRD) created in the InteGrade Pro software that contain report card grading information (End Term) for that teacher's students.

The School System (TSS) software release 7.1 and earlier, and Osiris software earlier than version 5, use \*.GC files instead of \*.GRD. TSS release 8.0 produces \*.GRD files, as does Osiris version 5.

## Folder Hierarchy

The administration system may also automatically create a folder hierarchy in which to store CLxxxxxx.GRD files and from which to import MKxxxxxx.GRD files. This figure shows an example.



This structure allows files to be stored separately by district, school, and teacher. This feature prevents collision of file names for files created for the same teacher at different schools within the same database. InteGrade Pro requires that each gradebook contain data for only one teacher at only one school. The administration system imports MKxxxxxx.GRD files from the mandated IGPDData directory structure to populate the grading tables in its database.

Error log files are also created in the top level IGPDData directory. These files list all records rejected during a single import of MKxxxxxx.GRD files. The InteGrade Pro software creates an error log file named ERRORLOG.AMK. This file is overwritten each time there is a new import. Users can maintain an archive of the error logs by copying or moving the file to a different location before running the import.

The SASIxp software builds files for one school at a time, based on the school the user is currently logged into.

The SASI III software does not have the school level of the hierarchy and uses IGP\_Data as the directory. You need to run igpcl.exe to create the entire IGP\_Data structure and igpmk.exe to read files from this structure.



## End Term Spreadsheet

Each administration system defines one spreadsheet for each class for each collection date. For example, in a school that schedules by two semesters and four quarters, the administration system may mandate four End Term spreadsheets for each class, collecting grade data as follows:

- End Term Spreadsheet 1: Quarter 1
- End Term Spreadsheet 2: Quarter 2 and Semester 1
- End Term Spreadsheet 3: Quarter 3
- End Term Spreadsheet 4: Quarter 4, Semester 2, and final year.

These spreadsheets include columns for specific data collection, for example Quarter 1, Semester 1, and Final Year. Each column may be set up to contain specific data such as letter grades, comments, and total absences. InteGrade Pro gradebook software uses validation rules to verify correct data entry for each column. These rules are defined by the administration system.

## Using Templates to Create Gradebooks

When a user creates a new gradebook, the InteGrade Pro software searches for a template gradebook whose contents and option settings will be included in the new one. This template file must be named **template.gbf**.

Subsequent imports of administrative data will only overwrite the “incomplete” (INC) symbol and grade tables with the same name. All other data remains unchanged in the gradebook.

### Location of Gradebook Template Files

Template files used by the InteGrade Pro Server software when creating users must be stored in one of these folders:

- In the same folder as the imported user's class roster file
- In the IGPDATA "\_Common" folder

Template files used on a client connected to the InteGrade Pro Server software must be stored in one of these folders:

- In the same folder as the imported user's class roster file
- In the parent folder of the folder containing the user's class roster file
- In the IGPDATA "\_Common" folder
- In the InteGrade Pro software application folder



## About the InteGrade Pro Software

Template files used for local and network imports must be stored in one of these folders:

- In the same folder as the imported user's class roster file
- In the parent folder of the folder containing the user's class roster file
- In the InteGrade Pro software application folder

## Creating a Template Gradebook and Template Classes

Although anyone can create a template gradebook, it is generally the system administrator who is responsible for creating the template.

1. Create a new gradebook without importing any class roster files.
2. Set the options for Display, Grading Rules, and any other standard settings required by the teachers who will be using this template. You do not need to include students or classes.
3. Add default classes if you want. For example if you want every gradebook to have a math and an English class, create default classes for each of these. Each time a gradebook is created using the template, the gradebook will automatically contain the default classes.
4. Add a template class if you want. You can create a template class that includes standard spreadsheets that you want applied to the creation of any new classes that are imported. For example, you can create a template class labeled "template" and add several spreadsheets to it. Then each time a user imports classes from the class roster file using the template file, each imported class will have those template spreadsheets added to it.
5. Save the gradebook as **template.gbf**. Be sure to store the gradebook in the appropriate location for the type of system being used. See [Location of Gradebook Template Files](#).

## Data Copied when a Template is Used

All settings of the template gradebook are copied to gradebooks created using the template. These settings include:

- All display settings.
- All grading rules.
- Default students. Students added using the template are considered manually added unless subsequently imported.
- Default classes. Classes added using the template are considered manually added unless subsequently imported.



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- Any template classes you created.
- Report settings.

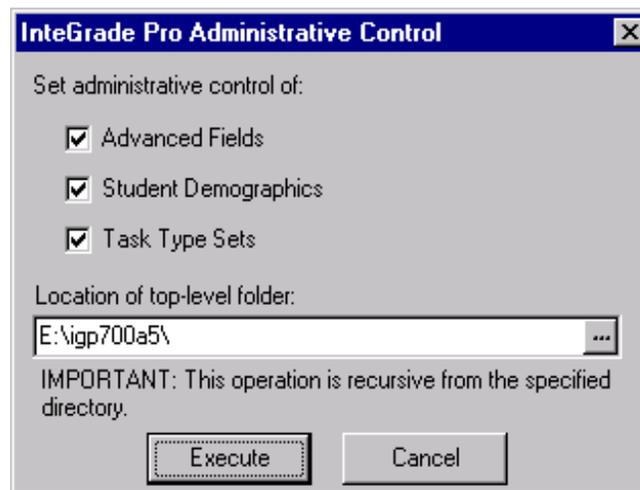
The following data copied from the template gradebook is overwritten upon import:

- The “incomplete” symbol
- Any grade tables with the same name

### Administrative Control Settings

A small separate program named **igproadmin.exe** is used to set control preferences of demographic fields and advanced fields. The program edits existing class roster files on the network based on the top-level folder choice, and adds an appropriate N580 record.

1. From the \IGPRO folder, double click igpadmin.exe.



2. Select whether you want to control teacher access to advanced fields and demographic fields. There is no need to set controls for Type Sets if your administrative system does not specify them.
3. Select the top-level folder to begin this operation. Administrative control is set on every class roster file in this folder and every folder within it.
4. Click Execute.



### *About the InteGrade Pro Software*

An N580 line is added to the end of each class roster file.

Once the control preferences are set within the InteGrade Pro software, their state can only be changed by importing another N580 record. Import of a new class roster file that contains no N580 will not affect the current control preferences.



## InteGrade Pro System Information

### Gradebook and Class Roster Data File Names

Files created by the administration system have the prefix CL. Files created by InteGrade Pro gradebook software have the prefix MK.

The maximum length of teacher codes within the CLxxxxxx.GRD file name is six characters. The .GRD extension is common to both types of prefixes.

The School System (TSS) software release 7.1 and earlier and Osiris software earlier than version 5 use \*.GC files instead of \*.GRD. TSS release 8.0 produces \*.GRD files, as does Osiris version 5.

Class roster files created on the IBM® AS/400® or e™ Server iSeries 400 midrange computer system by the CIMS III software are named CLdissch.CIM, where *dis* represents the District ID and *sch* represents the School ID. Marks data files being uploaded from the InteGrade Pro software to the CIMS software are named MKdissch.CIM. Note that schools must use the CIMS converters to create CLxxxxxx.GRD files (for teacher use) from the Cldissch.CIM file and to create the Mkdissch.CIM file from MKxxxxxx.GRD files. A single CIM file contains all CL files for all teachers.

### Mapped Drives

Before you can export when operating in a Windows environment, you must map the drive to which you want to export. Refer to your Windows operating system documentation for information on mapping drives.

### Attendance Codes

This section applies to those who have school administration systems that support attendance tracking.

Attendance codes are used to explain why a student is absent. If you created a gradebook by importing a class roster file from an administration system, you must use the existing system codes, so that the file exports correctly.

This table lists the system codes and their late and absent values. These codes are used in the Class Attendance report and the Student Attendance report where the summaries list Late, Absent, and Present. For example, a Tardy and an Excused Tardy both are included in the Late



## About the InteGrade Pro Software

category, and an Excused counts as an Absent. If you create a new attendance code, you must assign one of these system codes to it, so that those reports are created correctly.

<i>Code</i>	<i>Late</i>	<i>Absent</i>
Activity	0	0
Dismissed	0	0.5
Excused	0	1
Excused Tardy	1	0
Not Enrolled	0	0
Present	0	0
Suspended	0	1
Tardy	1	0
Undefined	0	0
Unexcused	0	1
Unexcused Tardy	1	0
Unverified	0	1

## Important System Directories and Files

### The `_COMMON` Directory

All users have read-only access to the `_COMMON` directory. You can use it for storing a single template gradebook that is to be used by all users when creating gradebooks. The system administrator can also place files to be imported by users (using the File | Import feature in the InteGrade Pro software) in this directory. When users log on to the InteGrade Pro Server software, they will have access to this directory.

### The Data Repository

The InteGrade Pro Server software uses a number of data repository files to store all of the server configuration information. The files have a ".dat" file extension and are located in the C:\Program Files\NCS Pearson\InteGrade Pro Server\Data folder.

You must not edit these files. They are automatically generated by InteGrade Pro Server.



## Random Password File

The InteGrade Pro software includes a file called **passwordparts.txt**. This text document contains a list of four-letter words that are randomly combined during password generation. This file is located in the C:\Program Files\NCS Pearson\InteGrade Pro Server\Data folder.

You must not edit this file.

## Server Configuration File

When a client computer is configured to connect to the InteGrade Pro Server software, that system maintains a **servers.cfg** file.

This file contains information for each server added on the Open Gradebook screen on the client computer. The following is a sample of the information contained in the **servers.cfg** file.

```
207.194.137.999:143          Test Server at School 1
216.232.118.999:3737       Test Server at School 2
```

This file is located in the C:\IGPRO directory on the client computer. Each time a teacher adds server access on the Open Gradebook screen, the information is added to this file, where it is used for future logons to the InteGrade Pro Server software.

## Imported User Listing

When the system administrator imports users, the system attempts to send an e-mail to the administrator listing all of the imported users' User IDs and passwords. Each import also generates a log file named ImportUsersLog.txt and places the file in the Gradebook Root Directory specified within the InteGrade Pro Control Panel.

This file is overwritten each time the system is unable to send the administrator e-mail.

## Event Log Files

The InteGrade Pro software now includes an InteGrade Pro Server Control Panel event log file that tracks user activity on the InteGrade Pro Server software. The most recent login information is also available on the Users tab of Control Panel.



## About the InteGrade Pro Software

The log files are created each week and are named for the week they cover. For example, a file named:

2001-01-14to2001-01-20

covers the 7 days from January 14, 2001 through January 20, 2001.

The files are located in c:\"gradebook root directory"\\_LOG. The following text provides an example of the type of information tracked in these new log files.

```
1/16/2001 10:18:27 AM Control Panel Control Panel opened 0.0.0.0
1/16/2001 10:20:06 AM Control Panel Control Panel closed 0.0.0.0
1/16/2001 12:55:47 PM Control Panel Control Panel opened 0.0.0.0
1/16/2001 12:58:04 PM Control Panel User lhunter added 0.0.0.0
1/16/2001 12:58:26 PM Control Panel User jsmith added 0.0.0.0
1/18/2001 9:58:44 AM Control Panel User lhunter added 0.0.0.0
1/18/2001 10:02:05 AM Control Panel Users Imported 0.0.0.0
```

## Error Log Files

The software prompts the user after import or export if errors occurred. You can open error log files using a text editor (Notepad or SimpleText). This list shows the names of these files and when and where they are created.

<b>ERRORLOG.ICL</b>	The InteGrade Pro software creates this file when importing a CLxxxxxx.GRD file. It is created in the same location as the CLxxxxxx.GRD file being imported.
<b>ERRORLOG.IMK</b>	The InteGrade Pro software creates this file when exporting an MKxxxxxx.GRD file. It is created in the same location as the MKxxxxxx.GRD file being exported.
<b>ERRORLOG.ACL</b>	The administration system creates this file when exporting a CLxxxxxx.GRD file. It is created in the same location as the CLxxxxxx.GRD file being exported.
<b>ERRORLOG.AMK</b>	The administration system creates this file when importing an MKxxxxxx.GRD file. It is created in the same location as the MKxxxxxx.GRD file being imported.



About the InteGrade Pro Software

<b>ERRINDEX.LOG</b>	The SASIxp software creates this file when importing an MK file or when exporting a CL file and errors are found for more than one teacher. This file lists the teachers with errors and lists the teacher folders containing teacher error log files. You can find this file in the School folder containing the Teacher folders.
---------------------	--

TSS/TESS (7.1 and lower) software and OSIRIS software (before version 5) imports and exports do not generate error logs. TSS/TESS 8.0 and Osiris 5 do generate error logs.



## Where to Find More Information

If you need more information about the *InteGrade Pro* software, refer to the online help system or the *InteGrade Pro User's Guide*. You can download the *User's Guide* from the Pearson Digital Learning Customer Link Web site. If you need additional assistance, contact Technical Support.

### Technical Support Services

Pearson Digital Learning offers the following services to users with active maintenance agreements:

- **World Wide Web:** Users with active maintenance agreements can get technical support from the Pearson Digital Learning Web site. Fill out the form on Customer Link ([customerlink.pearsondigital.com](http://customerlink.pearsondigital.com)) and a support person will send an e-mail response to you. You must be using a browser that displays forms to use this service.
- **Training:** For information about the training services available from Pearson Digital Learning, or to schedule training, call (800) 736-4357.
- **Customer Service:** For information about other products available Pearson Digital Learning call (800) 736-4357.

### When Requesting Technical Support

Be sure you include the following information when requesting technical support:

- Your site number.
- The version of the *InteGrade Pro* software you are using and the platform on which you are running it. For example, *InteGrade Pro* 9.1 software for Windows or *InteGrade Pro* 9.1 software for Macintosh.
- Your computer make and model. For example, Dell® Dimension XPS 166 or Apple Power Macintosh® 6100/60.
- The computer operating system and version number. For example, Windows 2000 or Mac OS® X 10.2.8.
- If *InteGrade Pro* is running on a local area network, the network operating system and version number.



About the InteGrade Pro Software

### **Receiving Support from Other Vendors**

If you purchased the InteGrade Pro software from a company other than Pearson Digital Learning, you should contact that company for technical support. You should have received information on technical support services available from that vendor at the time of purchase as well as upon receipt of the product.

# 2

## Installing the InteGrade Pro Software

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The InteGrade Pro software and InteGrade Pro Server software are available for download on the Customer Link Web site. The InteGrade Pro Web software installs when the InteGrade Pro Server software is installed.

The following sections contain the installation and configuration procedures for the software.



## Introduction

There are a number of ways to deploy the InteGrade Pro software. You can install the InteGrade Pro software on a stand-alone computer or on a client computer that connects to the InteGrade Pro Server software. You can also install the InteGrade Pro software on a network server and share it over a network using the network operating system's file sharing capabilities instead of using InteGrade Pro Server.

The InteGrade Pro 9.1 software can be installed regardless of whether you have a previous version of InteGrade Pro installed on your system.

If your school has a Windows-based network, Pearson Digital Learning recommends that you install the InteGrade Pro Server software and take advantage of the file serving capabilities of this new component. After the InteGrade Pro Server software is installed, you can either install the InteGrade Pro software on remote computers and configure them to connect to the InteGrade Pro Server software or you can simply have the remote computers connect to the InteGrade Pro Server software using the InteGrade Pro Web software.

### Authorization Settings

Regardless of the deployment option selected, you must have the authorization information available to complete installation.

Authorization information includes the Licensee Name, the Site Number, and the Authorization Key. This information is normally provided to your site in an authorization letter from Pearson Digital Learning. If you cannot find this information, contact your InteGrade Pro support center.

### General Installation Information

#### *InteGrade Pro Software*

The InteGrade Pro software can be used as a stand-alone product or as a client connected to the InteGrade Pro Server software. The functionality that allows the InteGrade Pro software to connect to the InteGrade Pro Server software can be toggled on and off with a setting in the Preferences menu of the InteGrade Pro software.



## *Installing the InteGrade Pro Software*

### *InteGrade Pro Server Software*

The InteGrade Pro Server software can be installed only on a Windows-based network server. When you install the InteGrade Pro Server software, functionality for the Web server is also installed. Remote computers can connect to InteGrade Pro Server using InteGrade Pro or InteGrade Pro Web.

### *InteGrade Pro Web Software*

The InteGrade Pro Web software has no additional installation requirements for the server computer. After the InteGrade Pro Server software is installed and configured, a remote computer with Internet connectivity can connect using the Web server's URL and a user ID and password assigned by the system administrator.



## Installing the InteGrade Pro Server Software

To use the file-serving functionality of the InteGrade Pro Server software, follow the procedure below. If you want to use InteGrade Pro deployed over a network using the network operating system's file-sharing capabilities, see "Installing the InteGrade Pro Software on a Network Server" on page 33.

### **WARNING: Running in Demo Mode and Gradebook Access**

If you run the InteGrade Pro Server software in DEMO mode, users will not have full access to gradebooks. They will have read-only access. For users to have full read-write access to gradebooks, you must install the InteGrade Pro Server software in fully-authorized mode.

If you are running the InteGrade Pro Server software in DEMO mode, you can switch to fully-authorized mode by opening the InteGrade Pro Server Control Panel. When prompted, you must provide the authorization information. This gives users full read-write access to their gradebooks.

### **Downloading and Installing the InteGrade Pro Server Software**

You must have WinZip or a similar archive program to extract the installation files after downloading them.

To download and install the software:

1. On the network server, sign in to the Customer Link Web site at [customerlink.pearsondigital.com](http://customerlink.pearsondigital.com).
2. Go to the [InteGrade Pro Software Downloads](#) Web page. (On the Customer Link Welcome page, select InteGrade Pro in the Product Support Center list, and then click the IGPro 9.1 link under Downloads.)
3. Click the IGPro\_9.1\_WIN.zip link and save the file to the root directory on your hard disk, usually C:\.
4. Unzip the IGPro\_9.1\_WIN.zip file to the root directory on your hard disk.
5. In the unzipped folder, open the \ADMIN\SERVER\ folder.

If you are installing this product on a system already running InteGrade Pro Server, the old version must be removed before running the installation program. Please see *Uninstalling A Prior InteGrade Pro 9.0 Install.rtf* in this folder for details.



## Installing the InteGrade Pro Software

6. Double-click Setup.exe and follow the instructions in the Installation wizard.
7. After the InteGrade Pro Server software is installed, reboot your PC. You must then complete the first-time Authorization Settings for the InteGrade Pro Server Control Panel as described in the next section.

### First-Time Authorization Settings for InteGrade Pro Server Control Panel

These settings apply to the InteGrade Pro Server 9.1 software.

1. Be sure you have the InteGrade Pro Server Site and License numbers as well as the Authorization key. If you do not have this information, contact your InteGrade Pro representative.
2. After restarting your computer, open the Windows Control Panel.
3. Open the InteGrade Pro Server Control Panel. The Authorize InteGrade Pro Server Welcome screen is displayed.
4. Click Next to go to the Authorization screen.
5. Enter the Licensee Name, Site Number, and Authorization Key.
6. Click Next and Done. The InteGrade Pro Server Information screen is displayed. You must complete this information before using the InteGrade Pro Server Control Panel.
7. Enter an Administrator password and then re-enter the same password in the *Confirm* field. Be sure it is not easy to guess but that you will remember it. If you forget the password, you must re-install the InteGrade Pro Server Control Panel.
8. In the Server Options section, enter the maximum concurrent users you will allow to access the server. If this number is too high, you may see degradation in server performance. If it is too low, users will receive warning messages stating that no more connections are allowed. Adjust this number as required.



## Installing the InteGrade Pro Software

9. Configure a default gradebook root path. This is where the teacher directories with gradebooks are stored.

You must ensure that the gradebook directory is located on the server where the InteGrade Pro Server software is installed. Do not place the gradebook directory on another computer!

The default setting for the gradebook root path is \IGPDATA. Pearson Digital Learning recommends that you use it as it has the correct subdirectory structure for importing and creating gradebooks. If your school does not use an administration system, this does not apply.

10. Enter the maximum number of backups to keep.
11. Click Configure InteGrade Pro Server.
12. On the Configure InteGrade Pro Server screen, select the *Provide services to InteGrade Pro clients* checkbox.
13. Enter a port number and address for connecting InteGrade Pro clients to the InteGrade Pro Server software. The port number for InteGrade Pro clients and the port number for clients accessing the server with the InteGrade Pro Web cannot be the same.

Use caution when assigning port numbers. They must not conflict with another port currently in use.

14. Click Configure Web Server.
15. On Configure Web Server screen, select the *Provide Web services to clients on port* checkbox.
16. Enter the port number and address that InteGrade Pro clients will use to connect to the InteGrade Pro Server via the Web. The port number for InteGrade Pro clients and the port number for clients accessing the server with the InteGrade Pro Web must not be the same.

Use caution when assigning port numbers. They must not conflict with another port currently in use.

17. Set the session duration (time out). This is the maximum length of time (in minutes) that the InteGrade Pro Server waits between user requests before automatically ending the user's session.
18. If you want you can enable SSL on this screen. See Enabling SSL on the Web Server on page 74.
19. In the e-mail Options section, enter the mail server address.



## Installing the InteGrade Pro Software

20. Enter the administrator e-mail login ID.
21. Enter a default e-mail address for the administrator.
22. Click OK to save the administrator information. You will see a warning message that says that InteGrade Pro Server Control Panel needs to be restarted before these settings take effect.
23. Click OK to close the Control Panel.
24. Restart the InteGrade Pro Server service.
25. Open the InteGrade Pro Server Control Panel. Enter your administrator password. The InteGrade Pro Server Control Panel opens to the Users tab.
26. You can now configure the additional settings in the InteGrade Pro Server Control Panel. See [Completing InteGrade Pro Server Configuration on page 72](#).

## Windows File Sharing

Remove any Windows sharing from the folders that contain teacher gradebooks. File sharing for these folders is managed by InteGrade Pro Server and must not be interfered with by Windows file management services.



## Installing the InteGrade Pro Software

The following procedures show how to install the InteGrade Pro software for stand-alone operation and for computers that connect to the InteGrade Pro Server software.

### Downloading and Installing to a Windows PC

You must have WinZip or a similar archive program to extract the installation files after downloading them.

To download and install the InteGrade Pro software:

1. Sign in to the Customer Link Web site at [customerlink.pearsondigital.com](http://customerlink.pearsondigital.com).
2. Go to the [InteGrade Pro Software Downloads](#) Web page. (On the Customer Link Welcome page, select InteGrade Pro in the Product Support Center list, and then click the IGPro 9.1 link under Downloads.)
3. Click the IGPro\_9.1\_WIN.zip link and save the file to the root directory on your hard disk, usually C:\.
4. Unzip the IGPro\_9.1\_WIN.zip file to the root directory on your hard disk.
5. In the unzipped folder, open the \IGPro folder.
6. Double-click Setup.exe and follow the instructions in the Installation wizard.
7. When prompted, type your Licensee Name, Site Number, and Authorization Key, and then click Install. If you cannot find the authorization letter with this information, contact technical support or your InteGrade Pro representative.
8. On the Finished screen, click Next to view the Release Notes. Pearson Digital Learning recommends that you read the information in this file carefully as it contains important last-minute installation and configuration information.
9. On the Install Complete screen, click Done to quit the installer. A shortcut to InteGrade Pro is placed on your desktop.



## Installing the InteGrade Pro Software

### Downloading and Installing to a Macintosh Computer

To download and install the InteGrade Pro software:

1. Sign in to the Customer Link Web site at [customerlink.pearsondigital.com](http://customerlink.pearsondigital.com).
2. Go to the [InteGrade Pro Software Downloads](#) Web page. (On the Customer Link Welcome page, select InteGrade Pro in the Product Support Center list, and then click the IGPro 9.1 link under Downloads.)
3. Click the IGPro\_9.1\_Mac.sit.hqx link. The file saves to your desktop.
4. Double-click the IGPro\_9.1\_Mac.sit.hqx file to unstuff it.
5. In the unstuffed folder, open the \IGPro folder.
6. Double-click Install InteGrade Pro and follow the instructions in the Installation wizard.
7. When prompted, type your Licensee Name, Site Number, and Authorization Key, and then click Install. If you cannot find the authorization letter with this information, contact technical support or your InteGrade Pro representative.
8. On the Finished screen, click Next to view the Release Notes. Pearson Digital Learning recommends that you read the information in this file carefully as it contains important last-minute installation and configuration information.
9. On the Install Complete screen, click Done to quit the installer.



## Using the InteGrade Pro Web Software

### The Server Side

To use the InteGrade Pro Web software, you must install the InteGrade Pro Server component as described above. The InteGrade Pro Web software installs when the InteGrade Pro Server software is installed.

You must then configure the InteGrade Pro Server software as outlined in Chapter 3. The InteGrade Pro Server component includes all of the networking and Web-server functionality required for using InteGrade Pro Web.

### The Client Computer Side

A remote computer that uses the InteGrade Pro Web software to access gradebooks on the school's InteGrade Pro Server requires the following:

- It must have an Internet browser that meets the minimum system requirements (see Chapter 1).
- It must have a connection to the Internet (dial-up, cable, etc.)
- The Internet browser should be set to JavaScript enabled (performance is optimal when JavaScript is enabled).
- The browser must be set to accept cookies.

Once these conditions are met, users can begin using InteGrade Pro Web provided that gradebooks have already been created on the server and InteGrade Pro Server has been configured. Information on logging in to InteGrade Pro Web can be found in the *InteGrade Pro Web User's Guide*.



## Installing the InteGrade Pro Software on a Network Server

This procedure is for installing the InteGrade Pro software on a network server and sharing the InteGrade Pro software over the network to client computers on the school LAN. This installation method assumes that InteGrade Pro program files will be shared over the network using the network operating system's file-sharing capabilities.

This procedure does not use the new InteGrade Pro Server file-serving functionality. This procedure is for users who wish to upgrade to the new version of InteGrade Pro to take advantage of the many defect fixes but who do not wish to install the new file serving functionality.

### Downloading and Installing on the Server

Download and install the software on the server as described in "Installing the InteGrade Pro Software" on page 30.

### Setting up File Sharing

Be sure to share the teachers' folders where the gradebook files are stored. Refer to the file sharing sections of your network operating system's documentation for guidelines on how to do this.



## Other Installation Options

### Installing Client Computers over the Network

Computers that are connected to the school LAN can be installed over the network. You set up an installation folder on the network server and then run the installation program from each client computer.

To set up an installation folder on the network server:

1. On the network server, create a separate installation folder. The folder can have any name.
2. Copy the contents of InteGrade Pro installation folder created during the download from the Internet.
3. On each client computer, double-click the appropriate Install icon from the installation folder on the network server. Follow the instructions on your screen.



## Starting the InteGrade Pro Server Software

Once you have completed installation of the InteGrade Pro Server software, there is no need to start the Server service. During installation you are asked to reboot the computer and the Server is automatically started. This section is provided for information purposes in the event that the Server service is shut down.

For the InteGrade Pro Server software to be accessible to remote client computers, you must meet these conditions:

- In the Windows Control Panel | Administrative Tools folder | Services, the InteGrade Pro Server service must always be running for computers to connect. You can start the server service manually but it is also started automatically when the InteGrade Pro Server software is first installed and each time the server PC is rebooted.
- The InteGrade Pro Server Control Panel must be completely configured with Options and User information.

If the server has been shut down, reboot the server and InteGrade Pro Server will start. If you need to start InteGrade Pro Server manually, you can start the service by going to Services in the Administrative Tools folder of the Windows Control Panel. Depending on the type of Windows server you are using, the services may be configured in a different location. Refer to your operating system documentation for instructions on starting and stopping services.

### **WARNING: Running in Demo Mode and Gradebook Access**

If you run the InteGrade Pro Server software in DEMO mode, users will not have full access to gradebooks. They will have read-only access. In order for users to have full read-write access to gradebooks, you must install the InteGrade Pro Server software in fully authorized mode.

If you are running the InteGrade Pro Server software in DEMO mode, you can switch to fully-authorized mode by opening the InteGrade Pro Server Control Panel. When prompted, you must enter the authorization information. This will allow users full read-write access to their gradebooks.

## Starting the InteGrade Pro Software

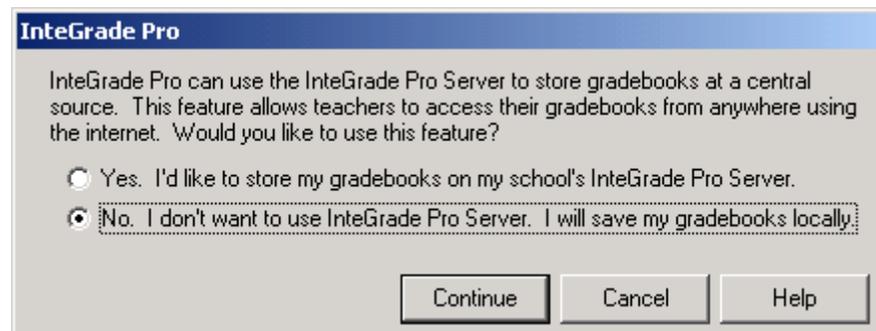
### Starting the InteGrade Pro Software for the First Time

The first time you run the InteGrade Pro software you are given the option of indicating whether you will be using it stand-alone (only storing gradebooks locally) or whether you will connect to the InteGrade Pro Server software (storing gradebooks remotely).

### Starting Without the InteGrade Pro Server Software

Use this procedure to open InteGrade Pro the first time only if you will not be connecting to InteGrade Pro Server. This procedure will configure your system to run as a stand-alone or to run on the school's LAN without using InteGrade Pro Server. Gradebooks will only be stored locally.

1. Double-click the InteGrade Pro icon. You will see the following message:



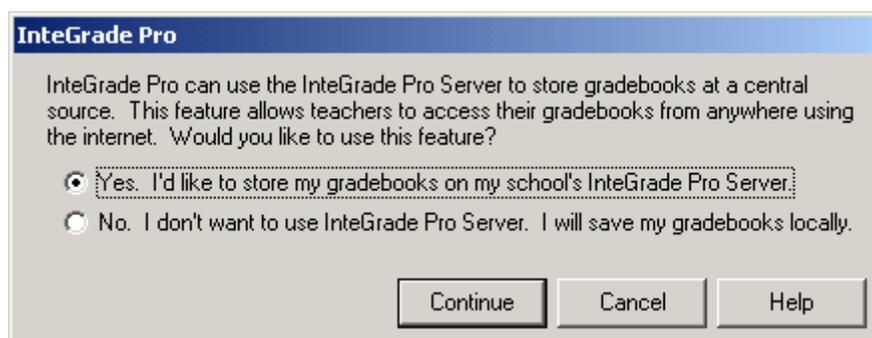
2. Select No. This indicates that you will be installing without connectivity to the InteGrade Pro Server software.
3. Click Continue. The InteGrade Pro banner screen is displayed.
4. On the InteGrade Pro banner screen, select Open a gradebook on your computer and click OK.
5. When the Open screen appears, click Cancel and close InteGrade Pro. This completes the requirements of the first-time startup.

## Installing the InteGrade Pro Software

### Starting With the InteGrade Pro Server Software

Use this procedure to open the InteGrade Pro software the first time only if you will be connecting to the InteGrade Pro Server software. This procedure will configure your system to store gradebooks remotely on the school's server.

1. On the computer desktop, double-click the InteGrade Pro icon. You will see the following message:



2. Select Yes. This indicates that you will be installing on a computer that will connect to InteGrade Pro Server at school.
3. Click Continue. The InteGrade Pro banner screen displays.
4. Select the Open a gradebook on a server option and click OK. The Open Gradebook screen appears.
5. To see a description of the various parts of the Open Gradebook screen, click the Help button. At this point teachers must add server connectivity so that the computer can connect to the InteGrade Pro Server software.
6. See the online Help and the *InteGrade Pro User's Guide* for instructions on connecting to the remote server and opening and closing gradebooks.

### Starting the InteGrade Pro Software (After the First Time)

If you are starting InteGrade Pro for the first time, see Starting the InteGrade Pro Software for the First Time procedure above.



## Installing the InteGrade Pro Software

### Starting Without the InteGrade Pro Server Software

For all subsequent times that you open the InteGrade Pro software, do the following:

1. Double-click the InteGrade Pro icon.
2. On the InteGrade Pro banner screen, select Open a gradebook on your computer and click OK.
3. On the Open screen, select a gradebook to open and click Open.

Each time you open a gradebook that was created using a previous version of InteGrade Pro, you will see a message asking if you want to proceed and convert the file. Once a file has been opened in the later version, you cannot not open it using earlier versions of InteGrade Pro.

### Starting With the InteGrade Pro Server Software

For all subsequent times that you open the InteGrade Pro software, do the following.

1. Double-click the InteGrade Pro icon. The InteGrade Pro banner screen displays.
2. On the InteGrade Pro banner screen select Open a Gradebook on a server and click OK. The Open Gradebook screen displays.
3. See the online Help or the *InteGrade Pro User's Guide* for instructions on connecting to the server and opening and closing gradebooks.

## Starting the InteGrade Pro Web Software

For instructions on starting and using the InteGrade Pro Web software, see the *InteGrade Pro Web User's Guide*.

# 3

## Remote Access

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This chapter describes how InteGrade Pro may be deployed so teachers can securely use it remotely while still keeping data centralized on a school or district server. In particular, it provides technical details on the configuration and operation of the InteGrade Pro software and InteGrade Pro Server software service for gradebook access from outside of a school district's internal network.



## Introduction

There are two ways to provide teachers external access over the Internet to data on an InteGrade Pro server. The first is through InteGrade Pro Web, and the other is by choosing to implement InteGrade Pro server with a remote deployment.

This chapter assumes you have installed the InteGrade Pro Server software and configured it (see also *Installing the InteGrade Pro Software*, and *The InteGrade Pro Server Control Panel*). Remote Deployment also assumes you can implement the required firewall redirection rules based on the specific configuration procedures of your school's network firewall.

### InteGrade Pro Web

#### Operation

The Web Users Guide describes how to use InteGrade Pro Web. See *Getting Started*, chapter 2 of the Web User's Guide, for more information.

#### Configuration

Configuring InteGrade Pro Web is completely described in *The InteGrade Pro Server Control Panel*.

### InteGrade Pro Remote

#### Operation

The InteGrade Pro User's Guide describes how teachers use gradebooks. See *Working with Gradebooks* in the InteGrade Pro User's Guide.

#### Configuration

The InteGrade Pro remote deployment is described in the following section.

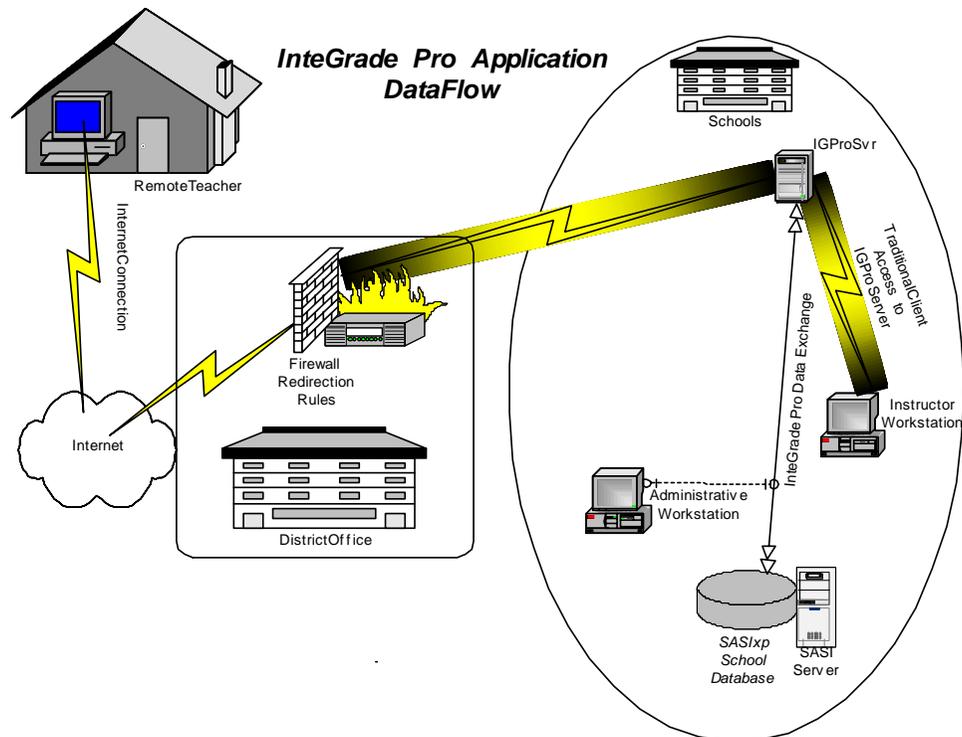
## InteGrade Pro Remote Deployment Architectural Overview

With the use of a specially configured installation of the InteGrade Pro software installed at an end-user's home, it is possible to interact with the gradebooks stored on an InteGrade Pro Server that is located behind a school district's external firewall.

Other than the configuration limits of the firewall, there are no limitations on the location and quantity of InteGrade Pro servers that can be accessed, provided that an open TCP/IP network path exists between the InteGrade Pro server and the external firewall.

This operation is identical to InteGrade Pro Server operations that occur within the internal network with the additional requirement that the communication between the end-user and the InteGrade Pro Server must pass through an appropriately created firewall redirection rule that will allow the data to flow properly between the end-user and the InteGrade Pro Server.

All communication between the end-user and the InteGrade Pro Server is encrypted by the InteGrade Pro Server.

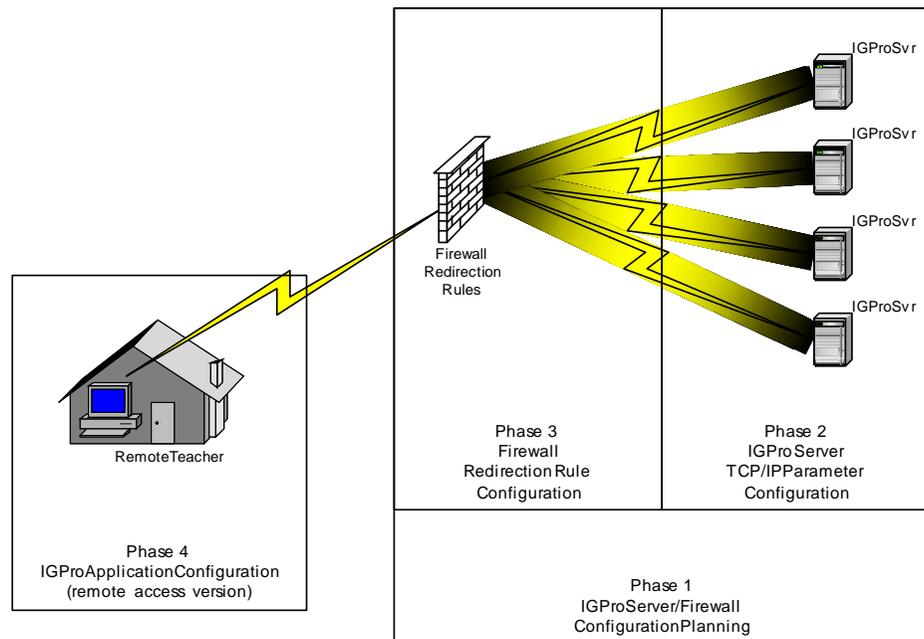


## InteGrade Pro Remote Configuration

A remote deployment can be thought of having four phases of configuration:

- Phase 1 - InteGrade Pro Server and Firewall Configuration Planning
- Phase 2 - InteGrade Pro Server TCP/IP Parameter Configuration
- Phase 3 - Firewall Redirection Rule Configuration
- Phase 4 - InteGrade Pro software Configuration and Distribution

### IGPro Remote Configuration Phases



### Phase 1 - Configuration Planning

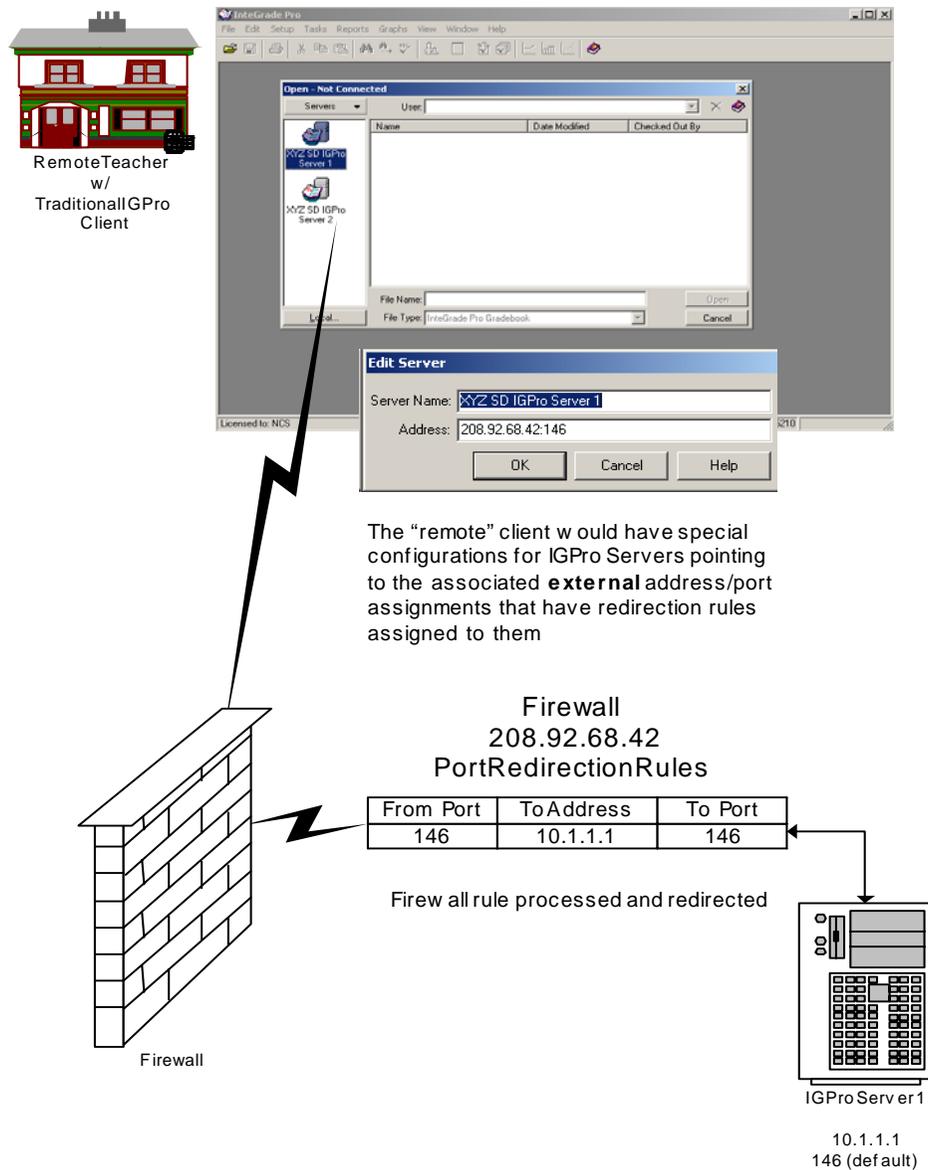
In phase 1, design an environment that provides a unique path of communication from the external side of the firewall to the InteGrade Pro server that is accessed from an external system

Each InteGrade Pro Server is accessed through a unique combination of TCP/IP address and TCP Port assignment. Likewise, a unique combination of TCP/IP address-TCP Port pairs must be available on the external port of the firewall. This approach allows for the definition of TCP/

IP Address/TCP Port pair assignments on both the firewall and IGPro Servers so that unique firewall redirection rules can be created for each IGPro Server that is to be accessed from an external location.

The number of internal InteGrade Pro Servers that you can make accessible to external end-users is limited to the flexibility of configuration provided by the firewall and, potentially, the number of public TCP/IP addresses assigned to the firewall.

### IGProRemoteOperationalOverview





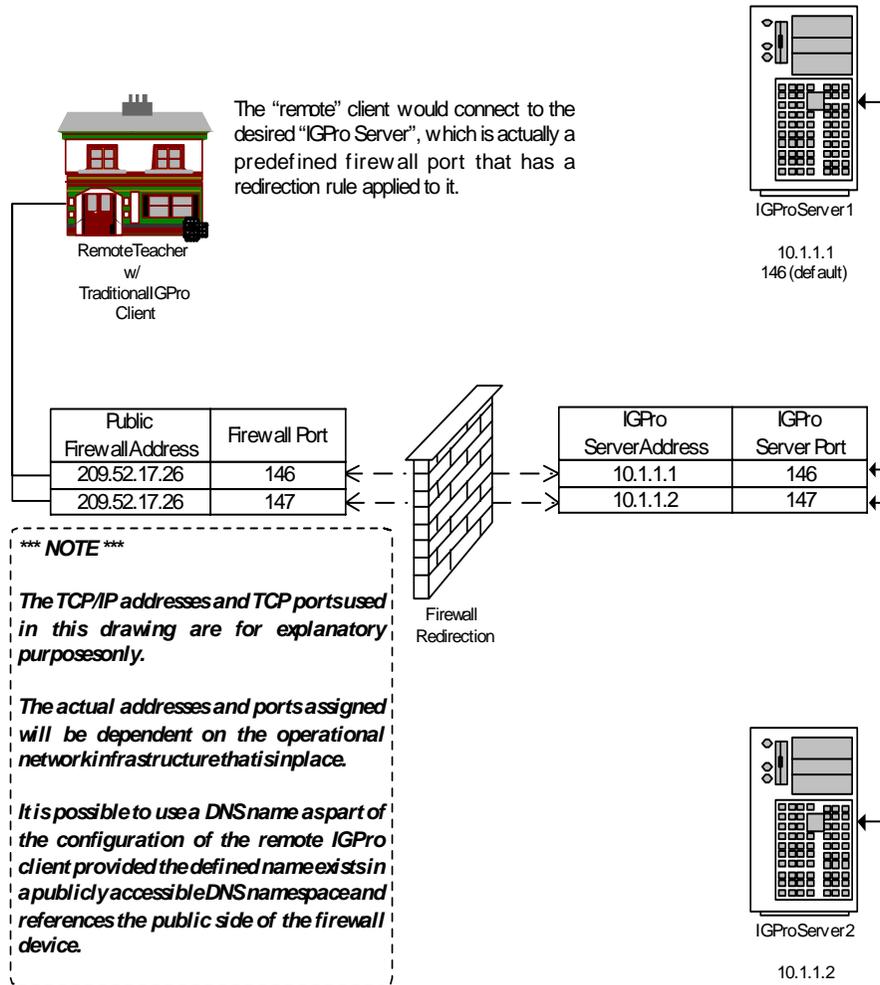
***The choice of which TCP Ports to use in this configuration must be defined by the local network administrator and meet the requirements of the customer's network security policies.***

### **Model 1 - Common Public Firewall Address / Unique TCP Port**

In this model a single public TCP/IP firewall address will be redirected to multiple IGPro Servers behind the firewall. A unique TCP port on the public TCP/IP address must be made available for each IGPro Server that

is to be accessed from an external location. In that one public address will be used in creating the redirection rules, it will be necessary to assign a unique network-wide TCP port to each IGPro Server.

IGProRemoteConfigurationMatrix  
(CommonPublicTCP/IPAddress-UniqueTCPPorts)

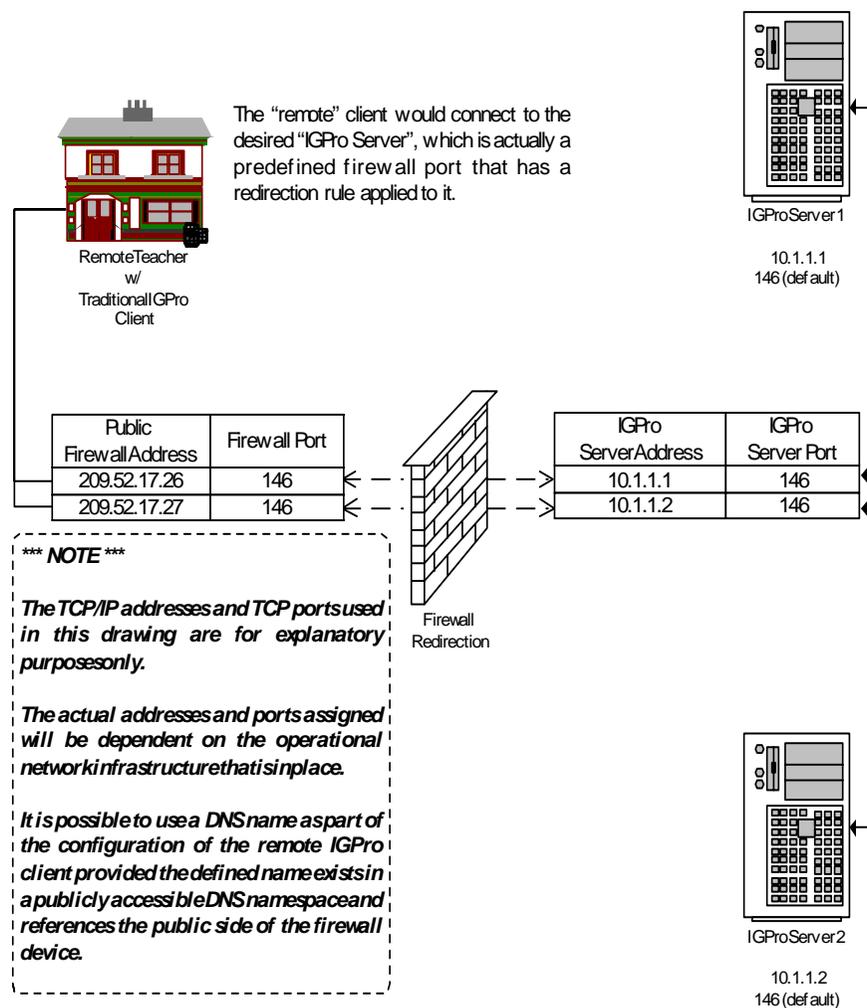


## Model 2 – Unique Public Firewall Address/Common TCP Port

In this model multiple public TCP/IP firewall addresses are redirected to multiple IGPro Servers behind the firewall. A unique public TCP/IP address must be made available for each IGPro Server that is accessed from an external location.

In that multiple public addresses will be used in creating the redirection rules, it is possible to assign a common TCP port to all IGPro Servers.

IGProRemoteConfigurationMatrix  
(UniquePublicTCP/IP Address- CommonTCPPorts)



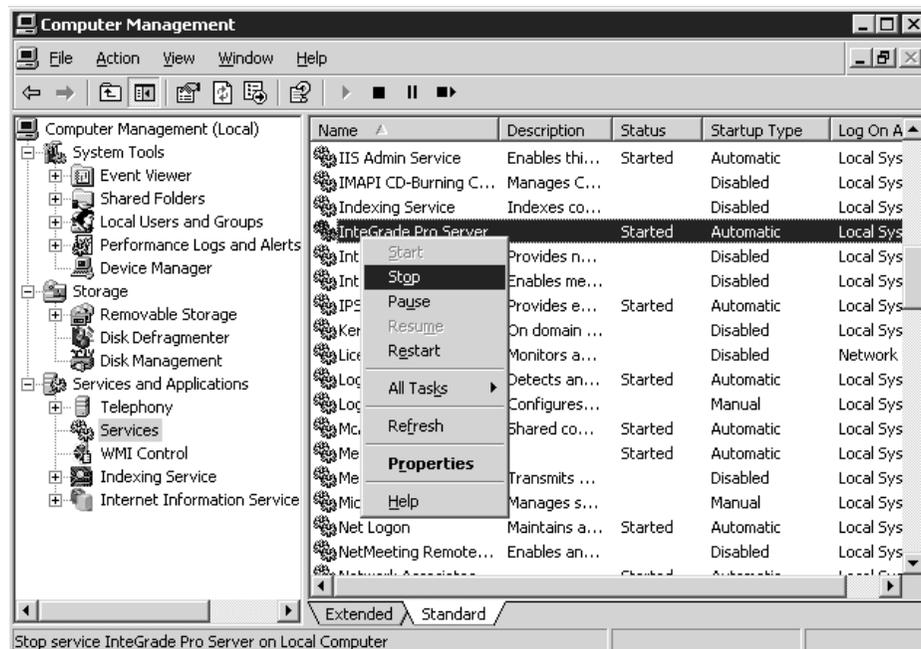


## Phase 2 – IGPro Server TCP/IP Parameter Configuration

Prior to attempting this phase of the configuration, you must define a firewall redirection matrix as explained in the previous section.

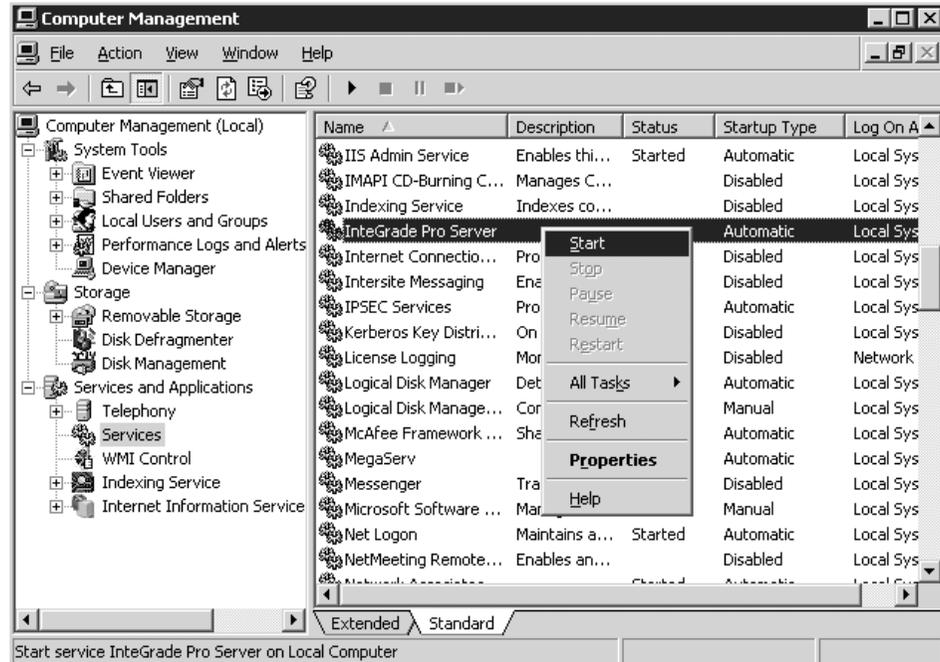
To configure the TCP/IP parameters:

1. If InteGrade Pro Server software is not yet installed, install the service per the instructions provided in the InteGrade Pro Administrator's Guide.
2. If the InteGrade Pro Server service is running, stop the service.



3. Open the *InteGrade Pro Server* applet from the *Control Panel*. Enter the InteGrade Pro Server Administration password and click OK.
4. The *InteGrade Pro Server Control* dialog box displays. Select the *Options* tab.
5. Click *Configure InteGrade Pro Server*.
6. Select the *Provide services to InteGrade Pro clients* checkbox.
7. Enter the internal information for the InteGrade Pro Server as defined in the Redirection Matrix. The address/port parameters must reference the internal network configuration of the InteGrade Pro Server system. While a TCP/IP address is preferred, the address can be an internally resolved DNS name.

8. Click OK.
9. Click OK on the InteGrade Pro Server Control dialog to close the applet.
10. Restart the InteGrade Pro Server service.



### Phase 3 – Firewall Redirection Rule Configuration

Due to the broad range of firewall products available and their associated configuration capabilities, it is beyond the scope of this document to be able to provide specific firewall configuration rule procedures for any particular vendor or product.

Prior to attempting this phase of the configuration, you must define a firewall redirection matrix as previously noted in the Phase I section.

The key to the successful operation of this type of implementation is to ensure the ability of the TCP/IP communications stream on the desired TCP port to flow from the end-user's workstation through any firewalls that may exist in the communications path (e.g. home, ISP, and district/school firewalls).

To configure the firewall redirection rules:

1. Configure the firewall redirection rules of the firewall to provide for the redirection of TCP/IP communications from the external port of the firewall to the InteGrade Pro Server.
2. Ensure the end-user understands any configuration that may be required within their home network to permit the flow of communications on the desired TCP/IP port.

#### **Phase 4 – IGPro Software Configuration and Distribution**

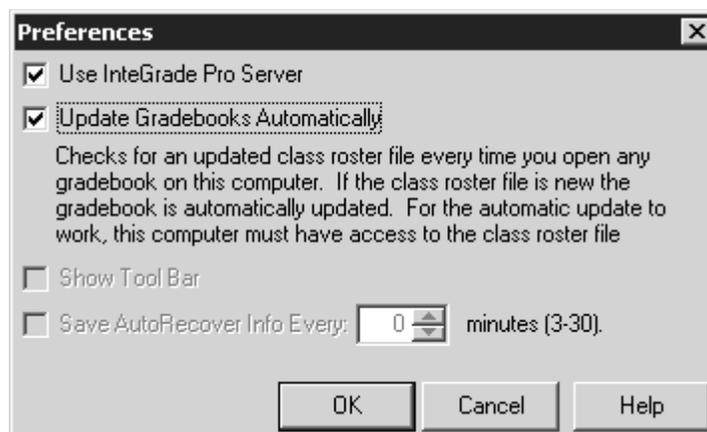
In addition to providing the end-user with a specially configured version of the InteGrade Pro software for external use, it is important to make the end-user aware of any configurations that may be required within their home network to permit the flow of communications on the desired TCP/IP port.

If both Windows and Macintosh versions of the InteGrade Pro software are used at external locations, perform separate installations for each version of the application.

While these instructions address the procedure for creating a Windows installation, similar techniques can be used to create a Macintosh version of the installation.

To configure the InteGrade Pro software:

1. Locate an existing installation of the InteGrade Pro software.
2. Make a copy of this installation to a new folder.
3. Rename the folder.
4. Open the folder and delete the *servers.cfg* file if it exists.
5. Run the InteGrade Pro software from this folder. A prompt may appear asking for the type of storage desired for this installation. Is so, select *Yes, I'd like to store my gradebooks on my school's InteGrade Pro Server*. Click *Continue*.
6. The InteGrade Pro software interface displays. Click *Cancel*.
7. On the Edit menu, click *Preferences*.
8. Configure the *Preferences* dialog as depicted below and click *OK*.



9. On the File menu, click *Open Gradebook*.
10. On the Warning dialog, click *OK*.

- In the Add Server dialog box, type the public information of the firewall redirection rule for the IGPro Server.

The image shows a dialog box titled "Add Server". It has two text input fields. The first is labeled "Server Name:" and contains the text "Internal SD IGPro Svr1". The second is labeled "Address:" and contains the text "209.52.17.26:146". Below the input fields are three buttons: "Add", "Cancel", and "Help".

**Server Name** — The user interface display name associated with the IGPro Server to be accessed.

**Address** — The TCP/IP address and TCP Port of the public firewall redirection rule that will permit the flow of communications from the external location to the internal IGPro Server.

The TCP/IP address and TCP Port should be separated with a colon as shown in the illustration above.

*A DNS name can be used as part of the address definition but it must be a DNS name that can be resolved publicly and references the appropriate public address of the firewall.*

- Click Add. The Open dialog box displays.
- On the Servers menu, click *Add Servers* to create additional server definitions as explained in the previous steps of this procedure.
- When you have added all the server definitions, click Cancel.
- Exit the InteGrade Pro software.

## Packing and Distribution

Many different approaches can be utilized to provide for distribution of the externally configured installation of the InteGrade Pro software.

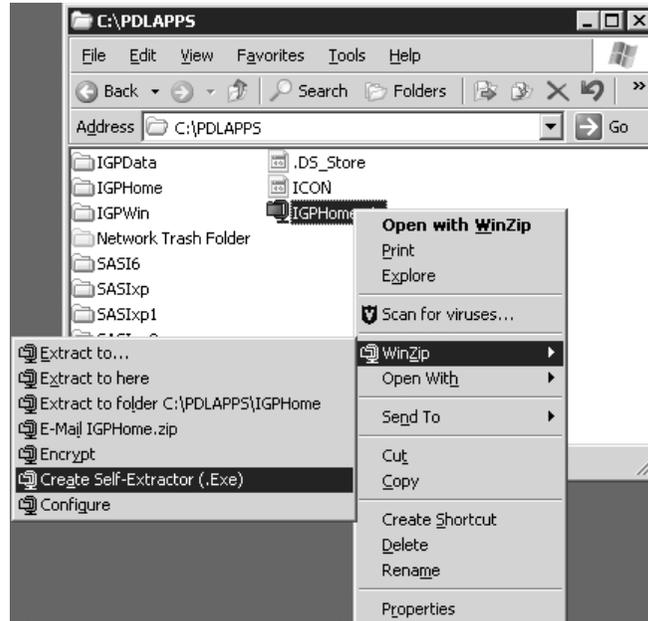
The procedures outlined in this section of the document have been provided as a simple method of creating a software distribution. This procedure assumes the availability of a compression utility and the knowledge of its use.

To create a software distribution

1. Locate the folder containing the externally configured installation of the InteGrade Pro software.
2. Archive the folder to a compressed file that includes the directory path information.



3. Create a self-extracting archive from the compressed file.



4. Package and distribute the self-extracting archive in the manner most appropriate to the school district (e.g. FTP, HTTP, CD, etc.).

# 4

## Using Microsoft Certificate Services with InteGrade Pro Server Software

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This chapter explains how to install the Microsoft Certificate Service as a standalone Root Certificate Authority on a Windows 2000 Server and issue a certificate to be used by an InteGrade Pro Server software service installed on the same machine.

## Introduction

InteGrade Pro Server software includes the ability to use data encryption with the Web-based component using the standard Secure Sockets Layer (SSL) protocol. Enabling SSL requires a certificate for your InteGrade Pro Server. This certificate includes the public key used in the data encryption process.

A certificate can be purchased each year from a third party Root Certificate Authority, such as VeriSign<sup>®</sup>. But, to help lower the cost of ownership for their customers, Microsoft has included the ability to self-issue certificates in their Windows 2000 server products. This optional software is the Microsoft Certificate Service and is included at no extra cost.

To install this service and issue a certificate for the use of InteGrade Pro Web, you will need to perform the procedures in this chapter. These procedures explain how to install the Microsoft Certificate Service as a standalone Root Certificate Authority on a Windows 2000 Server and issue a certificate to be used by the InteGrade Pro Server service installed on the same machine. You can then follow the instructions in the chapter *The InteGrade Pro Server Control Panel* to complete your installation.

### Preconditions

On the dedicated server you are using for InteGrade Pro Server and InteGrade Pro Web:

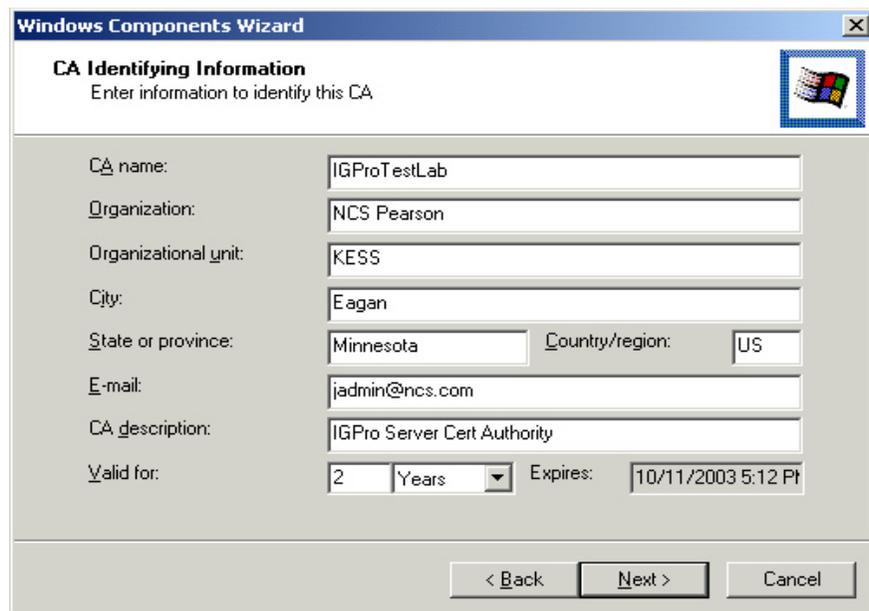
- Ensure the partition Windows 2000 is installed in has been formatted as NTFS.
- Ensure InteGrade Pro Server software is installed and configured as described in this Guide.

### Installing Microsoft Certificate Services as a Standalone Root Certificate Authority

Microsoft Internet Information Services is normally installed by default during an installation of Windows 2000 Server. If it was not installed, you will need to install it to be able to work with the Microsoft Certificate Services Web enrollment pages. The Microsoft Certificate Services option is not installed by default.

To Install these additional windows Microsoft Certificate Services components:

1. In Control Panel, double-click Add/Remove Programs.
2. Click Add/Remove Windows components, then select the Certificate Services check box.
3. Select the Internet Information Services (ISS) check box if needed. A warning about not changing the server name appears.
4. Select Yes, and then click Next.
5. Select Standalone Root Certificate Authority, select Advanced Options, and click Next.
6. In the Public and Private Key Pair dialog box, click 1024 for the key length. Leave all other selections as default and click on Next.
7. Fill out the CA Identifying Information form with the appropriate entries for your site. You must spell out your State name. You will also need to determine how long you want this CA to be valid. The default is 2 years. After that time you would need to renew the certificate for this CA. After you have filled out all the entries, click Next.



CA Identifying Information	
Enter information to identify this CA.	
CA name:	IGProTestLab
Organization:	NCS Pearson
Organizational unit:	KESS
City:	Eagan
State or province:	Minnesota
Country/region:	US
E-mail:	jadmin@ncs.com
CA description:	IGPro Server Cert Authority
Valid for:	2 Years
Expires:	10/11/2003 5:12 PM

8. Accept the defaults for the Data Storage locations and click Next.
9. Click Finish after the component configuration is complete.

10. Close the Add / Remove Programs screen. This completes the installation of your Root Certificate Authority. This is the authority that you will use to request and receive a server certificate from.

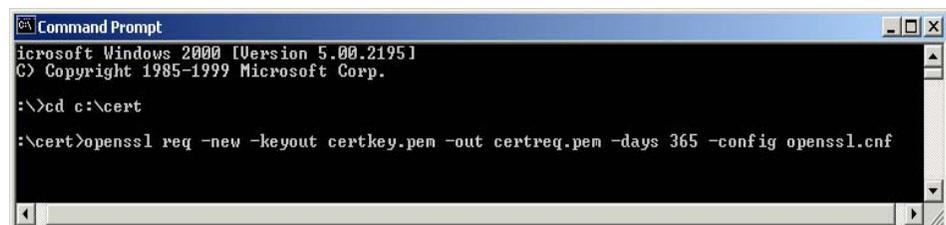
## Install InteGrade Pro Server Software

If you have not already done so, follow the directions for Installing the InteGrade Pro Software on page 23. After you have the Server installed, you can configure the Control Panel Applet using the instructions for Completing InteGrade Pro Server Configuration on page 72.

Pearson Digital Learning strongly recommends that you use the SSL features of the InteGrade Pro Web Server. By doing so you ensure that the data transmitted across the Internet is protected by encryption. You can implement SSL on the InteGrade Pro Web Server by following the instructions for Enabling SSL on the Web Server on page 74.

**Note:** Use the IP address for your server in the Common name field when generating your request using openssl. This will ensure that your certificate matches the InteGrade Pro Web site on your server. If you do not use the IP address as the common name, the end users will receive an information alert that the name of the Web site does not match the name on the certificate.

**Note:** When using the openssl program to create your key and certificate request files, use the command as shown in the following graphic.



```
Command Prompt
Microsoft Windows [Version 5.00.2195]
C> Copyright 1985-1999 Microsoft Corp.

:\>cd c:\cert

:\cert>openssl req -new -keyout certkey.pem -out certreq.pem -days 365 -config openssl.cnf
```

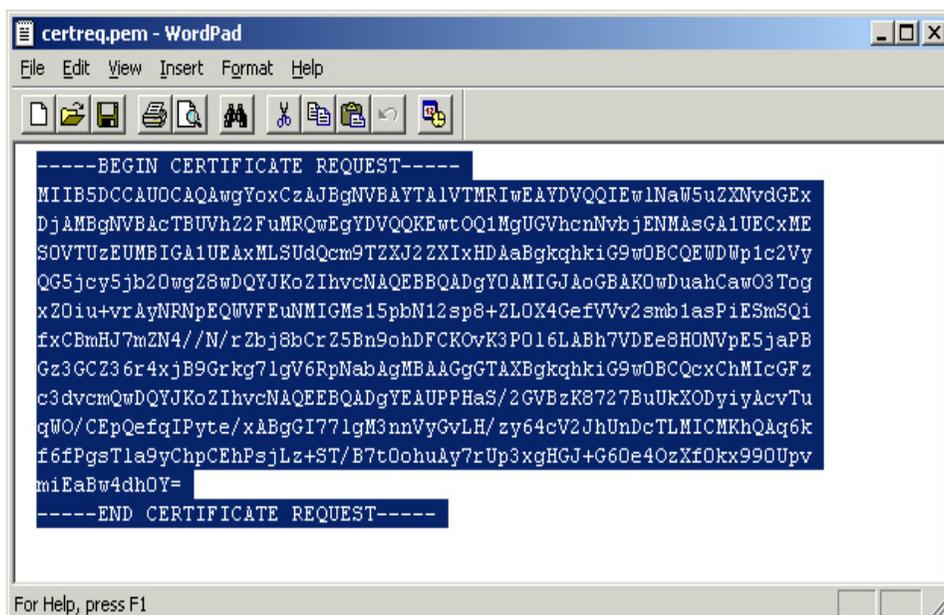
## Requesting Certificates from Your Microsoft Certificate Services CA

To use the Microsoft Certificate Services to issue a server certificate, use this procedure *instead of* the instructions for Requesting Certificates from a Certificate Authority (CA) on page 76.

To submit a certificate request to your online CA:

1. In the Control Panel, double click Administration Tools.
2. Double click Internet Services Manager.

3. Expand the icon for your server.
4. Expand the Default Web Site.
5. Right click the CertSrv folder and select Browse. You may have to configure Internet Explorer if this is the first time it has been opened. The Microsoft Certificate Services Wizard displays.
6. Click the Home Link in the upper right of the screen. This ensures that the certsrv portion of the URL is in lower case. If it is not in lower case, the certificate you issue may not be usable.
7. Select Request a certificate, and then click Next.
8. In the Choose Request Type screen select Advanced Request, and then click Next.
9. In the Advanced Certificate Request screen, select the middle option (submit using base 64) and click Next.
10. Leave the Submit a Saved Request screen open. Run WordPad, and then open the file C:\cert\certreq.pem.
11. Copy the entire text of the file by highlighting the text and then pressing Ctrl-C. Do not use the select all function to do this as it will include blank spaces that are not allowed by the Certificate Services.



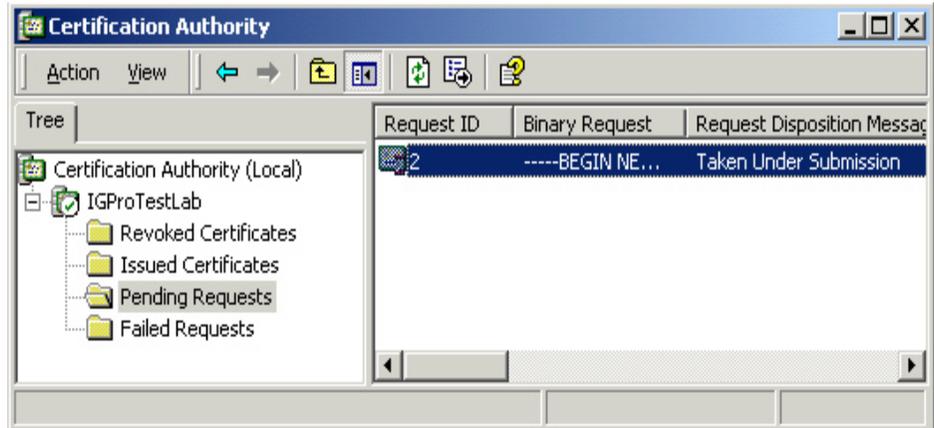
```

-----BEGIN CERTIFICATE REQUEST-----
MIIB5DCCAUOCAQAwwYoxCzAJBgNVBAYTA1VTMRIwEAYDVQQIEw1NaW5uZmVudGEw
DjAMBgNVBAcTBUVhZ2FuMRQwEgYDVQQKEwtOQ1MgUGVhcnNvb2JENMAsGA1UECxME
SOVTUzEUMBIGA1UEAxMLSUdQcm9TZXJ2ZXIxHDAAgBqkqhkiG9w0BCQEWUWp1c2Vv
QG5jcy5jb20wgZ8wDQYJKoZIhvcNAQEBBQADgYDAMIGJAoGBAK0wDuahCawO3Tog
xZO1u+vrAyNRNpEQWVFEuNMIGMs15pbN12sp8+ZLOX4GefVVv2smb1asPiESmSQi
fxCBmHJ7mZM4//N/rZbj8bCrZ5Bn9ohDFCKOvK3P016LABh7VDEe8HONVpE5jaPB
Gz3GCZ36r4xjB9Grkg7lgV6RpNabAgMBAAGGTAXBgkqhkiG9w0BCQcxChMIcGFz
c3dvcnQwDQYJKoZIhvcNAQEBBQADgYEAUPPHaS/2GVbzK8727BuUkXODyiyAevTu
qWO/CEpQefqIPyte/xABgGI77lgM3nnVyGvLH/zy64cV2JhUnDcTLMICMKhQAq6k
f6fPgsT1a9yChpCEhPslz+ST/B7t0ohuAy7rUp3xgHGJ+G60e40zXf0kx990Upv
miEaBw4dh0Y=
-----END CERTIFICATE REQUEST-----

```

12. Paste the text into the Saved Request block in the Submit a Saved Request window. Then click Submit and leave Internet Explorer open.

13. Go to Start, Programs, Administrative Tools, Certification Authority. Expand your server and open the Pending Requests folder. Right click the request, select All Tasks, and Issue the certificate.

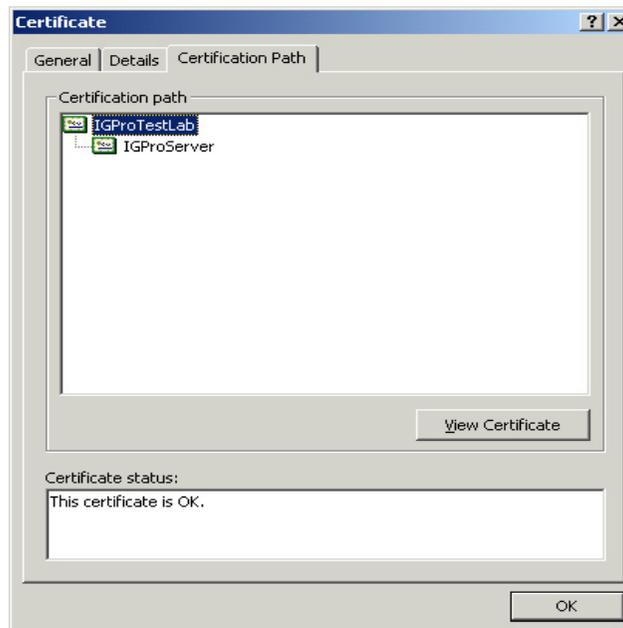


14. In the Certificate Services window that you left open, click the Home link. Select Check on a Pending Certificate and click Next.
15. Select the Saved-Request, and then click Next.
16. In the Certificate Issued screen, select Base64 encoded and click Download CA Certificate.
17. In the File Download screen, select Save This File to Disk and click OK.
18. In the Save As screen, navigate to the C:\cert folder and name the file to be saved cert.cer. click Save. Close the Certificate Services Window and go the next procedure.

## Exporting the Security Certificate

To export the security certificate.

1. In the C:\cert folder, right click the cert.cer file you just saved, and select open.
2. In the Certificate dialog box, click the Certification Path tab, and then click the topmost certificate.



3. Click View Certificate.
4. Click the Details tab and click Copy to File. The Certificate Export wizard displays.
5. Click Next.
6. In the Export File Format screen, select Base-64, and then click Next.
7. In the File to Export screen, browse to the cert folder and then name the file to be saved as CAcert.cer.
8. Click save, and then click Next.
9. Click Finish in the Completing the Certificate Export window. In the Success message, click OK.



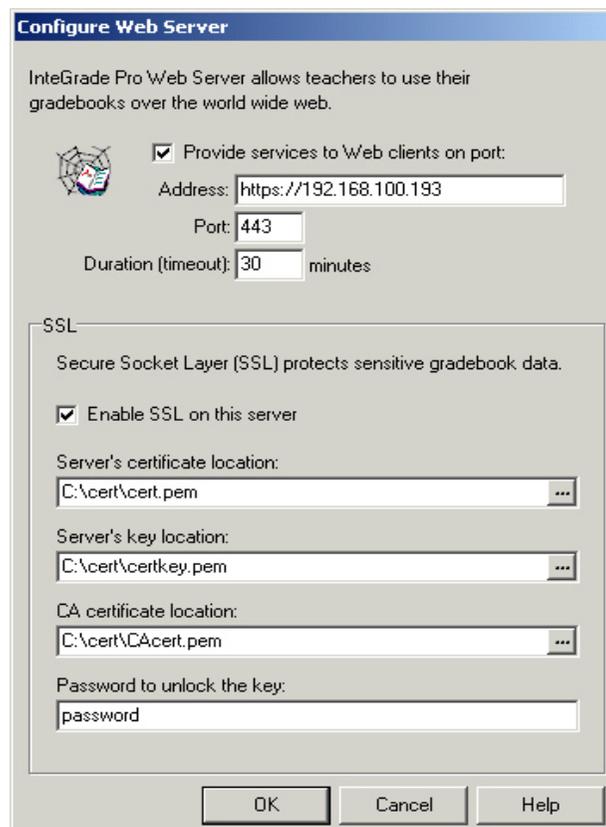
## Converting the File Format for the CA and Server Certificate files

To convert the file format of the CA and Server Certificate files.

1. Run WordPad.
2. Open the cert.cer file.
3. Under the File menu, select Save. Save the file as "cert.pem". (Include the quotation marks in the name to prevent WordPad from attaching the default file extension.)
4. In the format information message, click Yes. This will save the file with no formatting.
5. Open CAcert.cer file using WordPad.
6. Under the File menu, select Save. Save that file as "CAcert.pem". (Again, remember to include the quotation marks.)

## Configuring the InteGrade Pro Server Software

You should now have all three of the files that are needed to configure the InteGrade Pro Server software applet in the Control Panel. You will find the instructions for this step in the section entitled Enabling SSL on the Web Server on page 74. The Web server configuration form should look similar to the image below when complete. Be sure to use your IP address and key password in your form.



**Configure Web Server**

InteGrade Pro Web Server allows teachers to use their gradebooks over the world wide web.

Provide services to Web clients on port:

Address:

Port:

Duration (timeout):  minutes

**SSL**

Secure Socket Layer (SSL) protects sensitive gradebook data.

Enable SSL on this server

Server's certificate location:  ...

Server's key location:  ...

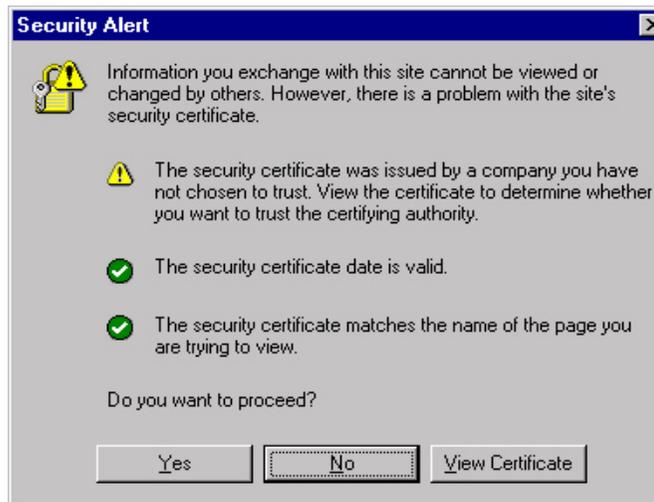
CA certificate location:  ...

Password to unlock the key:

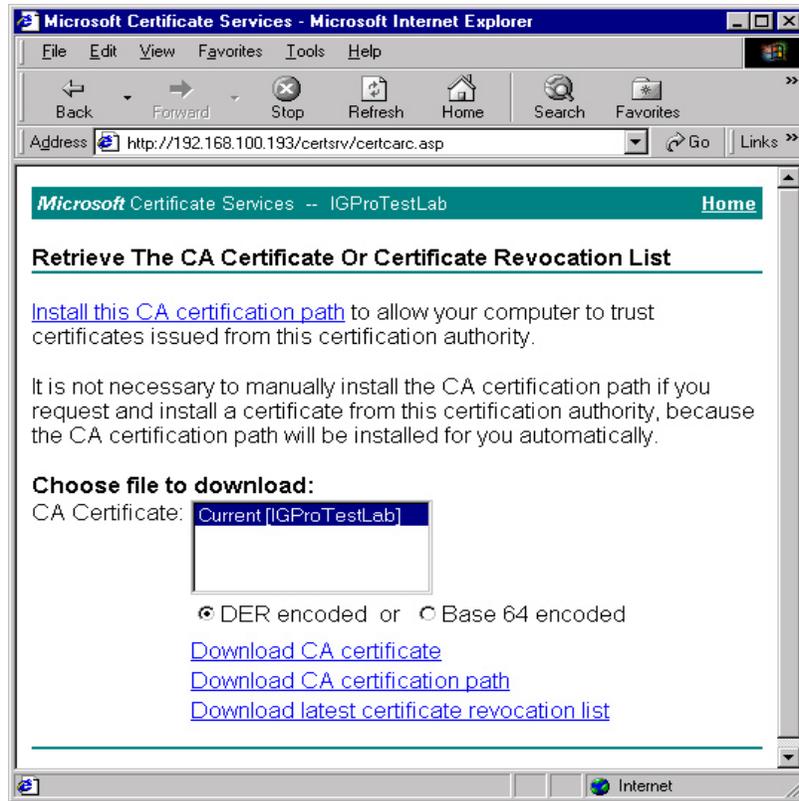
OK Cancel Help

## Optional Steps for the End User to Perform

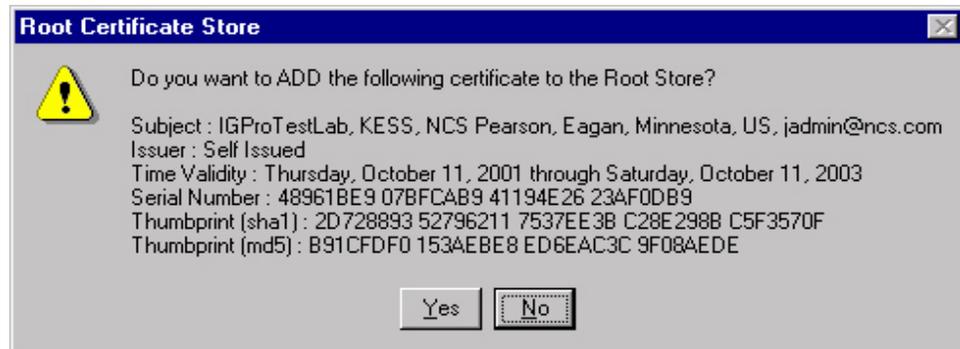
The first time the end user connects to the InteGrade Pro Web site, they will receive a Security Alert message similar to the one below. This is normal because the Root Authority used to issue the InteGrade Pro Web server certificate is not listed in the browser's included list of known Root Authorities.



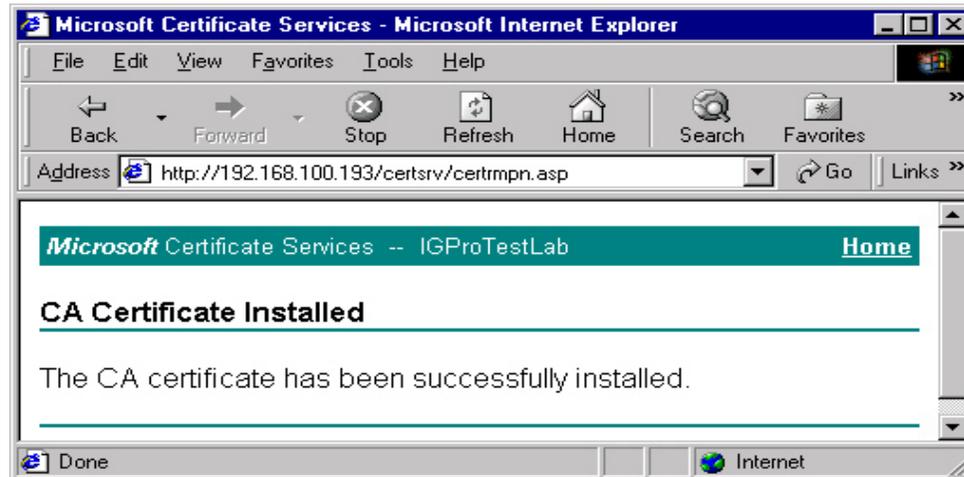
To keep this Security Alert from being displayed every time the user connects to the site, you will need to allow them to access the certificate services Web page that will allow them to load the Root Authority certificate into their browser. To access the Web page, have them go to your server's IP address and access the `certsrv/certcarc.asp` page. They should then select Install this CA certification path.



The user should check the information in the Root Certificate Store window. If the certificate is the correct one, they can then click Yes. The example below shows the kind of information the user can inspect to verify the Root Store.



The user will receive a message that the CA certificate has been successfully installed. They can then close the message window.



### Disable the Internet Information Service

The InteGrade Pro Server does not use the Microsoft Internet Information Service. It is only needed when you need to work with the Microsoft Certificate Services Web pages to issue or renew your certificates, or for the end users to download the Root Certificate Authority certificate to their browser.

To increase the security of your server you should disable the IIS service whenever it is not needed.

1. Go to Start, Programs, Admin Tools, Services.
2. Right click the IIS Admin Service and select properties.
3. On the general tab select the Startup type to be Disabled. Click OK.

You can also disable Certificate Services when they are not needed. The service does not need to be running for the normal operation of the server.

4. Once you have disabled these services, restart your server.

Remember that you will need to re-enable these services whenever you need to issue or renew your certificates, or for the end users to download the Root Authority Certificate.



## Ongoing Server Maintenance

To keep your InteGrade Pro server as safe from attack as possible you must ensure that the latest Service Packs and HotFixes are installed. The latest Service Packs and HotFixes are available for download at Microsoft's Web site. Use the following link to check on Service Packs:

<http://www.microsoft.com/technet/treeview/default.asp?url=/technet/downloads/default.asp>

Use this link to check on the latest Security Bulletins and their associated HotFixes:

<http://www.microsoft.com/technet/treeview/default.asp?url=/technet/security/default.asp>

These links may change. Search the Microsoft Web site if the links are no longer active.



Using Microsoft Certificate Services with InteGrade Pro Server Software

# 5

## The InteGrade Pro Server Control Panel

---

Before using the procedures in this chapter, you must ensure that you have properly installed the InteGrade Pro Server software. The previous chapters provide instructions for completing installation.



## Introduction

After you complete installation of the InteGrade Pro Server software and you configure the initial connection settings, you must configure user and other information. After you configure user information, remote client computers can access gradebooks managed by the InteGrade Pro Server software.

### When Changing Control Panel Settings

Before you make changes to information on the Options tab of InteGrade Pro Server Control Panel, you must stop the InteGrade Pro Server service. See your operating system's documentation for instructions on how to stop services.

The name of the service you need to stop is InteGrade Pro Server. When you reboot the system, the InteGrade Pro Server service is automatically re-started. However, if you stop it manually to make changes you must restart it manually as well.

### Overview of Configuring InteGrade Pro Server Control Panel

Use the following checklist to ensure you complete all necessary configurations. Details for completing each of these procedures are in the sections that follow. You have the ability to enable or disable Secure Sockets Layer (SSL) protocol in the Options tab of the control panel.

1. Stop the InteGrade Pro Server service and open the InteGrade Pro Server Control Panel.
2. Read the About tab for version information.
3. Confirm that the information on the subscreens of Options tab is correct. This information was collected by the authorization wizard the first time you opened the InteGrade Pro Server Control Panel. Ensure that all fields under these subscreens are completed.

If you do not complete the e-mail subscreen (launched by the Change e-mail Settings button) before you enter users, the users will not receive any account/logon information through e-mail and will not be able to log on to the system without your assistance.

4. Complete the user password settings on the Common Settings subscreen of the Options tab. **Special Note:** If you wish to make a change to the Administrator password you do so from the Change Administrator Password subscreen of the Options tab.



## The InteGrade Pro Server Control Panel

5. Add users on the Users tab. Here you can choose to import users if there is an administration system that has exported class roster files for import. If not, you must add users manually to the system.
6. On the Users tab, select a user and either double-click the user or click Properties... . In the dialog that comes up, complete the Access tab. Repeat this step for each user. This is how you give users access to gradebooks.
7. Create bulletins. For example, you can create bulletins that include Web site links or bulletins to provide users with information about the new system, current events and so on.



## Completing InteGrade Pro Server Configuration

### Opening the InteGrade Pro Server Control Panel

1. Stop the InteGrade Pro Server service using the procedures provided in your operating system's documentation. The service you must stop is called InteGrade Pro Server.
2. Go to the Windows Control Panel and double-click the InteGrade Pro Server icon.
3. On the Control Panel Security Check screen, enter your administrator password. If you have forgotten your administrator password you must re-install the InteGrade Pro Server software and reset your password. This will not affect user information already entered.

When you open the Server Control Panel, the Users tab displays.

### Reading the About Tab

Pearson Digital Learning recommends that you familiarize yourself with the information on the About tab. This tab provides version information that will be important if you require assistance from your support center.

### Confirming Options Tab Information

When you run the installation and open InteGrade Pro Server Control Panel for the first time, the first-run authorization wizard collects connection information, which is displayed on the Options tab.

To make changes to the Options tab, you must stop the InteGrade Pro Server service. See your operating system documentation for further information on how to stop and start a service. After making changes to the Options tab, close the Server Control Panel and restart the Server service.



## The InteGrade Pro Server Control Panel

To complete configuration, go to the Options tab.

1. Click Show Common Settings. Set the maximum number of concurrent users. If this number is too high, you may see server performance degrade. If it is too low, users get warning messages stating no more connections are allowed. Adjust this number as required.
2. Be sure the gradebook root path is set to where you plan to store teacher folders and gradebooks. .

You must ensure that the gradebook directory is located on the server where the InteGrade Pro Server software is installed. Do not place the gradebook directory on another computer!

3. Set the maximum number of backups to keep. Click OK.
4. Click Show InteGrade Pro Server Settings.
5. On the Show InteGrade Pro Server Settings screen, confirm that the Provide services to InteGrade Pro clients checkbox is selected and that the IP address and port numbers are correct. If the Provide services to InteGrade Pro clients checkbox is not selected, the InteGrade Pro server functionality is disabled. Click OK.

A status ball located on the Show InteGrade Pro Server Settings icon quickly identifies that client access to services is set. If the status ball is green, it indicates that the InteGrade Pro Server is enabled to provide services.

6. Click Show Web Server Settings.
7. On the Show Web Server Settings screen, confirm that the Provide services to Web Clients on port checkbox is selected and the IP address and port numbers are correct.

Use caution when assigning port numbers to be used by InteGrade Pro and InteGrade Pro Web clients.

8. Set the session duration (in minutes) using the Timeout spinbox. This is the maximum length of time that the InteGrade Pro Server will wait between user requests before automatically ending the user's session.
9. Set the Maximum Sessions value. This is the maximum number of users that can concurrently connect to InteGrade Pro Web server.
10. You can enable SSL in this screen. See Enabling SSL on the Web Server on page 74. Click OK.



11. Click Change e-mail Settings. Ensure that all e-mail options are accurate. It is imperative that this information be correct so that teachers can receive e-mails that provide their user IDs and passwords, as you set them up.

## Enabling SSL on the Web Server

In order to enable the Secure Sockets Layer functionality on your Web server you must have the following files:

- a Key file
- a Certificate Signing Request (CSR)
- a Server certificate
- a CA certificate

You must generate the first two files. Once you have done that, you must request the last two files from a Certificate Authority. Complete the following procedures to create and obtain the files.

### Generating a Key and a Certificate Signing Request (CSR)

You must have the following two files to complete this procedure:

- openssl.exe
- openssl.cnf

These files are used to generate the Key and CSR. They are available for download from the Internet.

1. Create a C:\cert folder.
2. Place the openssl.exe and openssl.cnf files in the C:\cert folder.
3. Start a DOS session, and navigate to the C:\cert folder by typing:

```
cd c:\cert
```

4. Type the following command and press Enter:

```
openssl req -new -keyout certKey.pem -out  
certReq.pem -days 365 -config openssl.cnf
```

5. You are prompted to complete the following information about the certificate's ownership:



## The InteGrade Pro Server Control Panel

Enter PEM Pass phrase:

6. Enter the password for your certificate and press Enter. You can use any password. It should be easy enough to remember and difficult enough that it can't be easily guessed. This is the password to your private key that will be used with your public key that is included in your certificate. These two keys are used in setting up the secure link between a user's browser and the InteGrade Pro server. This password should be very strong, at least 11 characters, made up of alphanumeric and special characters.

Verifying password-Enter PEM pass phrase

7. Enter the password again to make sure it was entered correctly and press Enter.

Country Name:

8. Enter the two letter code for the country location and press Enter.

State or Province:

9. Enter the full name of your state or province location and press Enter.

Locality Name:

10. Enter the name of your city location and press Enter.

Organization Name:

11. Enter the name of the school the certificate is for and press Enter.

Organizational Unit Name:

12. Enter a specific department and press Enter.

Common Name:

13. Enter the name or IP Address of your server (for example, 192.168.1.1). Do not add any header information to this. (Do not use the DNS name here, use the IP address only. If the DNS name is used the certificate will not match the site name and the user will get an alert message when they go to the site.)

E-mail Address:

14. Enter your e-mail address and press Enter.

A Challenge Password:

15. Enter a password of any character length and press Enter.

An optional company name:

16. Enter the name of the school the certificate is for and press Enter.

17. Confirm that you have two .pem files in the c:\Cert\ folder: one named certKey.pem and another named certReq.pem.
18. The contents of the certReq.pem file should look similar to this when opened with WordPad or another text editor.

```
-----BEGIN CERTIFICATE REQUEST-----
MIICPjCCAacCAQAwgjb0xCzAJBgNVBAYTAKNBMRkwFwYDQ0LEExBCml0aXNoIENv
bHVtYmlhMRMwEQYDVQ0HEwppBYmJvdHNmb3JkMR8wHQYDVQ0KEExZEaXNjb3Zlcnkg
U29md+dhcnUgTHRkMRAwDgYDQ0LEwdeU0xIFYXN0MRUwEwYDQ0DEwxxNzIuMTYu
NS4xMTkxNDAYBgkqhkiG9w0BCQ0EWXNoYXduLmNhYnJlY3F1ZUBkaXNjb3Zlcnlz
b2Z0d2FyZS5jb20wgZ8wDQYJKoZIhvcOCcONScdCgY0AMIGJAoGBAL/Q4iVM+91i
+vHyBzhSa13W/51nNGPgQhbl+Wb3upKm4ce2vmiW9YN0VpgdC/iBG9plQ5WjmnE
TBYwszZCI2jbtXhHDk5NLiEkEvwa4TqJQgqxdS4OBKEQFIQcyc/XQWxr968RLYkG
OincS/n23ODC/OC9AWTEA2+kcTA3Wea93ePLDSACRRDSCIjDEjIPOwJDUJXJXXUW
RGlzY292ZXJ5c29mdDAgBgkqhkiG9w0BCQ0cxEaMRy2hhbGxlbmdlcGFzc3dvcmQw
DQYJKoZIhvcNAQ0EQQADgYEAvCVORC+RnXTCGkpvqjKtiHBC+oi/3pUMNY1Y4Y+I
60z3jy+mEXwdzVrMWZGM2OThu2rYD1e1ZcjPnRsee5IaR0PI44fvdbdf3uxLI+vs
IuAF/CEH03PbapYw0AN3/MGdPseeR2KF3TMMVguqGwBjmi.igwFA4HVTITWu+Szw
HQg=
-----END CERTIFICATE REQUEST-----
```

The certReq.pem file is your CSR. When you apply for a certificate from a trusted authority, you supply the CA with the contents of the certReq.pem file. The certKey.pem file is the key file that is used with the Server certificate.

### Requesting Certificates from a Certificate Authority (CA)

Once you have generated a Key and a Certificate Signing Request (CSR), you select the Certificate Authority who will supply your Server certificates.

If you are asked to specify the Web server that the certificate you are requesting will be used on, specify Apache/Stronghold.

The process for requesting certificates varies for each Certificate Authority but generally conforms to the following procedures:

1. Supply the Certificate Signing Request (CSR). The Certificate Authority typically asks you for the contents of the certReq.pem file and not the file itself.
2. Make sure when sending your Certificate Signing Request (CSR), that there is no text above the following line:

```
-----BEGIN CERTIFICATE REQUEST-----
```

3. Make sure there is no text below the following line:

```
-----END CERTIFICATE REQUEST-----
```

## The InteGrade Pro Server Control Panel

4. After you request the certificates, wait for a response from the CA.

Do not delete the certKey.pem or certReq.pem files from your system.

5. The server certificate will be e-mailed to you by the certificate authority. When you receive the e-mail, copy the certificate text from the e-mail and paste it into WordPad. Save the WordPad file as "cert.pem" and place it in the same folder as your other .pem files.
6. You must also request your CA's *CA certificate* (also known as an intermediate certificate). It is available for download off your CA's Web site. If you cannot locate the certificate, phone your CA and have them e-mail it to you. This certificate must be in Base64 encoding. If they provide it in DER encoding it will not be usable by InteGrade Pro Server. Copy the certificate text and paste it into WordPad, save the file to the same location as the other .pem files with the name "cacert.pem". Include the quotation marks in the name field to prevent the default extension from being added to the end of the file name.

## Enabling SSL in the InteGrade Pro Server Control Panel

You have the option to enable SSL functionality on the InteGrade Pro Web server. In order to complete this procedure you must have completed the procedures above for Generating a Key and a Certificate Signing Request and Requesting Certificates from a Certificate Authority.

**Note:** The InteGrade Pro Server service must be stopped before any changes can be made to your connection setup. Be sure to restart the service after making any changes.

1. Using Show Web Server Settings on the Options tab in the InteGrade Pro Server Control Panel, select the Enable SSL on this server checkbox.
2. In the *Server's Certificate Location* field, type the file name or click the browse button and locate the server's certificate.
3. In the *Server's Key Location* field, type the file name or click the browse button and locate the server's key file.
4. In the *CA Certificate Location* field, type the file name or click the browse button and locate the CA's certificate.
5. In the *Password to Unlock the Key* field, type the password. This is the same password you entered when you created the Certificate Signing Request. See Generating a Key and a Certificate Signing Request (CSR) on page 74.



## The InteGrade Pro Server Control Panel

6. Click OK to temporarily save your changes.
7. To permanently save changes, click OK before exiting the Control Panel. To discard all changes, click Cancel on the Configure Web Server screen.

If you clicked OK on the Configure Web Server screen and want to discard your most recent changes, click Cancel before exiting the Control Panel.

After you complete the SSL required fields, the system checks to ensure that certificate files exist in the directories recorded. If the files do not exist, you are warned that the file could not be located and the *Enable SSL on this server* checkbox is unselected.

If the password for the key is invalid, you are warned and the *Enable SSL on this server* checkbox is unselected.

When you open the Control Panel after SSL is enabled, an error message is generated if the key and certificate files are not in the specified folders. The *Provide services to Web clients* checkbox is cleared.

## Completing Password Settings

You use the Common Settings subscreen of the Options tab for controlling the required length for passwords, and controlling how and when passwords are changed.

- The first option in the Passwords group on the Common Settings dialog allows you to assign users a password when you create the user IDs and then force them to change it the first time they log on. Be sure to advise users on proper password creation guidelines.
- The second option allows you to set the system so that users can change their own passwords. If you do not check this checkbox, the system automatically assigns random passwords.
- The third item allows you to specify the minimum required length for the password. The default minimum is six characters.



## The InteGrade Pro Server Control Panel

You use the Change Administrator Password subscreen of the Options tab of the InteGrade Pro Server Control Panel to change the administrator password.

You must remember the administrator password. Record it only if you have a secure place to store the recorded password. If you forget the administrator password, you must reinstall the InteGrade Pro Server software and create a new password. Reinstalling does not overwrite the information already entered in the InteGrade Pro Server Control Panel.



## Adding Users to the Control Panel

You can import users from class roster files or add users manually.

### Importing Users

You can input users only if your school uses an administration system that is capable of exporting class roster information files.

Importing users requires that the gradebook root directory contain teacher folders and CL (class roster) files. The root gradebook directory is set up on the Options tab of the InteGrade Pro Server Control Panel.

1. Open the InteGrade Pro Server Control Panel and select the Users tab.
2. Click Import.
3. Select the *Send notification* checkbox if you wish to send e-mails with user ID and password information to teachers. This only works if the teacher's e-mail address is present in the CL file from which information is being imported.
4. Select the *Create gradebooks* checkbox to automatically create a gradebook file from the CL file.

You can also use a pre-defined template gradebook when creating teachers' gradebooks. This allows you to create a gradebook containing default classes and spreadsheets. If you wish to use a template to create gradebooks, [see Creating a Template Gradebook and Template Classes](#) on page 13.

The gradebook file is placed in the teacher's directory.

If you are configuring the InteGrade Pro Server Control Panel at the beginning of the year and teachers are not yet working with a current gradebook then it is recommended that you check this option. If teachers are already working with gradebooks for the current cycle, do not select this option. Be sure however to place their gradebooks into their directories once the import is finished.

5. Click Import. The system checks the root gradebook directory (for example \IGPDATA) for CL files. If no CL files are found, the import fails. If they are found, the import proceeds. Be sure to check user information when the import is finished. An e-mail is sent to the system administrator's e-mail address. It includes a list of all of the user IDs and passwords created during the import.

## Adding Users Manually

Use the following procedure to add users manually to the InteGrade Pro Server Control Panel.

Be sure the Options tab has been completed before you enter users. This ensures that when you enter users they receive e-mails containing their user ID and password information.

1. In Windows Control Panel, open the Server Control Panel.
2. On the Users tab, click Add. The Add User screen appears.
3. In the *Full Name* field, enter the user's full first and last name.
4. In the *Teacher Code* field, enter the teacher's code number. This code is used to ensure data integrity when data is imported into gradebooks. If you are not importing from an administration system, leave this field blank.
5. In the *User ID* field, enter a user ID for this person. This is the user ID the teacher uses to log in to the server. The user ID is added to the end of the path name shown in the *Directory* field. This creates a directory for storing the user's gradebooks that has the same name as the user ID.
6. In the *Password* field, enter a user password, or click the Random button to assign a password generated by the system.

When you first add users to the system you must assign them an initial password. This can be one you make up or a system-generated password. On the Options tab, you can then set the system so that the user must change their password the first time they log on.

When you create a password and click OK, the password is displayed as 5 asterisks (\*\*\*\*\*), regardless of the actual length of the password.

The passwords you create when adding users are e-mailed to users provided that you have entered valid e-mail addresses on the General tab for each user. If you do not write down the password and sending an e-mail notification to the user fails, you must assign a new password for the user.

7. When you created the user ID, the directory path was automatically updated to include the user ID. You can change the path name if you want. This is the directory where the user's gradebooks will be stored. The directory name must be unique for each teacher.



## The InteGrade Pro Server Control Panel

8. Enter the user's e-mail address. While this field is not required, if you enter an e-mail address, notifications can be sent automatically to users including information on their new user ID and password.
9. Click Add to add the user and close the screen, or click Add & Stay Open if you wish to save this user and add another.

## Completing the User Properties Information

### Confirm the Information on the General Tab

Double-check the user ID, password, gradebook directory and e-mail address information for each user.

Make changes as need to the information on this tab then proceed to the User Access tab to set up user access to gradebooks.

If you change the name of the directory where the user's gradebooks are stored, you must remember to move any existing files into the new directory or the user will not be able to access them.

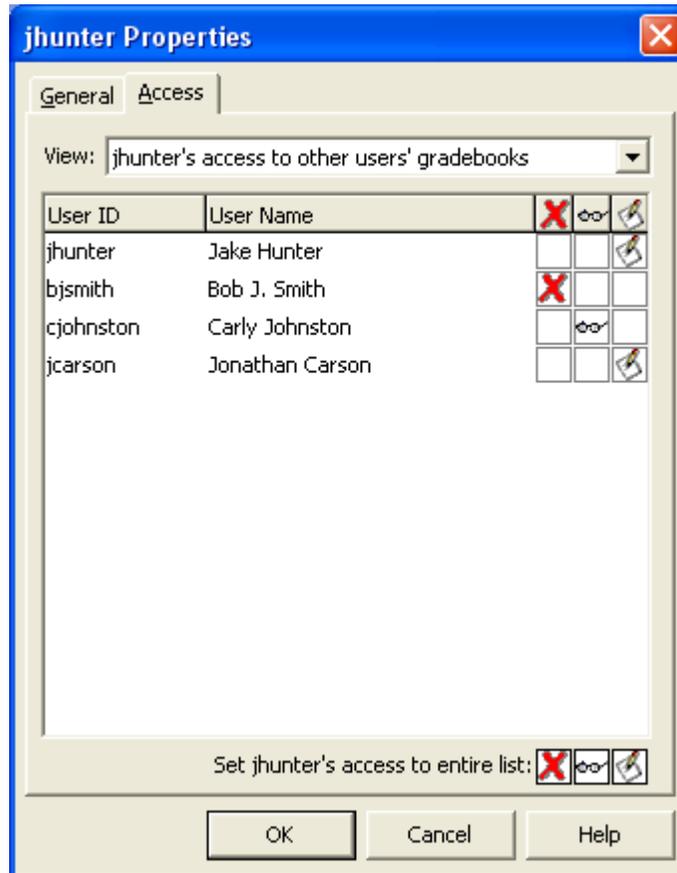
### Setting up User Access to Gradebooks

This procedure is for assigning user access to gradebooks on the network. Users can have different types of access to gradebooks. Full access allows the user to both view and change data (read-write access). Read-only access allows the user to view a gradebook but does not permit changes.

1. On the Users tab, select a user and click Properties.
2. Click the Access tab. The Access tab displays a list of all users. The icons on the right indicate the type of access the current user has to the other users' gradebook directories.
3. To ensure a user cannot access other users' gradebooks, click the X beside the user name. To give read-only access, click the glasses. To give a user full read-write access, click the notepad.

## The InteGrade Pro Server Control Panel

In the following example, Julie Hunter has access to other teachers' gradebooks as follows: bjsmith—no access, cjohnston—read access only, jcarson—read and write access.



4. When finished assigning access, click OK to return to the Users tab.

## Creating Bulletins

Use this procedure to create bulletins, which can be viewed by all users who connect to InteGrade Pro Server.

1. Open the InteGrade Pro Server Control Panel.
2. Click the Bulletins tab.
3. Click New to create a bulletin.
4. In the *Text* box, enter the text of the bulletin. There is no limit to the amount of text you can enter.



#### The InteGrade Pro Server Control Panel

5. Enter an optional Web page URL. If you enter a URL, the text you entered in the Text box appears as a link. When users click it, they are directed to the specified URL.
6. The *Posting Date* and the *Show Until* dates default automatically to today and tomorrow's date. You can change these dates if you want.
7. Select the *Delete on Expiry* checkbox if you want the bulletin to be removed automatically when the *Show Until* date is reached.
8. Click Create to create the message. The next time users log on they will see the new bulletin.

#### Getting Additional Assistance with Control Panel

Additional detailed procedures for configuring the InteGrade Pro Server Control Panel are available in the online help system which is available on all screens throughout the InteGrade Pro Server Control Panel.

# 6

## Using the SASIxp Software and InteGrade Pro Software

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This chapter briefly describes the steps required to set up the SASIxp™ educational software to exchange data with the InteGrade Pro student information software.



## Introduction

This chapter provides step-by-step instructions for installing the InteGrade Pro Data Exchange component into the SASIxp software. It also defines the areas in the SASIxp software that need to be set up so the InteGrade Pro software can transfer student grading information.

For specific questions regarding the InteGrade Pro software, see the InteGrade® Pro User's Guide Version 9.1 on Customer Link

For more detailed information on using and setting up the SASIxp software, see your SASIxp documentation.

## System Requirements

For the minimum system requirements for the SASIxp software, see your SASIxp documentation.

Before the SASIxp software can exchange data with the InteGrade Pro software, the following must be installed:

- SASIxp 3.0 or higher.
- InteGrade Pro v4.0 or higher.
- The following areas must be defined in SASIxp:
  - Reporting Periods (Grading Setup atom)
  - Reporting Options (Grading Setup atom)
  - Mark Descriptions (Grading Setup atom)
  - Advanced Options (highest and lowest valid grades for numeric grades only) (Grading Setup atom)
  - Letter grades (Mark Definitions atom)
  - Verify students are scheduled into classes (Sections atom)
  - Verify GPAs (GPA Definition atom)



## *Using the SASIxp Software and InteGrade Pro Software*

Before installing the InteGrade Pro Data Exchange component, close any other software that is running. Also, the InteGrade Pro Data Exchange component must be installed in the same directory where the SASIxp software is located.

### **Installing the InteGrade Pro Data Exchange Component**

If you are running SASIxp software v3.0 or higher, the InteGrade Pro Data Exchange component should already exist in your system. Turn on the InteGrade Pro Data Exchange atom in the SASIxp 3.0 software (or higher) by logging on to the SASIxp software with a new SASIxp 3.0 authorization code sheet.

## Setting up the SASIxp Software

The following areas need to be defined for the InteGrade Pro software to exchange data with the SASIxp software.

To better understand the setup, use these steps to open the SASIxp Grading Setup atom:

1. From the Grade Reporting folder, select the Grading Setup folder.
2. Click the Grading Setup atom.

### Defining Reporting Periods

In the Reporting Periods page of the Grading Setup atom, each report row represents one End Term spreadsheet in the InteGrade Pro software.

Before each SASIxp reporting period, an ending date becomes a collection date for the corresponding End Term spreadsheet in the InteGrade Pro software. When you export class rosters from the SASIxp software, the export process creates one End Term spreadsheet for each SASIxp reporting period for every class.

### Reporting Options

In the Reporting Options section, if your school is using letter grades, make sure the mark conversion field is set to convert numeric marks to letter equivalents. This enables you to specify the percentage cutoff values for letter grades in the Mark Definitions atom.

### Defining Mark Descriptions

In the Mark Descriptions section, each row represents one grading column, plus its associated columns (conduct, comments, absences, etc.) in an InteGrade Pro End Term spreadsheet.

In the Alph/Num column, select A to require that grades entered in the InteGrade Pro software for that mark are alpha grades, or select N to require that grades entered in the InteGrade Pro software for that mark are numeric grades.



## Defining Numeric Grades

If your school collects numeric grades, in the Advanced Options pane, type the values in the *Highest Valid Grade* field and in the *Lowest Valid Grade* field. This determines the range of numeric grades that can be entered in the InteGrade Pro software.

## Defining Progress Reporting Periods

To create a Progress Reporting End Term spreadsheet, the current Progress Reporting period must be defined in the Progress section by entering a reporting period number, from the Reporting Periods page, into the *Periods* field.

The Progress Reporting Title defaults to the title from the Reporting Periods page. The title may be changed in the Progress section to help distinguish the Progress Reporting End Term spreadsheet from the Grade Reporting End Term spreadsheets.

In the *Alpha/Num* field, select A to require that grades entered in the InteGrade Pro software for that mark are alpha grades, or select N to require that grades entered in the InteGrade Pro software for that mark are numeric grades.

On this page you can also determine if Comments, Conduct, Absences and Work Habits will be used for the Progress Reporting period.

## Defining Letter Grades

If your school collects letter grades, in the Mark Definitions screen (available from the Mark Definitions atom in the Grading Setup folder), type values to define your letter grades.

Make sure you have already selected the Convert numeric marks to letter equivalent option in the Reporting Option page of the Grading Setup atom, described above. This turns on the Mark Cutoff and Mark Value columns described below.

1. Type a letter grade value in the Mark column (one letter grade per row).
2. Indicate whether the mark calculates credit.
3. Type a numeric value for *Mark Cutoff*. For example, entering 92 for the A+ mark calculates that a student earning 95% is awarded a letter grade of A+.



## Using the SASIxp Software and InteGrade Pro Software

4. Type a numeric value for *Mark Value*. For example, entering 95 for the A+ mark calculates that a student earning an A+ is awarded a mark of 95, even if they were originally awarded the A+ based on an original cutoff mark value of 92.

When you export class roster files to the InteGrade Pro software, these conversion values become a grade table in the InteGrade Pro software, defining standardized percentage cutoff values for letter grades for all teachers importing those class roster files into their InteGrade Pro systems.

### Verifying Students are Scheduled in Classes

You must have students scheduled into classes to provide the InteGrade Pro software with class roster files.

1. Double-click SASI modules.
2. From the Basic Scheduling folder, select the Sections atom.
3. Click the arrows to the right of the *Section ID* field. Students entered in that section of a class display on the screen.

### Defining a GPA

From the Grade Reporting folder, select the Grading Setup folder. Click the GPA Definition atom. Complete the screen.



## Exporting from the SASIxp Software

1. Make sure you have a folder or directory created on your network for storing InteGrade Pro files for teachers. Pearson Digital Learning recommends that you name this directory IGPData. Also, before exporting class rosters from the SASIxp software, close down any other software that is running.
2. From SASIxp Modules, select the Utilities folder. Select the InteGrade Pro Data Exchange atom.
3. Select Export Class Rosters.
4. To export class rosters for all teachers and all grading periods, click the *All Class Rosters* option button and click Export.

If you check the *All Reporting Period* option button and export for teachers who do not have students scheduled in their classes, this creates errors during export. However, it does not prevent the process from completing.

To export class rosters for a particular teacher or teachers, click the *Only Class Rosters for these Teachers* option button. From the Teacher List atom, click a specific teacher and hold down the left-mouse button to drag the teacher's name into the teacher list in the InteGrade Pro Data Exchange screen. When you are finished adding teachers, click Export.

To export only selected grading periods, click the *Selected Reporting Periods* option button and make sure Yes displays for each grading period to be exported.

To export only the current reporting period, click the Current Reporting Periods option button.

To create Progress Reporting End Term spreadsheets, select Include Progress and enter a Progress Reporting collection date in the Progress Report Date field. Be sure the Progress page of the Grading Setup atom is setup correctly before exporting.

5. At the Select the Highest Folder for Export screen, select the IGPData folder or the folder you created in Step 1.
6. Click OK to start the export.



*Using the SASIxp Software and InteGrade Pro Software*

The export process can take several minutes to complete. This process creates a CLxxxxxx.GRD file for each teacher in a folder under a school folder in the IGPData directory. Do not select a school or teacher folder within the IGPData folder.

If a teacher does not have students scheduled in classes, an error message displays.

If errors occur during export a message displays, and a log file is created in the relevant teacher's folder. If errors occur for more than one teacher, look in the file ERRINDEX.LOG in the school folder (under IGPData).

## Working in the InteGrade Pro Software

### Importing Class Roster Files

Importing data is the preferred method of adding students and classes to your gradebook. Only by importing are you able to electronically export data back to the main office at the end of a term.

Importing is often done at the beginning of the school year, but the import process can be run at any time. For example, if a large number of students transfer into your classes, the main office gives you an import file to update your gradebook. The new information is added to your gradebook, but existing information is not changed.

- You must create the IGPData folder before you can transfer class roster and marks data files between the SASIxp software and the InteGrade Pro software.
- If you are importing to a new gradebook for the first time, use the New command from the File menu in the InteGrade Pro software. This creates a new gradebook using a class roster file.
- If you are importing into an existing gradebook, use the Import command from the File menu in the InteGrade Pro software to update your gradebook.

For more information, see the InteGrade<sup>®</sup> Pro User's Guide Version 9.1 on Customer Link.

### Reviewing Imported Data

After importing student and class data, confirm that the data was correctly copied into your gradebook.

You should look for fields that are blank when you know that there should be data, or fields that show unrecognizable characters. If you find any indication of corrupt or missing data, close the gradebook without saving or delete the corrupt data. Begin the import process again with a new file.



## Exporting Marks Data

1. From the File menu, select Export from Gradebook. Select the collection date for which you are exporting grades. Click Next.
2. When prompted to specify where to export the file, select the teacher folder labeled with the teacher number. If you cannot see the teacher's folder, navigate to that folder then select it. Click Next.
3. If errors were detected in the data being exported, you can view the error log. Errors may cause problems importing the gradebook file into SASIxp. These error logs are named ERRORLOG.IMK. They can be opened in Notepad (Windows) or SimpleText (Macintosh).

## Importing into the SASIxp Software

If you have not run Update Grades in the SASIxp software, do so at this time. This process assures that each student in the Class file has a name and place in the Grading file to receive the mark that is transferred in from the InteGrade Pro software.

If you are transferring Progress Reporting marks, Update Progress must be run before importing the marks. This process clears the existing Progress marks and updates the Progress file with the student's current schedule in preparation to receive the marks from the InteGrade Pro software.

1. From the SASIxp software, open SASI modules. Click Utilities and open the InteGrade Pro Data Exchange atom.
2. From the InteGrade Pro Data Exchange screen, choose the *Import Marks Data* option button. Choose the import options and click Import.
3. To import marks data for all teachers, select the *All Marks Data* option button.

To import marks data for a particular teacher or a group of teachers, select the *Only Marks Data for these Teachers* option button. From the Teacher List atom, click a specific teacher and hold down the left mouse button to drag the teacher's name into the teacher list in the InteGrade Pro Data Exchange screen.

To import Progress Reporting marks, select Include Progress and enter the collection date in the Progress Report Date field. The collection date must match the date of the Progress Reporting End Term spreadsheet being imported.

4. Set *Selected Grading Period* to Yes for each reporting period to be imported. All other periods should be set to No. To import only the current reporting period, click the Current Reporting Periods option button.
5. From the Select Highest Folder for Import window, select the IGPData folder. Click OK. The following message displays in the lower-left corner status bar:

Importing Grades for Teacher xxx



Using the SASIxp Software and InteGrade Pro Software

## Verifying Marks Data

To verify that your grades were imported, open the Grade Reporting folder and then open the Grading folder. Choose the Class Grades atom, open the appropriate class, and view the imported marks data.

To verify that the progress marks were imported, open the Grade Reporting folder and then open the Progress folder. Choose the Class Progress atom, open the appropriate class, and view the imported marks data.

## Working with the ABACUSxp Software

When you import a SASIxp class roster file into the InteGrade Pro software, it searches for corresponding ABACUSxp files, provided they are both in the same location. The ABxxxxxx.GRD or ATxxxxxx.GRD file must use the same teacher code as the CLxxxxxx.GRD file. If the InteGrade Pro software finds an ABxxxxxx.GRD or an ATxxxxxx.GRD file, it imports it along with the CLxxxxxx.GRD file.

If you do not want the AB or AT files imported with the CL file, you must rename or remove these files from the directory.

If the InteGrade Pro software is networked to an administration system, there is an automatic import of class roster files. When this occurs, the InteGrade Pro software searches for both a CL file and a corresponding AB and AT file. The InteGrade Pro software checks the system date/time stamp of the files. The InteGrade Pro software imports the files only if the date and time are later than the date and time currently stored for the gradebook. If the date and time stamp is the same or earlier, the files are not imported. A progress bar displays indicating that the gradebook is being updated.

When you import an AB file, the InteGrade Pro software takes the objectives recorded in the file and displays them and their mastery values in the Skill spreadsheet. This spreadsheet can display either a three-level objective or a five-level objective.

When you import an AT file, the InteGrade Pro software takes the tests recorded in the file and displays them in the Numeric spreadsheet.

If you import an AB or AT file and do not already have corresponding classes in your gradebook, the InteGrade Pro software rejects the records and displays an error log file.

### Importing ABACUSxp Files into the InteGrade Pro Software

1. From the File menu, select Import into Gradebook. This process uses a sequence of screens that help you complete the process.
2. Click Next and follow the instructions on the subsequent screens.
3. Locate the drive and directory containing the import file.
4. Select and open the appropriate file. These files are named ABxxxxxx.GRD, where xxxxxx represents your teacher code.
5. Click Import.

## Exporting ABxxxxxx.GRD Files From the ABACUSxp Software

This procedure uses the Print function to export the file to the location you specify in Step 6.

1. Open the SASIxp software, then open the Abacus folder.
2. Open the Learning folder, then open the Mastery Reporting atom.
3. In the *Report* field, select the Class Mastery Export Report.
4. On the Student tab, add Class Sections to the list of sections for which to export data.
5. On the Objectives tab, select whether to export three-level or five-level objectives, and add objectives for which to export data.
6. On the Options tab in the *Path* field, enter the location of the highest level folder to which you export CLxxxxxx.GRD files using the InteGrade Pro Data Exchange atom.
7. To export the ABxxxxxx file, click Report.
8. To print the report, from the Report Setup screen click Print.

The export creates a separate ABxxxxxx.GRD file for each teacher assigned to the sections for which you exported. The export places those files in the same teacher folders created for the CLxxxxxx.GRD files using the InteGrade Pro Data Exchange atom. If the appropriate teacher folders do not exist, the ABxxxxxx.GRD file is stored in the specified path.

## Exporting ATxxxxxx.GRD Files From the ABACUSxp Software

This procedure uses the Scan function to export the file to the location you specify.

1. Open the SASIxp software, then open the Abacus folder.
2. Open the Assessment folder, then open the Test Scoring atom.
3. Select Test ID.
4. Select Test Instructor. This should match that of the CL file. If not, it is exported to the specified path, not the individual teacher folder.
5. From the Student Filter, select a section.
6. On the Reports tab, select Reports.
7. On the Options tab, select the correct form and scanner for your site.
8. On the Advanced Options tab, select Create InteGrade Pro File.



### Using the SASIxp Software and InteGrade Pro Software

9. Enter the location of the highest level folder to which you export the ATxxxxxx.GRD files using the Test Scoring atom.
10. To export the ATxxxxxx file, click Scan, then Scan again.
11. Click Close.
12. At the “Continue Processing Forms” message, click Yes. The file is exported to the teacher folder specified in Step 9.



Using the SASIxp Software and InteGrade Pro Software

# 7

## Using the SASI III Software and InteGrade Pro Software

---

This section describes the steps necessary to install the InteGrade Pro Data Exchange component into the SASI™ III software. It also provides a brief discussion on how the InteGrade Pro Data Exchange component works with the SASI III software.

For more detailed information regarding the InteGrade Pro software, see the *InteGrade® Pro User's Guide Version 9.1* on Customer Link.

For more detailed information on using and setting up SASI III, as well as minimum system requirements, see your SASI III documentation.

## Setting Up the SASI III Software

These screens are used to set up the SASI III software to run with the InteGrade Pro student information software:

- RPDCRT (1 and 2)
- ATOCRT
- IGPCRT (1 and 2)
- SEMCRT (contact information including parent's e-mail address)
- TEMCRT (for setting up school e-mail information)

### Copying Files and Starting the SASI III Software

1. In the IGPro installation folder (which you can download from Customer Link), open the SASI3 folder.
2. From the MS-DOS command prompt, copy the following files to the appropriate directories using the DOS copy command.

You must use the DOS copy command from a system prompt to copy these files. Dragging and dropping files from a CD to a directory produces files and programs that are flagged as Read Only and these do not function properly in SASI III until the Read Only flag is removed.

- To the \SASI\DATA directory
  - IGPCRT.FRM
  - DATABASE.IGP
  - XGPCRT.FRM
  - SEMCRT.FRM
  - TEMCRT.FRM
- To the \SASI\PROG directory
  - IGP01.EXE
  - IGP02.EXE
  - IGP02P.EXE
  - IGPCL.EXE
  - IGPMK.EXE
  - IGP12.EXE
  - IGPCRT.EXE
  - SEM00.EXE
  - SEMIDX.EXE

- SEMCRT.EXE
  - TEM00.EXE
  - TEMCRT.EXE
3. Log in to the SASI III software.
  4. From the *Enter Command* prompt, type **DBD00** and press Enter. This program updates the database definition file SASIDBD.
  5. At the File Code prompt, type **IGP**. Press Enter. Since only one database definition is being updated, press Enter again. At the *Are you finished* prompt, type **Y**. The database file updates and creates an index to the database definition file.

## Setting Up RPDCRT

1. At the *Enter Command* prompt, type **RPDCRT** and press Enter. Use this screen to set up the grade reporting periods from which the InteGrade Pro software End Term spreadsheets are created. It must be set up prior to exporting data from the SASI III software to the InteGrade Pro software at the beginning of the school year.

Make sure that no two-column headings (First Heading and Second Heading) are identical. This causes problems with sending grades back to the SASI III software.

```

-----|
| GRADE REPORTING PERIODS                CURRENT GRADE REPORTING PERIOD: 1  |
|                                         |
| PERIOD REPORT-TITLE                   STARTING-DATE ENDING-DATE SEM-CODES |
|-->1 FIRST QUARTER                      09/06/99    11/12/99    1 F Y  |
| 2 FIRST SEMESTER                       11/15/99    01/21/00    2 F Y  |
| 3 THIRD QUARTER                         01/24/00    04/02/00    3 3 Y  |
| 4 SECOND SEMESTER                       04/05/00    06/05/00    4 3 Y  |
| 5                                         / /         / /         |
| 6                                         / /         / /         |
-----|
| MARK DEFINITION      1  2  3  4  5  6  7  8  9  10  11 |
| FIRST HEADING        1ST 1ST 3RD 2ND |
| SECOND HEADING       QTR SEM QTR SEM |
| MARK TO AVERAGE TO |
| WEIGHT |
| RPT PERIOD UPDATED  1  2  3  4 |
-----|
| SCHOOL MESSAGE |
| CONGRATULATIONS ON A GREAT FIRST QUARTER |
|                                         PAGE 1 |
-----|
| ENTER FUNCTION CODE:                ENTER FUNCTION CODE |
| C=CHANGE DATA  E=END AND UPDATE FILE  Q=QUIT WITHOUT UPDATING  X=SWITCH |
| RPDCRT ----- FL=HELP F2=MENU --|

```



- Bottom Section: This section is used by SASI III Classroom only.

```

-----$
| TRACK: 1                                     ATTENDANCE OPTIONS |$
|-----$
| ENROLLMENT INFORMATION:                    |$
| GRADE LEVEL          00 01 02 03 04 05 06 07 08 09 10 11 12 |$
| MINIMUM DAY (IN MINUTES)                    |$
| MAX ENROLLMENT (IN DAYS) 180 180 180 180 180 180 180 180 180 180 180 180 180 |$
|-----$
| CLASSROOM OPTIONS                           |$
| TERM SCHEDULE: BEGIN      END              BEGIN      END              |$
| TERM 1  08/20/99 01/19/00          TERM 2  01/21/00 06/14/00          |$
| TERM 3  / / / /                   TERM 4  / / / /                   |$
| TERM 5  / / / /                   TERM 6  / / / /                   |$
| * TERMS MUST BE FILLED IN FOR CLASSROOM CLS01 CLS02 TO RUN * |$
|-----$
| ENTER THE AMOUNT OF DAYS IN THE PAST INCLUDING TODAY THAT YOU WILL |$
| ALLOW TEACHERS TO:                                     |$
|          001 INPUT TARDIES                          001 DELETE TARDIES |$
|          001 INPUT UNVERIFIED                       001 DELETE UNVERIFIED |$
|          UPDATE VERIFIED                            CHANGE VERIFIED |$
|-----$
| FUNCTION CODE:                                       |$
| C=CHANGE  E=EXIT AND SAVE  L=LAST TRACK  N=NEXT TRACK  Q=QUIT NO SAVE |$
| ATOCRT ----- FL=HELP F2=MENU --$

```

## Setting Up IGPCRT

1. At the *Enter Command* prompt, type **IGPCRT** and press Enter. Enter the following information on the IGPCRT screen. This information sets up the validation rules for entering data into the InteGrade Pro software.

```

-----$
| NO40          VALID TYPE OF GRADES/LOG VALUES SPECIAL MARKS |$
| INCOMPLETE CODE: IN MARKS NOR SYMBOL VALUE |$
| MARKS REQUIRED: Y [A+] [96.00] [ ] [ ] CHEAT 50 |$
| LTR/NUMERIC/BOTH: B [A ] [94.00] [ ] [ ] SICK 40 |$
| LOGEST NUMERIC: 000 [A-] [90.00] [ ] [ ] CUT 10 |$
| HIGHEST-NUMERIC: 100 [E+] [86.00] [ ] [ ] I 60 |$
| [E ] [84.00] [ ] [ ] WF 60 |$
| [E-] [80.00] [ ] [ ] GP 91 |$
| BUILD PROGRESS REPORTING [C+] [76.00] [ ] [ ] MC 60 |$
| END TERM SPREADSHEETS [C ] [74.00] [ ] [ ] NM 60 |$
| WITH NORMAL ETS (Y/N) ? [C-] [70.00] [ ] [ ] P 74 |$
| IF YES ENTER UP TO 6 [D+] [66.00] [ ] [ ] |$
| COLLECTION DATES [D ] [64.00] [ ] [ ] |$
| 12/17/99 [D-] [60.00] [ ] [ ] |$
| 04/21/00 [F ] [ ] [ ] [ ] |$
| 00/00/00 [ ] [ ] [ ] [ ] |$
| 00/00/00 [ ] [ ] [ ] [ ] |$
| 00/00/00 [ ] [ ] [ ] [ ] |$
| 00/00/00 [ ] [ ] [ ] [ ] |$
| [ ] [ ] [ ] [ ] |$
|-----$
| ENTER FUNCTION CODE: ENTER FUNCTION CODE |$
| C=CHANGE E=END Q=QUIT |$
| IGPCRT ----- FL=HELP F2=MENU --$

```

<b>Field</b>	<b>Description</b>
<i>Incomplete code</i>	Enter the symbol you use to designate an incomplete assignment or task (for example, IN).
<i>Marks required</i>	Type <b>Y</b> if you require that marks be entered for classes.
<i>Letter/numeric- enter both</i>	Type <b>L</b> , <b>N</b> , or <b>B</b> (for both letter and numeric).
<i>Lowest numeric</i>	Type the lowest numeric score to allow (for example, 001).
<i>Highest numeric</i>	Type the highest numeric score to allow (for example, 100).
<i>Build Progress Reporting End Term Spreadsheets with Normal ETS</i>	Type <b>Y</b> to build the progress reporting End Term Spreadsheet. If Yes, type up to four collection dates. For example, 10/02/01, 12/11/01, 02/26/02, 08/14/02.
<i>Valid Marks</i>	If you specified L or B under <i>Letter/Numeric/Both</i> , enter the letter grades teachers should use under grading standards in the InteGrade Pro software (for example, A, A-, B etc.)

<i>Field</i>	<i>Description</i>
<i>Type of Grades/Low Values</i>	<p>To set up a normal grade table, fill in the first column (NOR) with the lowest percentage cutoff values for each letter grade in the <i>Valid Marks</i> column.</p> <p>To set up additional grade tables with different cutoffs for the letter grades in the valid marks column, enter a heading in the next column, and fill in the desired cutoff values for the grades shown in the <i>Valid Marks</i> column.</p>
<i>Special Marks</i>	<p>Use this area to define special marks the user can enter in the InteGrade Pro software to allocate specific numeric scores (for example, define that entering the symbol CHEAT allocates a score of 0, etc.).</p> <p>In the <i>Symbol</i> column, enter the appropriate symbol CHEAT or NHI in the <i>Value</i> column, enter the value assigned to the symbol.</p> <p>If you do not complete this screen, teachers can enter any grade information in the InteGrade Pro software End Term spreadsheet. Also, any data not specified is rejected upon import into SASI III.</p>

- When the first screen has been completed, type **X** and press Enter to switch to the second screen.

```

-----"
* PLEASE ENTER YOUR SASI III 2 CHARACTER *      ADMINISTRATION CONTROL          *
* QUERY CODE FOR EACH OF THE FOLLOWING: *      ALLOW TEACHER TO CHANGE          *
* GENERATION CODE          SX          *      ADVANCED FIELDS          N          *
* NICKNAME                 MN          *      DEMOGRAPHIC FIELDS      N          *
* E-MAIL ADDRESS          *          *      TASK TYPES              N          *
* PRIMARY LANGUAGE        GR          *      -----"
* HOME LANGUAGE           GR          *
* CORRESPONDENCE LANGUAGE GR          *
* ESL                     SX          *
* GIFTED                  SX          *
* ADVISOR NUMBER         CU          *
* ALTERNATE LOCKER       LK          *
* BUS# TO SCHOOL         ID          *
* BUS# FROM SCHOOL       ID          *
* SOCIAL SECURITY NUMBER  SM          *
* CITIZENSHIP            SX          *
* MEDICAL ALERT 1        CY          *
* MEDICAL ALERT 2        CY          *
* LEFT FOR FUTURE USE    *
* LEFT FOR FUTURE USE    *
-----"
* ENTER FUNCTION CODE:
* C=CHANGE   E=END   Q=QUIT   X=SWITCH
* IGPCRT -----"
*          F1=HELP F2=MENU --"

```



3. Depending on how you choose to set up your system, review and change, if necessary, the settings for *Administration Control*, and enter the codes for the student information listed.
4. Type **E** and press Enter to end and update this file.

## Setting Up SEMCRT

1. At the *Enter Command* prompt, type **SEMCRT** and press Enter. This information sets up the student contact and e-mail information for the InteGrade Pro software.

```
..... STUDENT E-MAIL INFORMATION .....
* STU# LAST NAME FIRST NAME MIDDLE NAME PERMANENT# SEX GRD STATUS *
* 0041 EDMAN BRENT L 0009910041 B 11 *
.....
* STUDENT'S E-MAIL ADDRESS *
* STUDENT'S WEB PAGE *
.....
* PAR/GUARDIANS M/M RICHARD EDMAN *
* PAR/GUARD E-MAIL ADDRESS REDMAN@AOL.COM *
*
* MOTHERS NAME MOTHER EDMAN COM *
* MOTHERS E-MAIL ADDRESS MOMEEDMAN@AOL.COM *
*
* FATHERS NAME DAD EDMAN COM STEP DAD *
* FATHERS E-MAIL ADDRESS DADEDMAN@AOL.COM *
*
* GUARDIANS NAME GRANDMA EDMAN REL MOTHERS SIDE OF FAMILY *
* GUARDIANS E-MAIL ADDRESS GRANDMA&EDMAN@AOL.COM *
*
* ADULTS NAME JAMES FRIEND REL BIOLOGICAL FATHER ? *
* ADULTS E-MAIL ADDRESS FRIENDJAMES@AOL.COM *
.....
* FUNCTION CODE: *
* B=BACKUP C=CHANGE D=DROP E=END F=FORWARD G=GET *
-- SEMCRT ----- F1=HELP F2=MENU --
```

2. Enter the contact information.
3. Type **E** and press Enter to end and update this file.

## Setting Up TEMCRT

1. At the *Enter Command* prompt, type **TEMCRT** and press Enter. This information sets up the teacher and school e-mail information for the InteGrade Pro software. It also sets up information that will appear on reports.
2. Enter the contact information.



## Exporting from the SASI III Software

### Progress Report Files

You must run PCM00 and PCMCRT to create progress comments.

Before you export comment files into the InteGrade Pro software, make sure that the COMyxx.dat (where y represents the school year and xx represents the school number) file and the PCMyxx.dat file have been created and that they contain identical data.

This is important, since the InteGrade Pro software recognizes only the first set of comments exported by the SASI III software. So, if you want to export grading comments and you already exported progress comments, the InteGrade Pro software does not overwrite progress comments with grading comments.

### Class Roster Files

The IGP01 program creates a CLxxxxxx.GRD file for each teacher in the SASI Data directory. These are the files teachers import into the InteGrade Pro software to create their gradebooks. The gradebook contains End Term spreadsheets for both progress and grade reporting.

1. At the *Enter Command* prompt, type **IGP01** and press Enter. This file exports class roster files from the SASI III software into the InteGrade Pro software. Run IGP01 for specific teachers by using the TCH and teacher numbers after the program name; for example, **IGP01 TCH 003 005 010**.
2. At the *Enter Semester Codes from MST to Process* prompt, type the semester code for the reporting period you want to process (for example, **1FY**). The import files for the InteGrade Pro software are created. The file name for each teacher's class roster file is CLxxxxxx.GRD (where xxxxxx represents the teacher number) and it is placed in the \SASI\DATA directory.
3. In some cases the user may choose to alter the directory structure for the final location of these CL files. Two programs are provided to facilitate this option.

DOS IGPCL, when run at the *Enter Command* prompt in the SASI III software, creates a directory, Igp\_data, under the SASI directory and within it, a directory for each teacher (\SASI\Igp\_data\084). The class roster files are automatically copied to the appropriate teacher directory. Teachers can access the CL files in this small, personal



## Using the SASI III Software and InteGrade Pro Software

directory rather than having to read the \SASI\DATA directory. When the teacher exports the grades from the InteGrade Pro software, the resulting MKxxxxxx.GRD file is placed in the personal directory.

Since the SASI III software expects to find the teacher's export files in the \SASI\DATA directory, a second program is provided to copy all MK files from the teachers' personal directories back to \SASI\DATA. This program (DOS command IGPMK) is run from the *Enter Command* prompt in the SASI III software.

## Working in the InteGrade Pro Software

### Importing Class Roster Files

1. From the File menu, select New Gradebook, then Create using class rosters. Follow the system prompts to create your gradebook.
2. When prompted, name your gradebook and click Save.
3. If errors were detected in the data being imported, you can view the error log. These error logs are named ERRORLOG.ICL. Open them in Notepad (Windows) or SimpleText (Macintosh).

The ERRORLOG.ICL is always created in the same location that the class roster file is imported from. Importing any class roster file from that same location always overwrites the ERRORLOG.ICL file in that location. If you want to archive the error file, move the file to another location.

### Exporting Marks Data Files

See the *InteGrade® Pro User's Guide Version 9.1* for more specific information on exporting marks data from the InteGrade Pro software.

1. Prepare the End Term spreadsheet by copying grades from the numeric spreadsheet and adding comments.
2. From the File menu, select Export from Gradebook. Select the collection date for which you are exporting grades. Click Next.
3. Specify the \SASI\DATA directory when prompted to specify where to export the file. Click Next.
4. If errors were detected in the data being exported, you can view the error log. Errors may cause problems importing the gradebook file into the SASI III software. These error logs are named ERRORLOG.IMK. Open them in Notepad (Windows) or SimpleText (Macintosh).

The ERRORLOG.IMK is always created in the same location that the class roster file is imported from. Importing any class roster file from that same location always overwrites the ERRORLOG.IMK file in that location. If you want to archive the error file, move the file to another location.



## Exporting Attendance Data

The IGP01.EXE program in the SASI III software collects attendance data from SASI III (ATD, ATP, ATS, ATC, ATR and ATO files). Whether or not your school plans to use this feature, you need to create and configure these files before you run IGP01 for the first time.

This feature is not intended to replace SASI III Classroom, but provides another means of processing attendance data.

When the teachers create their gradebooks, they contain an attendance spreadsheet showing a complete attendance calendar for the school year. You can enter absence reason codes for each student (providing the ATO file is properly configured). The teachers can use or view data, or send it electronically to the administration system for later transfer to the attendance files.

Teachers can export their attendance data at any interval (period, daily, and so on).

1. From the attendance spreadsheet in the InteGrade Pro software, click the column heading for a particular day and select Export This Day's Attendance.

This creates or appends to an attendance export file (AXnnn.GRD, where nnn equals the teacher number) and writes this file to the \SAS\DATA directory.

2. The office runs the IGP12.EXE program to post the teachers attendance data to either the ATP or ATD attendance file.

## Importing into the SASI III Software

### Preparing to Import the Marks Data Files

1. In the RPDCRT program, set the *Current Grade Reporting Period* field to the reporting period for which you want to import marks data.
2. From the *Enter Command* prompt, type **RPT00** and press Enter. This program should only be run at the end of each reporting period before importing marks data from the InteGrade Pro software for that specific reporting period. Depending on the grade reporting period entered, you may or may not see all of the following prompts.
3. At the *Enter Grade Report Period (1-6)* prompt, enter the appropriate grade reporting period (for example, **4**).
4. At the *Allow Duplicate Courses in RPT file* prompt, type **N** for no duplicate courses. If you type Y, make sure that in the CRSCRT file, the *User Code 2* field has an X in the first position
5. At the *Retain RPT Records for Inactive Students?* prompt, type **Y** or **N**.
6. At the *Refresh Credit in RPT with Credit from MST?* prompt, type **Y** or **N**.
7. At the *Using 9999 as T/A CRS Number, Using 0.25 as T/A CRS Credit, prompt*, type **Y** to continue or **N** to abort.
8. At the *Enter Command* prompt, type **RPT01** and press Enter. This creates a new grade sheet file. This file needs to be run every time after RPT00 is run.

### Importing Marks Data – Grade Reporting (RPT)

To import grading and progress information from the InteGrade Pro software:

1. For report or grading information, type IGP02 at the *Enter Command* prompt. This file imports the marks data or MK file from the InteGrade Pro software into the SASI III software. Run IGP02 for specific teachers by using the TCH and teacher numbers after the program name; for example, **IGP02 TCH 003 005 010**.
2. Make sure you have created a progress file (PRG00) for the current marking period.



## Using the SASI III Software and InteGrade Pro Software

3. Enter the appropriate quarter (1-5). At the *Creating a new progress report file for quarter 4. OK to proceed Y/N* prompt, enter **Y**. A progress file and an index are created.
4. At the *Enter Command* prompt, type **PRG01** and press Enter. This creates a new progress sheet file. This file needs to be run after every PRG00.
5. For progress information, type **IGP02P** and press Enter at the *Enter Command* prompt.

For more information regarding either progress or grading files, see your SASI III documentation.

## Verifying Marks Data

1. At the *Enter Command* prompt, type **RPTSHT** and press Enter.
2. Type **G** (G = Get Sheet) and type the teacher code (for example, **002**) in the *TCH* field, and type the period number (for example, **1**) in the *PER* field. Press Enter.

## Viewing Error Reports

No error reports are written when data is exported from the SASI III software to the InteGrade Pro software. However, error reports can be created when importing an InteGrade Pro file (MKxxxxxx.GRD) into the SASI III software. There are two ways to view these error reports:

- DBPRNT, which prints a report
- DBSAVE, which creates a P file for later viewing

To view these error reports, you must run either DBPRNT or DBSAVE before running IGP02.



Using the SASI III Software and InteGrade Pro Software

# 8

## Using CIMS (iSeries 400) Software and InteGrade Pro Software

---

This section describes the InteGrade Pro Data Exchange programs in the CIMS® SMS™ (Student Management System) on the IBM® e™ Server iSeries 400 mid-range computing system.

You use the CIMS / InteGrade Pro Data Exchange programs to copy class and student information into a class roster file. Then you export the file to the personal computer on which you run the InteGrade Pro software. After converting the file into multiple teacher files on the personal computer, you import the information into the InteGrade Pro software as teacher gradebooks.

After the teachers update their gradebooks, you convert the grading and attendance information for these class rosters into one file on the personal computer and import it back into the SMS software on the IBM iSeries 400 system.

[See The CIMS \(PC\) Software and InteGrade Pro Software](#) for information about using the CIMS / InteGrade Pro file conversion programs on the personal computer.



## Technical Requirements

Before you begin working with the InteGrade Pro software, you need to install the following software.

### On the personal computer:

- InteGrade Pro 9.1 software
- CIMS III/InteGrade Pro File Converter (IGPCNV32.EXE from the InteGrade Pro installation folder)
- A file transfer and router program; for example, Client Access for Windows

### On the IBM iSeries 400 system:

- IBM iSeries 400 Operating System, Version 4, Release 3 or higher
- CIMS III ACS™ (Application Control System), Release 3.01 or higher
- CIMS III Student Applications, Release 8.01 or higher
- A file transfer and router program; for example, Client Access

For specific questions about using the InteGrade Pro software, see the InteGrade® Pro User's Guide Version 9.1 (IGPUSER.PDF), located on Customer Link.



## Invalid Characters

You must not use the following characters when creating district or school definitions for the InteGrade Pro software:

/ \ ~ ` ! % ^ & \* ( ) - + = { } [ ] : ; " ' ? |

The following characters are valid:

. \_ @ # \$



## Overview of the Data Exchange Process

The data exchange process begins in the CIMS III SMS software. The system compiles student, class, attendance, and grading information into the single data file PSTU607C as member CLdissch, where *dis* represents your district code and *sch* represents your school code.

If you are using Client Access and have the IBM program PC Organizer (PCO) active, the system can download this data file automatically to the personal computer as CLdissch.CIM. Otherwise, you must use your chosen file transfer software.

Using the file converter provided with the InteGrade Pro software, you convert the data file into separate files named CLxxxxxx.GRD, where xxxxxx represents the teacher code. A teacher then imports a file labeled with his or her teacher code into the InteGrade Pro software to create a new gradebook or update an existing gradebook.

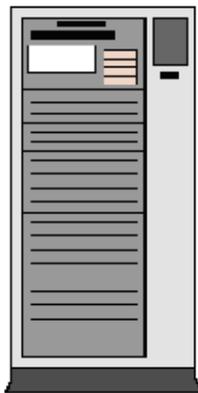
After all teachers export grade data files from their gradebooks, the converter compiles the MKxxxxxx.GRD files into a single data file named MKdissch.CIM, where *dis* and *sch* are the district and school codes. You upload this file to the IBM iSeries 400 system, to the SMSTRANS library in file PSTU607M as member MKdissch. Then you can edit and post the new information to student information records, replacing the existing information in the SMS software.

After all teachers export attendance data files from their gradebooks, the converter compiles the AXxxxxxx.GRD files into a single data file named AXdissch.CIM, where *dis* and *sch* are the district and school codes. You upload this file to the IBM iSeries 400 system, to the SMSTRANS library in file PSTU607M as member AXdissch. Then, you can edit and post the new information to student information records, replacing the existing information in the SMS software.

The figure on the next page illustrates the data exchange process

# CIMS III to InteGrade Pro

IBM iSeries 400  
SMS



SMSTRANS PSTU607C  
(Cldissch)

File Transfer



One Cldissch.CIM file  
per school code



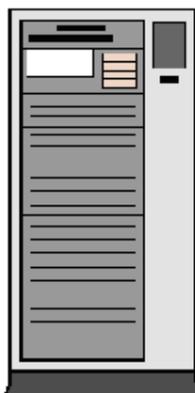
**InteGrade Pro File  
Conversion**



One CLXXXXXX.GRD file  
per teacher, organized  
by school code

# InteGrade Pro to CIMS III

IBM iSeries 400  
SMS



SMSTRANS PSTU607C  
(Cldissch)

File Transfer



One MKdissch.CIM  
file per school code  
(grading data)



One AXdissch.CIM file  
per school code  
(attendance data)



**InteGrade Pro File  
Conversion**



One MKXXXXXX.GRD file  
per teacher, organized by  
school code.



One AXxxxxxx.GRD file  
per teacher, organized  
by school code



## Programs Used in Data Exchange

To transfer information between the CIMS III student software and the InteGrade Pro software, use the following SMS programs from the SMS820: InteGrade Pro Data Exchange Programs menu.

- GRD.255 – Define Incomplete Symbol
- GRD.240H – Define Validation Rules
- GRD.270H – Define Grade Tables
- GRD.290H – Define End Term Spreadsheet
- STU.607 – Download Class Roster Files to InteGrade Pro
- STU.608 – Upload Marks Data from InteGrade Pro
- GRD.620P – Edit and Post Marks Data from InteGrade Pro
- GRD.630E – Correct InteGrade Pro Edit Failures and Post
- GRD.520 – InteGrade Pro Edit Failures Report
- GRD.950 – Purge InteGrade Pro Edit Failures
- STU.609 – Upload Attendance Data from InteGrade Pro
- GRD.621P – Edit and Post Attendance Data from InteGrade

Use these instructions to familiarize yourself with the data exchange programs or when you have a question that the online help does not address.

While in the programs, read the online help text if you need more information about using a field or screen.



## Defining the Incomplete Symbol

Use GRD.255 – Define Incomplete Symbol to designate the symbol for an incomplete grade. The InteGrade Pro software uses this symbol to indicate the absence of a score on a required task. You can designate only one incomplete symbol for use with the InteGrade Pro software.

Select the GRD.255 – Define Incomplete Symbol option from the SMS820: InteGrade Pro Data Exchange Programs menu.

Type **A** in the command field, your district code, and your school code. When you press Enter, the system displays the following screen where you can choose a symbol from the valid values that you defined in GRD.250 – Grade Symbols.

### Choosing the Incomplete Symbol

```
5/07/98  FY 98      CIMS III DEMONSTRATION DISTRICT
16:16:01 DSP13
SMS          Define Incomplete Symbol
Ref: GRD.255 .11

District: DIS
School: 010
Incomplete Symbol: INC

Mode: Add          F3=Exit  F4=Index  F5=Reset  F12=Cancel
```

1. In the *Incomplete Symbol* field, type the code that your school uses to indicate that a student did not complete a class.
2. Press Enter to return to the command screen.

## Defining the Spreadsheet's Validation Rules

Use GRD.240H - Define Validation Rules to control how teachers can enter comment, grade, and absence information in the InteGrade Pro software.

You select the type of rule (comment, grade, or absence), whether the information is required, and the numeric range or specific characters that are acceptable. After you define validation rules, you can apply them to specified columns that appear in the InteGrade Pro spreadsheet.

Select the GRD.240H – Define Validation Rules option from the SMS820: InteGrade Pro Data Exchange Programs menu.

Type **A** in the *command* field, your district code, school code, and the rule ID you want to define. When you press Enter, the system displays the following screen where you can define the rule.

### Defining Spreadsheet Rules

```

5/07/98  FY 98      CIMS III DEMONSTRATION DISTRICT
16:20:49 DSP13
SMS
Ref: GRD.240H.11      Define Validation Rules

SCHOOL - District: DIS      School:  010 ABRAHAM LINCOLN HIGH
              NORTH SIDE
              Rule ID:  COM      Description: QTR 1 COMMENT

              Letter:         N          Comments:           Y
              Numeric:        N          Comment Required:  Y
              Required:       N

value        Minimum Value:   0          Verify Minimum and Maximum
              Maximum Value:   0          against Grade Symbols? Y

Mode: Add          F3=Exit  F4=Index  F5=Reset  F12=Cancel
  
```

1. In the *Description* field, type a brief description.

2. Follow the instructions for the type of rule that you are defining:
  - To define a letter grade rule, type **Y** in the *Letter* field and **N** in the *Numeric* field. Indicate whether the grade is required in the *Required* field.
  - To define a grading absence or numeric grade rule, type **N** in the *Letter* field and **Y** in the *Numeric* field. Indicate whether the grade is required in the *Required* field. You also need to set the minimum and maximum limits for the grade in the *Minimum Value* and *Maximum Value* fields.
  - To define an alphanumeric grade rule, type **Y** in both the *Letter* and *Numeric* fields and indicate whether the grade is required in the *Required* field. You also need to set the minimum and maximum limits for the grade in the *Minimum Value* and *Maximum Value* fields.
  - To define a comment rule, type **Y** in the *Comments* field and indicate whether a comment is required in the *Comment Required* field. A comment validation rule does not control the contents of the comment column.
3. If you want the system to edit the data entry for a grade rule, leave **Y** in the *Verify Minimum and Maximum Value Against Grade Symbols?* field.

For example, use the **Y** value if you are defining a numeric grade rule that you want the system to validate against the specified minimum and maximum values. Be sure you have defined all of the values from the minimum through the maximum value in GRD.250 – Grade Symbols.

Otherwise, type **N** in this field (such as when you define a grading absence rule).

4. Press Enter.

For a letter grade, the system displays the following screen where you can define the acceptable values for the letter grade rule.

For any other type of rule, the system displays the command screen.

## Specifying Acceptable Values for Letter Grade Rules

```
5/07/98  FY 98      CIMS III DEMONSTRATION DISTRICT
16:23:43 DSP13
SMS                      Define Validation Rules
Ref: GRD.240L.11

  Line.....      1
  Validation Rule: GR2 GRADE RULE 2 - LETTER

- EAST I      District:      DIS AMERICAN CITIES SCHOOL DISTRICT
NORTH SIDE   School:        010 ABRAHAM LINCOLN HIGH SCHOOL -
              Letter Grade:  __B

Mode: Add      F3=Exit  F4=Index  F5=Reset  F12=Cancel
```

1. In the *Letter Grade* field, type a grade for this rule. Press Enter to add another grade.
2. When you finish entering letter grades, press Enter again to display the following line command screen.



## Using Line Commands to Modify Spreadsheet Rules

```
5/07/98  FY 98      CIMS III DEMONSTRATION DISTRICT
16:24:20 DSP13
SMS
Ref: GRD.240L.01      Define Validation Rules

SCHOOL - District: DIS      School:  010 ABRAHAM LINCOLN HIGH
              NORTH SIDE
              Rule ID:  GR2      Description: GRADE RULE 2 - LETTER

              Letter:          Y          Comments:          N
              Numeric:         N          Comment Required: N
              Grade Required:   Y

              Minimum Value:    0
              Maximum Value:    0

              CMD      District  School  Letter Grade
-----
              TOP
              C      1      DIS      010      W

LOCATE      Valid Commands: A C D L F E
```

1. In the *CMD* field, type a valid command from the list of commands at the bottom of the screen.
2. When you finish working with the letter grade rules, type **E** in the *CMD* field and press Enter to return to the command screen.

## Defining the Grade Tables

Use GRD.270H – Define Grade Tables to define up to nine different grading levels, such as honor grades and remedial grades, and the grades associated with each level. Grades relate to the course ID, which identifies the grading level that should be used for the course.

Select the GRD.270H – Define Grade Tables option from the SMS820: InteGrade Pro Data Exchange Programs menu.

Type **A** in the command field, your district code, school code, and the grade table ID you want to define. When you press Enter, the system displays the following screen where you can define the grade table.

### Defining Grading Levels

```
5/07/98  FY 98      CIMS III DEMONSTRATION DISTRICT
16:26:29 DSP13
SMS
Ref: GRD.270H.11
                Define Grade Tables
District:  DIS      School:  010 ABRAHAM LINCOLN HIGH
SCHOOL - NORTH SIDE
Grade Table: DEV   Description: DEVELOPMENTAL

Mode: Add          F3=Exit  F4=Index  F5=Reset  F12=Cancel
```

1. In the *Description* field, type a brief description of the grade table.
2. Press Enter to display the following screen where you can enter the grades associated with this level and set the lowest numeric limit for each grade.



## Specifying Acceptable Values for Grade Tables

```
5/07/98  FY 98      CIMS III DEMONSTRATION DISTRICT
16:26:48 DSP13
SMS
Ref: GRD.270L.11      Define Grade Tables

Line.....      1
Grade Table: DEV  DEVELOPMENTAL

District: DIS AMERICAN CITIES SCHOOL DISTRICT
- EAST I
School:  010 ABRAHAM LINCOLN HIGH SCHOOL -
NORTH SIDE
Letter Grade:      A
Lower Limit:      90

Mode: Add          F3=Exit  F4=Index  F5=Reset  F12=Cancel
```

1. Type a letter in the *Letter Grade* field and the lowest acceptable limit for this letter grade in the *Lower Limit* field.  

The lowest numeric limit relates to percentages; for example, an **A** grade may not be lower than 90%.
2. Press Enter to add another grade and its associated lower limit.
3. When you finish entering grades for this grade level, press Enter again to display a line command screen.
4. Use the line command screen to work with the grade table. When you finish, type **E** in the *CMD* field and press Enter to return to the command screen.

## Defining the Spreadsheets

Use GRD.290H – Define End Term Spreadsheet to define the spreadsheets used by the InteGrade Pro software for collecting grading or attendance information.

You can define one spreadsheet for each reporting period, or one spreadsheet for each date you expect teachers to export grades or attendance data from the InteGrade Pro software.

Select the GRD.290H – Define End Term Spreadsheet option from the SMS820: InteGrade Pro Data Exchange Programs menu.

Type **A** in the command field, your district code, school code, and the spreadsheet ID you want to define. For example, type **QT1** to represent the first quarter reporting period. When you press Enter, the system displays the following screen where you can define the spreadsheet.

### Defining an End Term or Attendance Spreadsheet

```

5/07/98  FY 98      CIMS III DEMONSTRATION DISTRICT
16:28:56 DSP13
SMS                      Define EndTerm Spreadsheet
Ref: GRD.290H.11

District: DIS          School:  010 ABRAHAM LINCOLN HIGH SCHOOL
                          - NORTH SIDE
Spreadsheet ID: FIN  Name: FINAL TERM_____

Collection Date: _1999/06/01_ (YYYY/MM/DD FOR ALL DATE
                          FIELDS)
Attendance Spreadsheet: Y (Y N)
Calendar Dates From: _____ Thru: _____ or Term: 2_ (1-6)

Mode: Add              F3=Exit  F4=Index  F5=Reset  F12=Cancel
  
```

1. Type a title for the spreadsheet in the *Name* field.
2. If you are defining a grading spreadsheet, type the date when the grading information will be collected in the *Collection Date* field. You must type the year as shown on the screen, including slashes: YYYY/MM/DD; for example, **2000/06/01**.

3. If you are defining an attendance spreadsheet, type **Y** in the *Attendance Spreadsheet* field. Then either type the range of dates to use for the attendance information in the *Calendar Dates From* and *Thru* fields, or type a term number in the *Or Term* field. For a spreadsheet covering a single day, type the same date in the *From* and *Thru* fields.
4. Press Enter to display the following screen where you can define the grading columns in the spreadsheet.

If you are working with an existing grading end term spreadsheet, and entered Y to create an attendance spreadsheet, the system displays an error message when you press Enter. To correct this, you must define a new spreadsheet for the attendance data.

### Defining the End Term Spreadsheet Columns

You do not need to define columns for attendance data.

```

5/07/98  FY 98          CIMS III DEMONSTRATION DISTRICT
16:30:16 DSP13
SMS
Ref: GRD.290L.11          Define EndTerm Spreadsheet

Spreadsheet ID: FIN FINAL TERM
District:    DIS AMERICAN CITIES SCHOOL DISTRICT - EAST I
School:     010 ABRAHAM LINCOLN HIGH SCHOOL - NORTH SIDE

Column Number: 3_.0

Task Code:  _ G(C/G/A)
Spreadsheet Task ID:  __ CAL
Task Name:  __ CALCULATE FINAL GRADE_____
Validation Rule ID:  __ GR2

Mode: Add          F3=Exit  F4=Index  F5=Reset  F12=Cancel
  
```

1. In the *Column Number* field, type the number of the spreadsheet column.

The column number represents the column position; for example, column number 1 is the first column in the spreadsheet. You can use decimals to indicate that a column should fit between two other columns.



## Using CIMS (iSeries 400) Software and InteGrade Pro Software

2. Type the task type (**C** = comment, **G** = grade, or **A** = absence) in the *Task Code* field and the task identifier in the *Spreadsheet Task ID* field.

If you are adding an Absence task, the system displays the *Grade Title for Absence* prompt for the absence grade title, after you press Enter.

3. Type the name of the task in the *Task Name* field and, if applicable, the spreadsheet validation rule for this column in the *Validation Rule ID* field.

Column headings are limited to two rows of seven characters in the InteGrade Pro software. The system abbreviates anything larger than seven characters in each row to fit the available space.

4. Press Enter to add the column to the spreadsheet.
5. When you finish adding columns, press Enter again to display the line command screen.
6. Use the line command screen to work with the spreadsheet columns. When you finish, type **E** in the *CMD* field and press Enter to return to the command screen.



## Downloading Class Roster Data from CIMS III

Use STU.607 – Download Class Roster Files to the InteGrade Pro software to create a file that contains class roster data from the SMS software.

The system stores the CLdissch data file (where dis and sch are the district and school codes) in SMSTRANS/PSTU607C.

If you have Client Access for Windows installed on a personal computer and the IBM iSeries 400 system, with PCO (PC Organizer) active, the system can complete the transfer process automatically. Otherwise, you must transfer the file to the personal computer as CLdissch.CIM, using your chosen file transfer software.

This section describes how to download the class roster information with PCO active, as well as how to create the class roster file when PCO is not active.

After the data transfer, you must convert the CIMS data file for each school into separate teacher files using the personal computer program, CIMS III/ InteGrade Pro File Converter. [See The CIMS \(PC\) Software and InteGrade Pro Software](#) for information about this converter.

Select the STU.607 – Download Class Roster Files to the InteGrade Pro software option from the SMS820: InteGrade Pro Data Exchange Programs menu.

## Starting the Download with PCO Active

```
5/07/98  FY 98      CIMS III DEMONSTRATION DISTRICT
16:34:25 DSP13
SMS      Download Class Roster Files to InteGrade Pro
Ref: STU.610 .01

      Process for:

                District:  ___
                School   :  ___

      Do you want to create files? Y
      (Created files can be downloaded at a later time using the
      download option or manually downloaded using an AS/400 File
      Transfer)

      Do you want to download files now? Y

                F3=Exit  F4=Index  F5=Reset  F12=Cancel
```

1. In the *Process for* fields, type the district and school codes for the information you want to download.
2. Type **Y** in the *Do You Want to Create Files?* field if you want to create the download file. Type **N** if you previously created the file and now want to download it from the IBM iSeries 400 system to the PC.
3. If you want the system to download the file automatically, type **Y** in the *Do you Want to Download Files Now?* field. Otherwise, type **N** in this field.

The system displays this field only when PCO is active.

4. When you press Enter, the system displays the following prompt screen where you can limit the download information to a specified teacher and cutoff date.

## Downloading the Class Roster File

You must use GRD.290H – Define End Term Spreadsheet to define a spreadsheet with at least one task for the specified school before you run this program.

```
5/07/98  FY 98      CIMS III DEMONSTRATION DISTRICT
16:31:33 DSP13
SMS      Download Class Roster Files to InteGrade Pro
Ref: STU.607P.01

      Process:
          District: DIS  School: 010

      Limit to:
          Teacher:  GREEN_____

      Exclude:
          Drops before this date:  9/07/99

                                     F3=Exit  F4=Index  F5=Reset  F12=Cancel
```

1. To restrict the download to one teacher, type the teacher name in the *Limit to Teacher* field.
2. To restrict the download to students currently scheduled in the class, type a date in the *Exclude Drops Before this Date* field. This date represents the last date that a student can drop the course and still be eligible for a grade. The system excludes from the download all students who dropped the class before this date.

If you have not defined the spreadsheet and task, the system displays a warning message and prompt field. Type **Y** in the *Cancel Download to Set Up the Spreadsheet?* prompt field if you want to leave this program and define a new spreadsheet.

Type **N** in this field if you want to download the class roster information without a defined spreadsheet. If you type N, you cannot upload grades and attendance data from the InteGrade Pro software back to the SMS software for these class rosters.

3. If PCO is active, after you press Enter the system displays a submission screen where you can specify the file name and PC drive designation.
4. When you press Enter, the system checks for existing file names and if found, displays a *Do you wish to overwrite the existing member?* prompt. Type **Y** if you want to continue and write over the existing file or **N** if you want to cancel.

### Creating the Download File with PCO Inactive

Select the STU.607 – Download Class Roster Files to the InteGrade Pro software option from the SMS820: InteGrade Pro Data Exchange Programs menu.

```

5/07/98  FY 98      CIMS III DEMONSTRATION DISTRICT
16:34:25 DSP13
SMS      Download Class Roster Files to InteGrade Pro
Ref: STU.610 .01

      Process for:

              District:  ___
              School  :  ___

      PCO is currently not active. We cannot automate
      download functions unless PCO is active.

Do you want to create files? Y
(Created files can be downloaded at a later time using the
download option or manually downloaded using an AS/400 File
Transfer)

      F3=Exit  F4=Index  F5=Reset  F12=Cancel
  
```

1. In the *Process for* fields, type the district and school codes.
2. Type **Y** in the *Do You Want to Create Files?* field if you want to create a file to download later.

If you did not activate PCO before running this program, you can create the file but the system cannot download the file automatically. You must download the file later.



## Using CIMS (iSeries 400) Software and InteGrade Pro Software

If you choose not to create the file now, type **N** in the *Do You Want to Create Files?* field and press Enter, or press Cancel. After canceling the program, you can start PCO by typing the **STRPCO** command at an IBM iSeries 400 system command line. Then, you can run this program again with PCO active.

3. If you choose to create the file now, after you press Enter the system displays the prompt screen where you can limit the download information to a specified teacher and drop date.
4. When you press Enter, the system checks for existing files. If it finds a file with the same name, the system displays a prompt to overwrite the file. Type **Y** if you want to continue, or **N** if you want to cancel.



## Uploading Grading Data from the InteGrade Pro Software

If you have Client Access for Windows installed on the IBM iSeries 400 system and a personal computer, with the IBM PCO program active, you can use this interactive program to upload your InteGrade Pro grading data to the IBM iSeries 400 SMS software. The system uploads the grading marks file, MKdissch.CIM (where dis represents the district code and sch represents the school code), from the root directory of the personal computer.

Ensure that the MKdissch.CIM file is stored in the root directory of the personal computer before you attempt to run this program.

If you use a different file transfer software, you must transfer the marks file manually to the SMSTRANS library as file PSTU607M, member MKdissch.

Select the STU.608 – Upload Marks Data from InteGrade Pro option from the SMS820: InteGrade Pro Data Exchange Programs menu.

**Note:** Administrators with InteGrade Pro Server can generate marks files directly from the gradebooks saved on the server.

### Uploading the Marks File

```
5/07/98  FY 98      CIMS III DEMONSTRATION DISTRICT
16:34:25 DSP13
SMS          Upload Marks Data from InteGrade Pro
Ref: STU.608P.01

      Process for:

                District:  ___
                School  :  ___

F3=Exit  F4=Index  F5=Reset  F12=Cancel
```



## Using CIMS (iSeries 400) Software and InteGrade Pro Software

1. In the *Process for* fields, type the district and school codes for the file you want to upload.
2. If PCO is active, after you press Enter the system displays a submission screen where you can specify the file name and PC drive designation where the upload data resides.  
  
If PCO is not active, the system displays a file library prompt. Type **Y** in the *Do You Want to Create Files Library for Use in Later Upload?* field and press Enter if you want to create a file to upload later.
3. After you press Enter, the system checks for existing file names and if found, displays a *Do you wish to overwrite the existing member?* prompt. Type **Y** if you want to continue and write over the existing file or **N** if you want to cancel.

## Editing and Posting the Grading Data

Use GRD.620P – Edit and Post Marks Data to check data uploaded from the InteGrade Pro software. The system compares the data with the validation rules that you set up in the SMS software.

Select the GRD.620P – Edit and Post Marks Data from InteGrade Pro option from the SMS820: InteGrade Pro Data Exchange Programs menu.

Type the district and school codes for the file that you want to post. When you press Enter, the system displays the following screen where you can choose to replace grading, comment, or absence data. You also must specify whether absences are considered excused or unexcused for grading purposes.

### Editing and Posting the Grades

```
5/07/98  FY 98      CIMS III DEMONSTRATION DISTRICT
16:35:18 DSP13
SMS      Edit and Post Marks Data from InteGrade Pro
Ref: GRD.620P.01

District: DIS  School: 010

Replace existing grading information? _N  (Y/N)
Replace existing comment information? _N  (Y/N)
Replace existing absence information? _N  (Y/N)
Absences are excused or unexcused?   _E  (E/U)

F3=Exit  F4=Index  F5=Reset  F12=Cancel
```

1. If you want to post the updated information and write over any existing information, type **Y** in the appropriate fields:

- *Replace Existing Grading Information?*
- *Replace Existing Comment Information?*
- *Replace Existing Absence Information?*

If you do not want the system to replace the designated type of information, type **N** in the field.



## Using CIMS (iSeries 400) Software and InteGrade Pro Software

2. If you want to treat grading absences as excused, type **E** in the *Absences Are Excused or Unexcused?* field. Otherwise, type **U** to treat absences as unexcused for grading purposes.
3. When you press Enter, the system displays the error summary screen.

### Reviewing the Error Summary

```
5/07/98  FY 98      CIMS III DEMONSTRATION DISTRICT
16:35:18 DSP13
SMS          Edit and Post Marks Data from InteGrade Pro
Ref: GRD.620P.03

Summary is for District      DIS  AMERICAN CITIES SCHOOL
DISTRICT - EAST I
and School                   010  ABRAHAM LINCOLN HIGH SCHOOL

Items edited                  45
Error-free items posted      41
Items in error                4

Print edit failures report? _Y (Y/N)
Correct edit failures?      _Y (Y/N)

F3=Exit  F4=Index  F5=Reset  F12=Cancel
```

1. Note the number of records with errors in the Items in *Error* field. After reviewing the summarized error data, you can choose to print an edit failures report or correct the edit failures now.
2. To print the report that lists the edit failures, type **Y** in the *Print Edit Failures Report?* field. When you press Enter, the system displays a submission prompt.
3. To correct the edit failures, type **Y** in the *Correct Edit Failures?* field. When you press Enter, the system calls GRD.630E – Correct InteGrade Pro Edit Failures and Post, which displays each record that failed the edit checks.
4. If you choose N for both of these fields, the system returns to the menu when you press Enter.

## Correcting and Posting the Edit Failures

Use GRD.630E – Correct InteGrade Pro Edit Failures and Post to correct any data uploaded from the InteGrade Pro software that failed edits in the GRD.620P program, then post the corrected records to the SMS software.

Select the GRD.630E – Correct InteGrade Pro Edit Failures and Post option from the SMS820: InteGrade Pro Data Exchange Programs menu.

Type the district and school codes for the file you want to correct. When you press Enter, the system sequentially displays the records that contain edit failures.

### Correcting the Edit Failures

```

5/07/98  FY 98      CIMS III DEMONSTRATION DISTRICT
16:35:18 DSP13
SMS      Correct InteGrade Pro Edit Failures and Post
Ref: GRD.630 .12

Correct for District      DIS  AMERICAN CITIES SCHOOL DISTRICT - EAST I
School                   010  ABRAHAM LINCOLN HIGH SCHOOL
                                Number of errors      4

Position to:  Teacher:  ___ and Period:  ___  OR  Student:  _____  OR
              Course:  _____ and Section:  ___

-----
InteGrade Pro Record Code C600 Version 01 Fixed N Mark to remove? _N (Y/N)

Teacher AD      Period 02  English II      Spreadsheet ID: Q2
Course  ENZ     Section 001      Spreadsheet task ID: EX1
Student 987654321 Markova, Anatassia      Grade type: _G

              Replace existing data?  ___ (Y/N)
              Required grade data?    ___

More ...
Mode: Change   F3=Exit  F4=Index  F5=Reset  F8=Next  F12=Cancel
  
```

1. To delete this record, type **Y** in the *Mark to Remove?* field. Otherwise, type **N** in this field.
2. If necessary, change the spreadsheet identifier in the *Spreadsheet ID* field and the task identifier in the *Spreadsheet Task ID* field.
3. If necessary, change the type in the *Grade Type* field.
4. If you want to replace the existing data in the SMS software with the updated information in this record, type **Y** in the *Replace Existing Data?* field. Otherwise, type **N** in this field.
5. If this information relates to a required grade, type **Y** in the *Required Grade Data?* field. Otherwise, type **N** in this field.



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6. When you press Enter, the system corrects the record and posts the corrected information to the SMS software. Then, the system displays the next record that failed edit.

Once you correct a record, it no longer appears in the edit failure report.

7. When you finish correcting edit failures, type **3** and press Enter to return to the menu.

## Running the InteGrade Pro Edit Failures Report

Use GRD.520P – InteGrade Pro Edit Failures Report to produce a report of failed data items from the InteGrade Pro software.

Select the GRD.520P – InteGrade Pro Edit Failures Report option from the SMS820: InteGrade Pro Data Exchange Programs menu.

### Printing the Records that Failed Edit

```

5/07/98  FY 98      CIMS III DEMONSTRATION DISTRICT
16:37:24 DSP13
SMS          InteGrade Pro Edit Failures Report
Ref: GRD.520P.01

District: DIS   School: 010

Sort
(1)  Description      Limit to      Page
      Teacher:        _____    Break
      Period:         --              Y   (Y/N)
      Course:         _____
      Section:        _____
      Student:        _____
      Spreadsheet ID: _____

F3=Exit  F4=Index  F5=Reset  F12=Cancel

```

1. Type the district and school codes for the report.
2. If you want to sort the report by a specified group, type **1** under the *Sort* field next to the desired field; for example, **Teacher**.
3. If you want to limit the report to a specified group, type a specific code next to the desired field; for example, type a valid spreadsheet identifier in the *Spreadsheet ID* field.
4. If you want the pages to break before a change in the specified sort field, type **Y** in the *Page Break* field.

For example, to break pages in the report for each different teacher, select Teacher in the *Sort* field and type Y in this field.

5. When you press Enter, the system displays a submission prompt.

## Purging the InteGrade Pro Edit Failures

Use GRD.950P – Purge InteGrade Pro Edit Failures to remove records from the edit failure file that cannot be corrected or that you decide not to correct.

Select the GRD.950P – Purge InteGrade Pro Edit Failures option from the SMS820: InteGrade Pro Data Exchange Programs menu.

### Deleting the Records that Failed Edit

Use this program with caution. You cannot retrieve records after you purge them.

```
5/07/98  FY 98      CIMS III DEMONSTRATION DISTRICT
16:37:49 DSP13
SMS          Purge InteGrade Pro Edit Failures
Ref: GRD.950P.01

      Process:
          District: DIS
          School:   010

      Limit to:
          Spreadsheet ID: QT1
          Task ID:    ---

          F3=Exit  F4=Index  F5=Reset  F12=Cancel
```

1. In the *Process* field, type the district and school codes for the file you want to purge.
2. To limit the purge to a specified spreadsheet or task, type the identifier in the *Spreadsheet ID* or *Task ID* field.
3. Press Enter. The system deletes the records and returns a count of the purged records.



## Uploading Attendance Data from the InteGrade Pro Software

If you have Client Access for Windows installed on the IBM iSeries 400 system and a personal computer, with the IBM PCO program active, you can use this interactive program to upload your InteGrade Pro attendance data to the SMS. The system uploads the attendance file, AXdissch.CIM (where *dis* represents the district code and *sch* represents the school code), from the root directory of the personal computer.

Ensure that the AXdissch.CIM file is stored in the root directory of the personal computer before you attempt to run this program.

If you use a different file transfer software, you must transfer the attendance file manually to the SMSTRANS library as file PSTU607M, member AXdissch.

Select the STU.609 – Upload Attendance Data from InteGrade Pro option from the SMS820: InteGrade Pro Data Exchange Programs menu.

### Uploading the Attendance Data File

```
5/07/99  FY 98      CIMS III DEMONSTRATION DISTRICT
16:34:25 QPADEV0005
SMS      Upload Attendance Data from InteGrade Pro
Ref: STU.609P.01

      Process for:

                District:  ___
                School   :  ___

                                F3=Exit  F4=Index  F5=Reset  F12=Cancel
```



## Using CIMS (iSeries 400) Software and InteGrade Pro Software

1. In the *Process for* fields, type the district and school codes for the file you want to upload.
2. If PCO is active, after you press Enter the system displays a submittal screen where you can specify the file name and PC drive designation where the upload data resides.

If PCO is not active, the system displays a file library prompt. Type **Y** in the *Do You Want to Create Files Library for Use in Later Upload?* field and press Enter if you want to create a file to upload later.

3. After you press Enter, the system checks for existing file names and if found, displays a *Do you wish to overwrite the existing member?* prompt. Type **Y** if you want to continue and write over the existing file or **N** if you want to cancel.



## Editing and Posting Attendance Data

Use GRD.621P – Edit and Post Attendance Data to check data uploaded from the InteGrade Pro software. The system compares the data with the validation rules that you set up in the SMS software.

Select the GRD.621P – Edit and Post Attendance Data from InteGrade option from the SMS820: InteGrade Pro Data Exchange Programs menu.

Type the district and school codes for the file that you want to post. When you press Enter, the system automatically runs the update. If any errors occur during the update, the system prints an error report.

There are ten possible errors:

- No course request (a student had a reported absence in a course he or she has not requested).
- Request exists, but the reported absence is not within the add/drop date range.
- District ID is not valid.
- School ID is not valid.
- Spreadsheet ID is not valid.
- Student ID is not valid.
- Period number is blank.
- Period is not defined.
- Absence already exists.
- Record code read in is not equal to 620.

You must correct any errors in the InteGrade Pro software, reconvert the data, and then upload the corrected data into the SMS software.

# 9

## The CIMS (PC) Software and InteGrade Pro Software

---

This section describes the CIMS III/InteGrade Pro software file conversion programs, which run on the personal computer.

You use the CIMS III to InteGrade Pro file conversion program to convert the class roster file from the CIMS III SMS™ software into several files for use by the InteGrade Pro software on the personal computer.

You use the InteGrade Pro to CIMS III file conversion program to convert multiple marks or attendance files from the InteGrade Pro software into one file for use by the CIMS III SMS software on the IBM iSeries 400 system.

## System Requirements

Before you can transfer data between the InteGrade Pro software and the CIMS III student software, you should verify that you can transfer files between your IBM iSeries 400 system and your PC. For more information, see the documentation for your communications software.

If you are using Client Access to communicate to a PC, you may be able to run this process directly from the CIMS III software. For more information, [See Using CIMS \(iSeries 400\) Software and InteGrade Pro Software](#).

For specific questions about using the InteGrade Pro software, see the *InteGrade Pro User's Guide Version 9.1*, available on Customer Link.

The following software programs must be installed:

- InteGrade Pro 9.1 software on a personal computer
- IBM iSeries 400 Operating System, Version 3 Release 2 (or higher)
- A file transfer and router program, for example, Client Access for Windows
- CIMS III ACS™ (Application Control System), Release 3.00.01 (or above)

See the *Application Control System User's Guide* for more information on installing and implementing the ACS software.

- CIMS III Student Applications, Release 7.00 (or higher)

You must install and implement the SMS™ (Student Management System) software before you can install and operate the other student software. Other student software exchanges information with the SMS software, which enables you to automate activities in the areas of student scheduling, attendance, and grading.



## File Conversion Process

The InteGrade Pro software provides a converter tool to convert the CLdissch.CIM file (where dis and sch represent your district and school codes). The system converts the file into CLxxxxxx.GRD files (where xxxxxx represents the teacher code), which you then can import into the InteGrade Pro software.

The converter also creates a folder hierarchy for the files within a location that you specify. This hierarchy consists of a school folder named after the CIMS III school ID. It contains one teacher folder, named after the teacher code for each teacher within that school. Each teacher folder contains the CLxxxxxx.GRD file for that teacher. The teacher imports this file into the InteGrade Pro software.

After updating grades, the teacher exports a MKxxxxxx.GRD file to the same location. The converter compiles all MKxxxxxx.GRD files into a single MKdissch.CIM file, which you can upload into the CIMS III student software.

The teacher can also export attendance data by exporting an AXxxxxxx.GRD file to the same location. The converter compiles all AXxxxxxx.GRD files into a single AXdissch.CIM, which you can upload into the CIMS III student software.

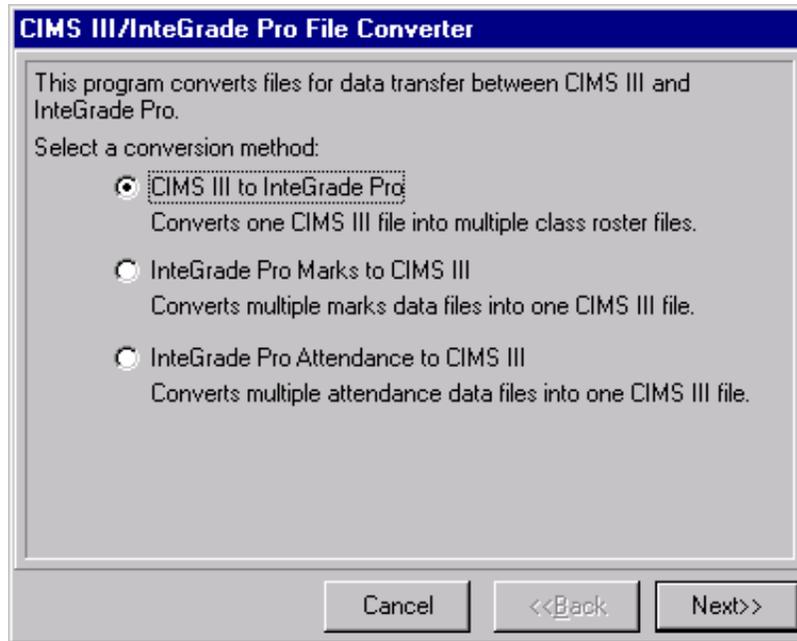
This converter resides and operates on the personal computer.

### Setting Up the File Converter

Open the CIMS folder in the InteGrade Pro installation folder (which you can download from Customer Link). The ADMIN/CIMS folder contains the IGPCNV32.EXE file for Windows 98, Windows 2000 or Windows XP. Copy the file to your personal computer.

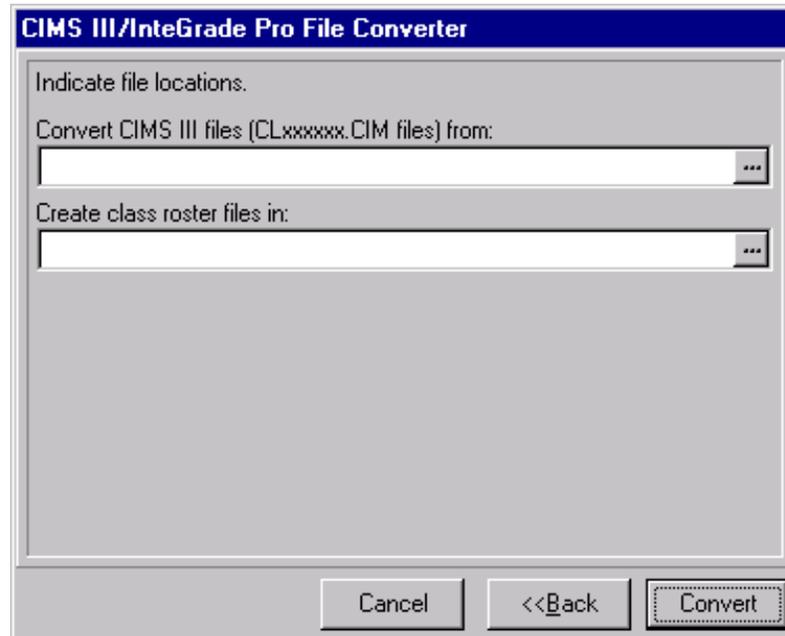
## Converting a CIMS III File into InteGrade Pro Files

1. Open the file converter. The system displays the transfer method selection screen.



2. Select the *CIMS III to InteGrade Pro* option.

3. Click Next. The system displays the following screen.



4. In the *Convert CIMS III files (CLxxxxxx.CIM files) from:* field, type the location of the CLdissch.CIM file. You can click the ellipsis button to browse for the file, if necessary.
5. In the *Create class roster files in:* field, type the location of the folder in which you want the new folders created.
6. Click Convert. The conversion process creates a subfolder for the school that contains subfolders for each teacher in the school. The teacher folders each contain a CLxxxxxx.GRD file, which you can import into the InteGrade Pro software.

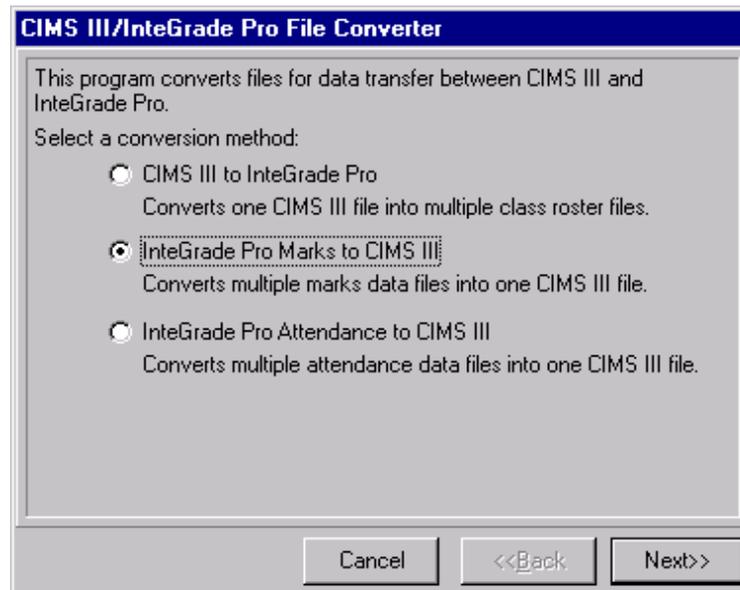
## Converting InteGrade Pro Files into One CIMS III File

You can convert either marks or attendance data from the InteGrade Pro software.

**Note:** Administrators with InteGrade Pro Server can generate marks files directly from the gradebooks saved on the server.

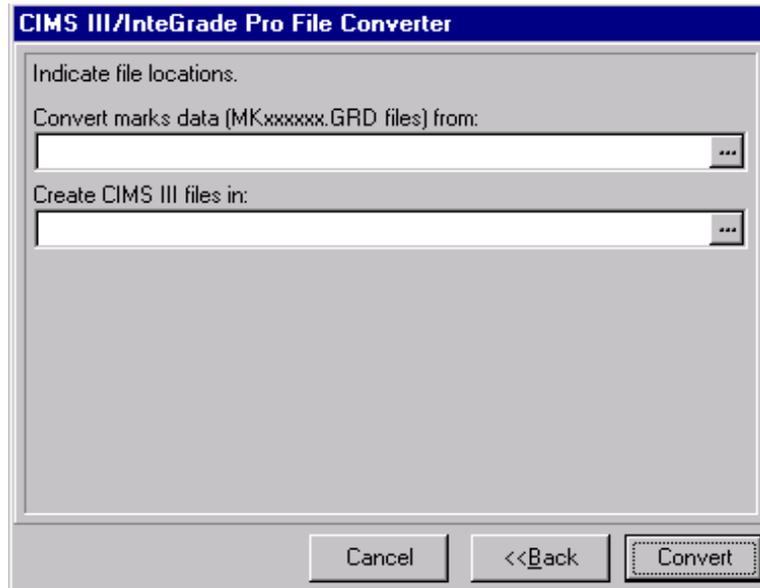
### Converting Marks Data

1. Open the file converter. The system displays the transfer method selection screen.



2. Select the *InteGrade Pro Marks to CIMS III* option.

3. Click Next. The system displays the file location screen.



4. In the first field, type the location of the folder that contains the school and teacher folders with the MKxxxxxx.GRD files.
5. In the second field, type C:\. This step creates the MKdissch.CIM file in your root directory.

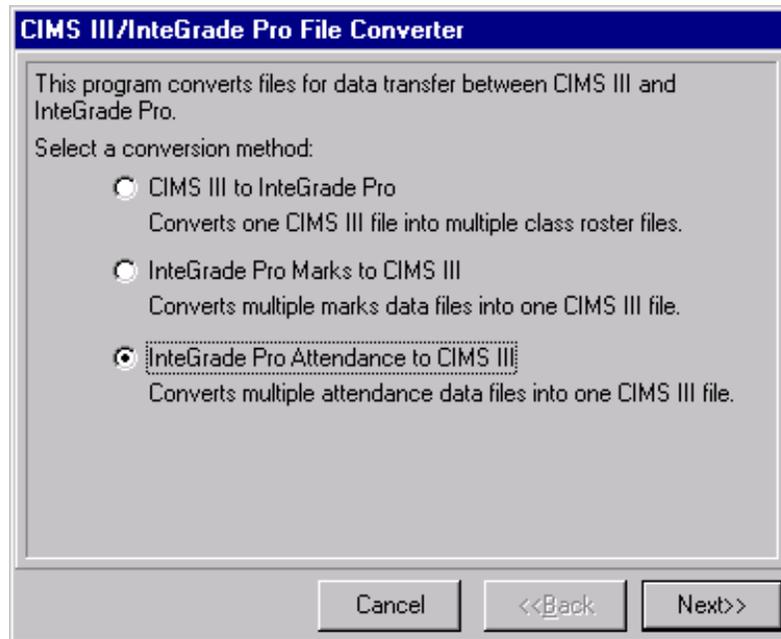
If you use the automatic upload process in the CIMS III student software, this file must be located in your root directory.

6. Click Convert. The conversion process runs.

When the process completes, you can transfer the resulting MKdissch.CIM file to the CIMS III student software.

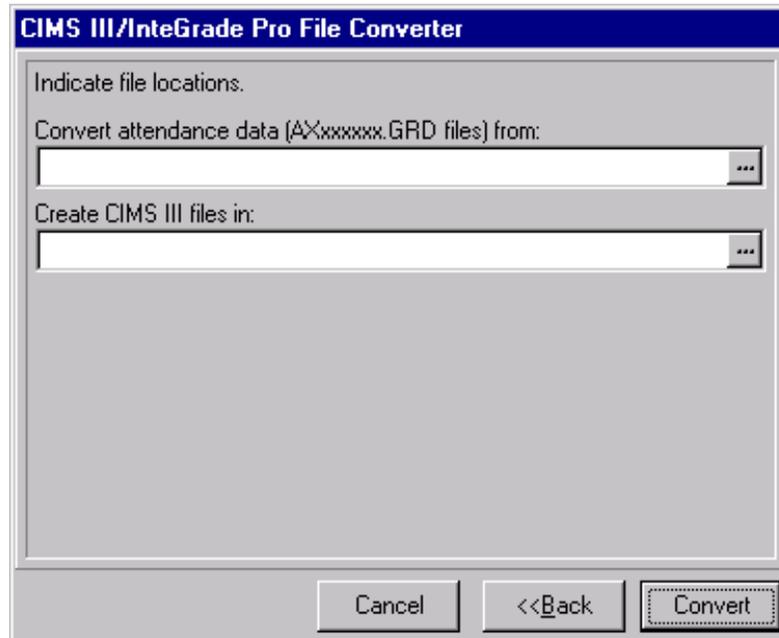
## Converting Attendance Data

1. Open the file converter. The system displays the transfer method selection screen.



2. Select the *InteGrade Pro Attendance to CIMS III* option.

3. Click Next. The system displays the file location screen.



4. In the first field, type the location of the folder that contains the school and teacher folders with the AXxxxxxx.GRD files.
5. In the second field, type C:\. This step creates the AXdissch.CIM file in your root directory.

If you use the automatic upload process in the CIMS III student software, this file must be located in your root directory.

6. Click Convert. The conversion process runs.

When the process is finished, you can transfer the resulting MKdissch.CIM file to the CIMS III student software.



The CIMS (PC) Software and InteGrade Pro Software

# 10

## Using the OSIRIS Software and InteGrade Pro Software

---

This section provides brief instructions for generating and sending class lists to the InteGrade Pro software, receiving and processing grade files from the InteGrade Pro software, and viewing grade file errors.

For more specific instructions on using the InteGrade Data Exchange module for data exchange data between the Osiris software and the InteGrade Pro software, see the *Osiris Data Exchange User Guide*.

## Introduction

Before using the InteGrade Pro software, you must transfer all the teacher, student, and roster information from the Osiris software to the InteGrade Pro software. The *Export Rosters from Osiris to InteGrade* option sets up this information for transfer.

With the InteGrade Administrator software, you can also transfer student grades from the InteGrade Pro software to the OSIRIS<sup>®</sup> software. OSIRIS can then use the information to calculate GPA and other grade information.

If you change any of the configuration information such as the comment codes, after you transfer rosters to the InteGrade Pro software, the InteGrade Pro data will be incorrect.

### Creating Teacher Directories on a Hard Disk

Each teacher using the InteGrade Pro software on a hard disk must have a subdirectory in the \INTEGRD directory. The teacher's InteGrade Pro data files are stored in this subdirectory.

If the InteGrade Pro software is accessible to OSIRIS, a subdirectory is automatically created when you send class lists to the InteGrade Pro software using the InteGrade Data Exchange. If the InteGrade Pro software is not accessible to the OSIRIS software, you should create subdirectories on the hard disk where the InteGrade Pro software is installed for each teacher using that disk.

### Overview of Using InteGrade and OSIRIS

When using the OSIRIS software and the InteGrade Pro software together, you must complete the following steps:

1. Set up all the teacher, student, and roster information in the OSIRIS software. See the guide entitled *OSIRIS: Getting Started* for more information.
2. Change the *InteGrade* field in the Teacher Information screen from N (No) to Y (Yes) for each teacher who uses the InteGrade Pro software.
3. Transfer the data from the OSIRIS software to the InteGrade Pro software before using the InteGrade Pro software.
4. Transfer the grades from the InteGrade Pro software to the OSIRIS software after a grade reporting period.

## Setting Up OSIRIS

Complete the following steps to set up the OSIRIS software so that you transfer information to and from the InteGrade Pro software.

1. Set up the student, teacher, and roster information in the OSIRIS software. See sections 3–7 of your *OSIRIS Database User's Guide* for more information about setting up student, teacher, and roster information.
2. Display the Teacher Information screen.
3. From the OSIRIS main menu, type **1** and press Enter to select the Database Editor option.
4. From the Database Editor main menu, type **2** and press Esc to select the Teacher Information option. The Teacher Information menu then displays.
5. Display a teacher. If necessary, change the sort order.

The sort order, displayed after the *Order* field in the box at the top of the screen, is the criterion by which the teacher records are ordered for display. You can order teachers by last name or ID number.

To change the current sort order, press 9 (9ORDER). The sort order changes each time you press 9.

6. Display the teacher. Use any of the methods below.
  - Press 1 (1FIND). When the system prompts with *Enter teacher to find*, type in an ID number or the first few characters of a last name and press Enter. If you enter a valid ID, the teacher's record is displayed. If the ID does not exist, the record for the next teacher ID displays. If you enter a name, a list of teacher names appears. Use the Up and Down arrow keys to highlight the teacher and press Enter. The teacher's record displays.
  - Press 3 (3PRIOR) or 4 (4NEXT) to display the previous or next teacher according to the sort order. You can also press the Up and Down arrow keys to display the previous or next teacher.
  - Press Home or Enter to display the first or last teacher according to the sort order.
7. Change the *InteGrade* field to Y.
  - Press 2 (2EDIT).
  - Use the Up and Down arrow keys to move the cursor to the InteGrade field.



#### Using the OSIRIS Software and InteGrade Pro Software

- Type **Y** and press Enter. If you type Y (Yes) in the InteGrade field and print grade scan sheets, a scan sheet will not print for that teacher.
8. Press Ins to accept the changes you made or press Esc to cancel the changes.
  9. Press Esc twice to exit the Teacher Information menu and return to the OSIRIS main menu.

After you have set up the OSIRIS teacher, student, and roster information, the OSIRIS software places this information into individual files so the information can be used with the InteGrade Pro software. Use the *Exporting Rosters from OSIRIS to InteGrade* option to select the information you want to transfer and export it to the InteGrade Pro software.

Enter information into fields to determine the roster information to be sent from OSIRIS to the InteGrade Pro software.



## Exporting Teacher Rosters to the InteGrade Pro Software

When the roster information is being transferred from the OSIRIS software to the InteGrade Pro software, a file is created that lists the teachers whose rosters were exported.

### Selecting Teachers

Complete the following steps to select teachers for whom you will transfer the roster, student, and teacher information into the InteGrade Pro software.

1. From the System Administrator Main Menu, press 9 and then Enter to select the InteGrade Administrator option. The InteGrade Administrator menu is displayed.
2. Press 1 and then Enter to select the *Export Rosters from OSIRIS to InteGrade* option. The Export Rosters from OSIRIS to InteGrade screen is displayed.
3. Press T (Teachers) to display the list of teachers.
4. Select the teachers whose roster information you want to transfer to the InteGrade Pro software.
  - To select individual teachers from the list, use the Up and Down arrow keys to highlight the teachers and press S to select the teacher. The following symbol (") appears next to the teacher's name that you select. This symbol marks the teachers to be included in the list to transfer. Press S again if you want to remove the symbol.
  - To select all the teachers at once, press M (Markall). The (") symbol appears to the left of every teacher's name.
5. Press Enter to accept all the teachers you have marked. Nine teachers are listed on the screen. If more teachers are marked than what can be displayed on the screen, ellipses (...) are displayed after the last teacher.

### Specifying the Effective Dates and Path

With the F2 (2EDIT) command, you can change the effective dates for transferring roster information and the DOS path to which the information will be transferred. Complete these steps to change the dates and path.

1. Specify the effective dates. Press 2 (2EDIT). The cursor moves to the first date in the *Roster Effective Dates* field.

Type the first date in the MM/DD/YY format.

Use the Tab, Shift+Tab, Enter, or Up and Down arrow keys to move to the end date field.

Type the end date in the MM/DD/YY format, use the Tab, Enter, or Up and Down arrow keys to move to the path field.

2. Type the path, up to 40 characters, to which you want to send the roster information, for example, C:\INTEGRAD. Once you export the rosters, each roster is copied into a subdirectory under each teacher's number, for example, C:\INTEGRAD\123456.
3. After you change the *Effective Dates and Path* field, press Ins to accept the changes, or press Esc to cancel.

If you press Ins, the changes you made are accepted and you are ready to transfer the roster information.

If you press Esc, the Transfer Rosters from OSIRIS to InteGrade screen displays the way it was before you pressed 2 (2EDIT).

## Exporting the Class Rosters

After determining the information that you want to transfer to the InteGrade Pro software, transfer the data as follows.

1. Verify the teacher, effective dates, and path information. Make sure the fields are set correctly for the information you want to transfer.
2. Press P (Proceed). The Printer Information screen appears on the screen. When you transfer rosters, a report is created so that you can see the teachers whose files were exported.

Press the Tab, Shift+Tab, Enter, or Up and Down arrow keys to move from field to field, and enter the necessary information.

3. Press the Ins key. A status box appears on the screen that counts the teachers, their classes and students as they are processed and displays the teacher being processed.

If you use a disk drive as the path, the software verifies that there is enough room on the disk for the necessary information. If there is not enough room, the following message appears on the prompt line:

```
Disk is full, insert a new disk. Press C to continue  
or <ESC> to cancel.
```



*Using the OSIRIS Software and InteGrade Pro Software*

4. When the process is complete, the following message appears on the prompt line:

Process complete. Press ESC.

Press Esc three times to return to the System Administrator main menu.

## Importing Grades From the InteGrade Pro Software to the OSIRIS Software

Before you can compute grades using the Grade Reporter module, you must move the grades from the InteGrade Pro software to the OSIRIS software. Once the information is transferred to the OSIRIS software, the office can compute grades, create report cards, and update transcripts. You use the Import Grades from the InteGrade Pro software to OSIRIS screen to specify the information to transfer.

### The Grade Import from InteGrade Pro Verification Report

When grade information is being transferred from the InteGrade Pro software to the OSIRIS software, a file is created listing errors that occurred during the transfer and any data that changed information previously stored in OSIRIS.

### Specifying the Effective Path

Use the 2 (2EDIT) command to specify the DOS path from which the grade files will be transferred. This path must be the DOS path where the InteGrade data fields are located, normally the InteGrade Pro directory.

1. From the System Administrator Main Menu, press 9 and then Enter to select the InteGrade Administrator option.
2. Press 2 and then Enter to select the Import Grades from InteGrade Pro to OSIRIS option. The Import Grades from InteGrade to OSIRIS screen is displayed.
3. Press 2 (2EDIT). Type the path, up to 40 characters, to which the InteGrade Pro grade information was sent, for example, C:\INTEGRAD, and press Enter.

If the path you specified does not contain grade information, then the Selected Teacher list is empty. You cannot proceed until you find the correct path or data has been exported out of the InteGrade Pro software.

If the path is correct and contains grade information, you can proceed to selecting teachers from the InteGrade Teachers list, as explained next.



## Selecting Teachers

Choose the teachers whose class grades you want to transfer. Complete the steps listed below and on the next page.

1. Press T (Teachers) letter command to get a list of teachers using the InteGrade Pro software.
2. Use the Up and Down arrow keys to highlight the teachers whose grades are transferred.
3. Press the S to select the teacher. The following symbol (") appears next to the teacher name that you select. This symbol marks the teachers to be included in the list to transfer. Press S again to remove the symbol.
4. Continue marking all the necessary teachers.
5. Press Enter to accept all the teachers that you have marked. Five teachers are listed on the screen. If more teachers are marked than what can be displayed on the screen, ellipses (...) are displayed after the last teacher.

## Selecting Grades to Transfer

The Grades command lets you select the grade information to be transferred. Complete the steps listed below to select the grade information.

1. To display the list of grade items, press G (Grades) to get a list of valid grade information defined in the OSIRIS software.
2. To select the grade items, use the Up and Down arrow keys to highlight the grade items that you want to transfer.
3. Press the S to select the grade. The (") appears next to the period that you select. This symbol marks the grade items to be included in the list to transfer. Press S again to remove the symbol.
4. Continue marking all the necessary grades items.
5. Press Enter to accept all the grade items that you have marked. Five grades are listed on the screen. If more are marked than what can be displayed on the screen, ellipses (...) are displayed after the last grade.



## Transferring Grades

After determining what information you want to transfer to OSIRIS, use P (Proceed) to transfer the data. Complete the following steps to transfer grades from the InteGrade Pro software to OSIRIS.

1. Verify the teachers, grade periods, and path that you want to import to the OSIRIS software.
2. To transfer the grades, press P (Proceed). The Printer Information screen appears. When you transfer grades, a report is created so that you can see if any errors occurred or if any information in OSIRIS was changed.
3. Press Tab, Shift+Tab, Enter, or Up and Down arrow keys to move from field to field, and enter the necessary information.
4. To start the transfer, press Ins. The status box counts the number of grades as they are processed and displays the current teacher whose grade information is being processed.

If there is not enough room, the following message displays on the prompt line:

```
Disk is full. Insert a new disk. Press C to continue  
or <ESC> to cancel.
```

If no grade information exists in the path, the following message displays:

```
No teacher or grade information was found in the  
specified path. Press ESC.
```

If you have not selected at least one teacher, the following message displays:

```
You cannot import until you specify teachers. Press  
<ESC>.
```

Press Esc and press T (Teachers) to select teachers.

5. When the process is complete, the following message displays on the prompt line:

```
Process complete.
```

Press Esc three times to return to the System Administrator main menu.

# 11

## Using the TSS/TESS Software and InteGrade Pro Software

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This section provides instructions for generating and sending class lists to the InteGrade Pro software, receiving and processing grade files from the InteGrade Pro software, and viewing grade file errors.



## Introduction

The InteGrade Pro software works with The School System™/The Elementary School System™ (TSS/TESS) software during the year:

- InteGrade Data Exchange transfers class lists and student demographic data to the InteGrade Pro software. Class lists are transferred regularly at the beginning of a school semester, and as required due to class list changes. This data is sent to each teacher's subdirectory or data disk.
- During the term, teachers use the InteGrade Pro software to record student scores, and to calculate grades and class averages for each of their classes. The InteGrade Pro software also prints analysis reports.
- At the end of each report period, teachers prepare an End Term spreadsheet report and use the InteGrade Export Report Card data function to export the end term data.

For more specific instructions on using the InteGrade Pro Data Exchange module to exchange data between the TSS software and the InteGrade Pro software, see *The School System, Volume Two*, Chapter 24, "Exchanging Data with InteGrade."

### About InteGrade Data Exchange

The InteGrade Data Exchange function is the administration system side of the interface between The School System and InteGrade Pro student information software. It enables the transfer of data between the administration system and the InteGrade Pro software.

You can use the InteGrade Data Exchange module to:

- Generate and send class lists to the InteGrade Pro software
- Receive and process grade files from the InteGrade Pro software
- View grade file errors

Each of these tasks is a function on the InteGrade Data Exchange main screen.

## Setting Up TSS

### Specifying Computers and Types of Users

Use this option to specify what type of computers the teachers are using, and whether they are local or remote users.

If there are a combination of local and remote users on DOS-compatible computers and remote users on Apple computers, you must process each type of user separately. Use Setup to switch between each type of user.

1. From the InteGrade Data Exchange menu, select 8 (Setup).
2. Select the version of the InteGrade Pro software being used, and follow the appropriate instructions.
  - Apple - type 1
  - IBM or Mac - type 2, and then the setup parameters:

Type 1 if users are local and data is transferred electronically. Type 2 if data is transferred using disks.

If you select 1, you must specify the drive where the InteGrade Pro software is installed. If the InteGrade Pro software is installed on the local drive, the drive used for data exchange is usually C. If the InteGrade Pro software is installed on a network server, specify the appropriate network drive.

If you select 2, you must specify the drive letter indicating a disk drive, for example, A:\ or B:\.

### Defining Extra Columns for the End Term Spreadsheet

If you want to use more columns than are currently defined for the End Term spreadsheet, you need to predefine them in TSS. You must label these columns with an appropriate header, as the InteGrade Pro software does not show unnamed columns.

You define mark columns for TSS in the Academic Progress module by selecting Academic Progress Parameters (define mark types) directory. You define mark columns for TESS in the Grade Reporting module by selecting the School Parameters directory. These mark types display in the End Term spreadsheet.

## Exporting Class List Files to the InteGrade Pro Software

### Selecting Teachers

From the main menu, select InteGrade Data Exchange. Eight functions are listed at the top. Most of the InteGrade Data Exchange functions process data by teacher. The screen contains the following information:

<i>Field</i>	<i>Description</i>
<i>Teacher</i>	The teacher code and name for each teacher.
<i>Class List Export</i>	<p>The status of the class list export for each teacher (showing the semester in the column heading). There are five status categories:</p> <ul style="list-style-type: none"> <li>• Blank: the teacher's class lists have not been generated for the semester (not selected when generating the class lists).</li> <li>• Generated: the teacher's class lists have been generated for the semester but they have not yet been transferred to the InteGrade Pro software.</li> <li>• No Classes: an attempt was made to generate the teacher's classes, but there were none.</li> <li>• Sent: the teacher's class lists have been transferred to the InteGrade Pro software but they were not deleted from the user subdirectory. (See Delete Files.)</li> <li>• Deleted: a teacher's class lists were deleted from the user subdirectory.</li> </ul>

<i>Field</i>	<i>Description</i>
<i>Grades Import</i>	<p>The status of the grade data received for each teacher (showing the report period in the column heading). There are five status descriptions:</p> <ul style="list-style-type: none"> <li>• Blank: grades have not been received from the InteGrade Pro software for the selected teacher.</li> <li>• Ready: the teacher's grades export file is ready to be received (this is indicated only when the InteGrade Pro software is installed on a hard disk that is accessible to the user subdirectory).</li> <li>• Received: a teacher's grades have been received from the InteGrade Pro software, but they have not been processed.</li> <li>• Processed: teacher's grades have been processed, but they have not been deleted from the hard disk.</li> <li>• Deleted: a teachers grades have been deleted from the hard disk.</li> </ul> <p>The comment "Errors" is added to the status description when errors occur.</p>
<i>Y/N Column</i>	Y if the teacher is selected for processing, or N if the teacher is not (displayed in subsequent menus).

In most of the InteGrade Data Exchange functions, selecting the teachers to include also selects the data to process. These functions contain a *Change Selection of Teachers* option.

- Type **1** to select all teachers, and then confirm the selection. Entering Y sets all Y/N indicators on the display form to Y.
- Type **2** to select specific teachers. All Y/N indicators on the screen default to N. For each teacher to select, enter the teacher code, shown in the left column. The Y/N indicator for the teacher changes to Y. Press Esc and then Enter when you are finished.
- Type **3** to change the selection for individual teachers.



Type the teacher code for each teacher whose selection is changed. The teacher's name displays. Type **Y** to select the teacher, or **N** to deselect the teacher.

## Generating Class List Files

This function generates class lists for downloading to the InteGrade Pro software.

1. From the InteGrade Data Exchange menu, select 1 (Generate Class Lists). This generates class lists for downloading to the InteGrade Pro software.
2. Type the semester number for which to generate class lists.
3. At the prompt:
  - Type **2** to select teachers. Initially, select only teachers with a blank or No Classes in the Class List Export column.
  - Type **1** to generate the class lists for selected teachers, then **Y** to confirm the selection.

After the process is complete, the main menu displays. Select InteGrade Data Exchange. The Class List Export column displays one of the following for each teacher listed:

- Generated – indicates the teacher's class lists have been generated for the current semester.
- Blank – indicates that class lists have not been generated for those teachers, because they were not selected when generating the class lists.

If No Classes appears in this column for teachers who do have classes, check the Master Schedule directory and the students schedules, and make corrections as required.

Then repeat option 1 (Generate the Selected Teachers Class Lists), using the default selection of teachers (teachers whose class lists have not been generated and who now have classes).

**Warning:** If you make changes to the Master Schedule or to the students' schedules, you must rerun the Generate Class List process for all teachers before you can send class lists to the InteGrade Pro software.



## **Sending Class Lists to the InteGrade Pro Software**

This function sends generated class list files to the InteGrade Pro software.

1. From the InteGrade Data Exchange menu, select 2 (Send Class Lists to InteGrade Pro).
2. At the prompt:
  - Type **2** to select teachers. Initially, only teachers with Generated in the Class List Export column are selected.
  - Type **1** to send the class lists, then **Y** to continue.

## Importing Grade Files from the InteGrade Pro Software

This function transfers marks data from the InteGrade Pro software to the TSS/TESS software. For specific instructions on exporting data from the InteGrade Pro software to TSS/TESS, see *the School System, Volume Two*, Chapter 24, "Exchanging Data with InteGrade," pages 24-18 to 24-20.

1. From the InteGrade Data Exchange menu, select 3 (Receive Grade Files from InteGrade).
2. Enter the report period for which to receive grades. Type Y to confirm the entry if prompted to do so. If the specified report period is not the same as the current report period, the system deletes any grade files and updates the current report period in InteGrade Data Exchange.

**Warning:** Do NOT process grade files until all errors are corrected or substantiated. Otherwise, incorrect information is entered into the TSS/TESS software.

### Viewing Grade File Errors

This function displays errors in the grade files. To display errors, enter the teacher code for those teachers with errors in the Grades Import column. It checks for errors that have prevented grades from being transferred successfully to the TSS/TESS software from the InteGrade Pro software, and produces a list of errors to enable teachers to correct their InteGrade Pro files.

1. From the InteGrade Data Exchange menu, select 4 (View Grade File Errors)
2. Type the code of a teacher for whom to display errors. Read the information on the screen, and press Enter to continue. Repeat for each teacher to display.

Errors may be one or more of the following:

- Blank course numbers.
- Blank or nonnumeric section numbers, report period or student numbers.
- Incorrect course section numbers. The source of this error may be on the Master Schedule directory or the teacher's InteGrade Pro file.
- There are no records for one or more of the teacher's classes.



### Using the TSS/TESS Software and InteGrade Pro Software

- Report period numbers not matching the InteGrade Data Exchange's current report period.

When you process the grade files, you may find more errors. Report 950 – Student Edit list displays these errors.

You can correct errors in the TSS/TESS software using the Marks Input function, or by having teachers use the InteGrade Pro software. If teachers correct the errors, classes with grade file errors must be:

- Corrected by the teacher (using InteGrade Pro).
- Placed onto Export Data disks (using InteGrade Pro).
- Transferred to the office computer.

Verify grades by printing Report 820 – Marks Gathering Forms and distributing them to teachers for verification of grades. If there are errors, correct the grades manually using the Marks Input function in the administration system.

### Processing Grade Files

Use this function to process the corrected grade files. The grade files for the selected teachers merge into a single file.

Processing grade files updates the TSS/TESS database and prints Report 950 – Student Edit List. This report identifies any errors or inconsistencies in any grade file that prevented the database from being correctly updated.

When you use this function, there should be no teachers with “Received” (Errors) in the Grades Import column.

1. From the Data Exchange menu, select 5 (Process Grade Files).
2. Type **2** to select teachers. Initially, teachers with “Received” in the Grades Import column are selected.
3. Type **1** to process the grade files, then type **1** to confirm the selection. Turn on the printer.

When the process is complete, “Processed” displays in the Grades Import column.

If Report 950 – Student Edit List shows numerous errors for any teacher, compile a list of errors for each teacher and have that teacher make appropriate corrections to their InteGrade Pro files. Then receive, view and process the files for these teachers again (options 3, 4, and 5 on the InteGrade Data Exchange screen).



Using the TSS/TESS Software and InteGrade Pro Software

# 12

## Utilities

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This chapter includes information on utilities and extra component information available for the InteGrade Pro software.



## Forms Scanning and the InteGrade Pro software

### Supported Scanners and Forms

Forms scanning is available in Windows environments only. The following NCS Pearson, Inc. scanners are supported:

- OpScan® 2, 3, 4, 4XP, 4U, 5, 6, 7, 8, 10, or 21 scanners
- OpScan iNSIGHT™ 2 and 4 scanners (connected RS-232)
- OpScan 2, 3, 4, 4XP, 4U scanners with the SelfScore® option
- OpScan 9010M scanner
- OpScan 9020M

Sentry® 3000 series and OpScan 3000 and 4000 series scanners are not supported.

The following standard NCS Pearson SelfScore Forms can be scanned:

- 94746 – 200W test sheet
- 95141 – 25/25 test sheet side
- 95142 – 50/50 test sheet side
- 95676 – 40/W test sheet
- 95677 – 100W test sheet
- 95679 – 100/100 side test sheet
- 95945 – 50 W/W test sheet
- 95946 – 50/W test sheet
- 95947 – 50W/50W test sheet side
- 96569 – E25/W test sheet
- 98253 – E25 test sheet
- 98255 – 50 test sheet
- 106173 – 100 test sheet

### Scanner Hardware Support and Supplies

For information on scanner support or supplies, contact Pearson Digital Learning at <http://customerlink.pearsondigital.com/contact.asp>.



### Directory Structure Created

Installation of the InteGrade Pro student information software takes the contents of the C:\Program Files\NCS Pearson\ScanTools II directory and copies it to IGPRO directory. These files are described below.

<b>Directory</b>	<b>Files</b>	<b>Description</b>
<i>VGPRO</i>	Roboex32.dll ScanTools II.cnt ScanTools II.exe ScanTools II.hlp ST2_res.dll ST2Gen.dll ST2Gen_res.dll ST2Slk.dll ST2Slk_res.dll	ScanTools II run-time scanning module executable files.
<i>VGPRO\Applications</i>	Znnn.sds	ScanTools II reserved folder for application files (required). At least one appdef "z" file must be present in this folder. Place all ScanTools II applications used by InteGrade Pro in this folder.
<i>VGPRO\Data</i>	*.dat	ScanTools II reserved folder for data files (required). Data files are created to contain document data; the data file is overwritten when a new batch from the same application starts to scan.
<i>VGPRO\Profiles</i>	*.\$cp *.\$ep *.\$sp	ScanTools II reserved folder for conversion, edit, and score profiles. (This folder is required even if no profiles are present.) Place all the ScanTools II profiles used by the end-user's application (i.e. InteGrade Pro) in this folder.



## Master Password Generator

You can use the Master Password Generator (MPG) to override a teacher's password to obtain access to that teacher's gradebook file.

### Authorizing the Master Password Generator

To authorize the MPG, you need a different authorization code from the one used to authorize the InteGrade Pro software. Call Pearson Digital Learning Technical Support at (800) 736-4357 to obtain an authorization code for the MPG.

### Security Risks

There are certain security risks to using the MPG. Anyone with access to the MPG can create a master password for any InteGrade Pro installation at your site. You should keep the MPG program as secure as possible and should never install it or copy it to the InteGrade Pro directory.

### Passwords

If you forget your master password, contact Pearson Digital Learning Technical Support at <http://customerlink.pearsondigital.com/contact.asp> for assistance.

### Running the InteGrade Pro Master Password Generator:

These instructions are generic for Windows and Macintosh. Differences between platforms have been noted.

#### To install the MPG:

1. In the IGPro installation folder (which you can download from Customer Link), open the ADMIN/PASSWORD folder.
2. Copy the MPG program file to a secure location on your computer. For security reasons, do not copy the files to the same location as your InteGrade Pro software.



## Utilities

### To run the MPG:

Note the following when using Master Password Generator:

- You must have access to the network where both the administration system and the InteGrade Pro software are located.
  - Before you can run the MPG you must obtain an authorization code from Pearson Digital Learning Technical Support at (800) 282-4490.
1. Open the MPG program and enter your licensee name, site number, and authorization code. Click Next.
  2. In the *MPG Password* field, type your password  

This is the password for running the Master Password Generator in the future. It is not the password you use to access teacher gradebooks.
  3. In the *Confirm Password* field, retype your password to confirm it. Click Create (for Win) or OK (for Mac). The Master Password Generator screen displays.

There are two tabs, MPG Security (used to set or change the password for running the MPG) and InteGrade Pro Master Password (used to set/change a password for accessing teacher gradebooks).

### To create an InteGrade Pro master password:

1. From the InteGrade Pro Master Password tab, type a new master password in the *New Master Password* field.
2. In the *Confirm New Master Password* field, retype your password to confirm it.
3. Click Save Password File. Be sure you save the password file in the same location where you installed the InteGrade Pro software.
4. To close the MPG screen, click the X in the upper-right corner (for Win) or click the Close box (for Mac).

### To change your Master Password Generator password:

1. In the MPG Security tab, type your password in the *Existing MPG Password* field. Click OK.
2. In the *Enter your new MPG password* field, type your new password. Click OK.

## Utilities

3. In the *Confirm your MPG password* field, retype your password to confirm it. Click OK.
4. Click OK when the message "Your MPG password has been updated" displays.
5. To close the MPG screen, click the X in the upper-right corner (for Win) or click the Close box (for Mac).

If you are already running the InteGrade Pro software while setting a master password, you must close and then reopen the InteGrade Pro software for the master password to work.

When you set a master password for the InteGrade Pro software, the MPG sets the master password into an encrypted MPG key file that contains the administrator's master password, as well as site and product verification information. The key file is cross-platform and may be copied and used in the InteGrade Pro directory on Windows and Macintosh.

The MPG key file must be in the same directory as the InteGrade Pro software. When you run the InteGrade Pro software from a location that also contains the MPG key file, you can open a password-protected gradebook file. If you remove the key file from the InteGrade Pro directory, the master password will not work. Entering the master password bypasses the gradebook file's password.

The MPG is site-specific. The MPG is licensed to a school site and can generate a master password for all gradebooks within that site. Your school site can obtain authorization for an MPG for your currently licensed InteGrade Pro platform(s), Windows or Macintosh.

Thereafter you can set up your master password or change either the MPG password or your master password at any time. Your master password is the one you use to open password-protected gradebooks. However, for the master password to open the gradebook file, the file must have been saved in an InteGrade Pro software authorized to the same site as the MPG.



## Uninstalling the InteGrade Pro Server Software

Use the following procedure to uninstall the InteGrade Pro Server software. You can uninstall all other components of the InteGrade Pro software using the regular Macintosh and Windows uninstall utilities.

1. Shut down the InteGrade Pro Server service. This is done through the Administrative Tools icon in the Control Panel. See your Windows operating system documentation for detailed instructions on how to shut down a server.
2. Open Control Panel and use the Add/Remove Programs option to remove the InteGrade Pro Server software.
3. Restart the computer.

**If you wish to keep your data repository, stop now.**

4. Delete all remaining files from the \Program Files\NCS Pearson\InteGrade Pro Server directory.



## Utilities

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