

# Import End-of-term Grades

To schedule individual training for your district, contact [SISTraining@tylertech.com](mailto:SISTraining@tylertech.com).

**Path: Teacher Menu: View/Maintain → End of Term Grading**


or **Full Menu: View/maintain → Term Grades → Grades by Roster (Current Cycle)**

## Overview

Teachers can mark End of Term Grades only during a period of time specified by office staff. The office staff creates a Grade Cycle and establishes the period of time during which teachers can import end of term grades.

For information on entering or importing Objective Marks, please refer to the *Student Curriculum Marks* document

## Import End of Term Grades from SIS Gradebook



1. Select the class for which you are ready to import grades from the Tyler SIS Grade Book by clicking on the Grade Book icon .

Done		Edit		Cancel		Actions	
Current Grade Cycle: Term-3						Teachers can Enter Grades From: 03/01/07 To: 03/10/07	
		Course Title	Section	Period	Teacher Complete		
		APPLIED MATH I	H2110-02	1			
		GEOMETRY	H2230-02	3			
		GEOMETRY	H2230-03	4			
		ALGEBRA I	H2200-02	5			

**Note:** The Current Grade Cycle is displayed above the grid on the left. The date available for teacher input is also displayed above the grid to the right.

2. The message **Import from Gradebook Successful** will display above the grid.
3. The column for this grade cycle will populate with the grade in the Gradebook. For example, the column marked **T3** will indicate grades for Term 3 and the rest of the columns will be editable for that Grade Cycle.

Student Name	Gr	T1	T2	Exam	S1	T3	Pur- pose	Mod. Cur.	Inst. Adpt.	CMT1	CMT2
<u>Arkin, Alfred J</u>	09	B	B	C	B	90	Reg	<input type="checkbox"/>	<input type="checkbox"/>		
<u>Barker, Jeanne Marie</u>	09					86	Reg	<input type="checkbox"/>	<input type="checkbox"/>		
<u>Brown, Leonardo L</u>	10	A	A-	A-	A-	77	Reg	<input type="checkbox"/>	<input type="checkbox"/>		

4. Click  to save
5. Click the  button to indicate that the Grade import process is complete for this class

**Note:** Clicking this button populates the “Teacher Complete” button on the End of Term Grading and Grades By Roster screen