



Gradebook Manager's



U P L O A D

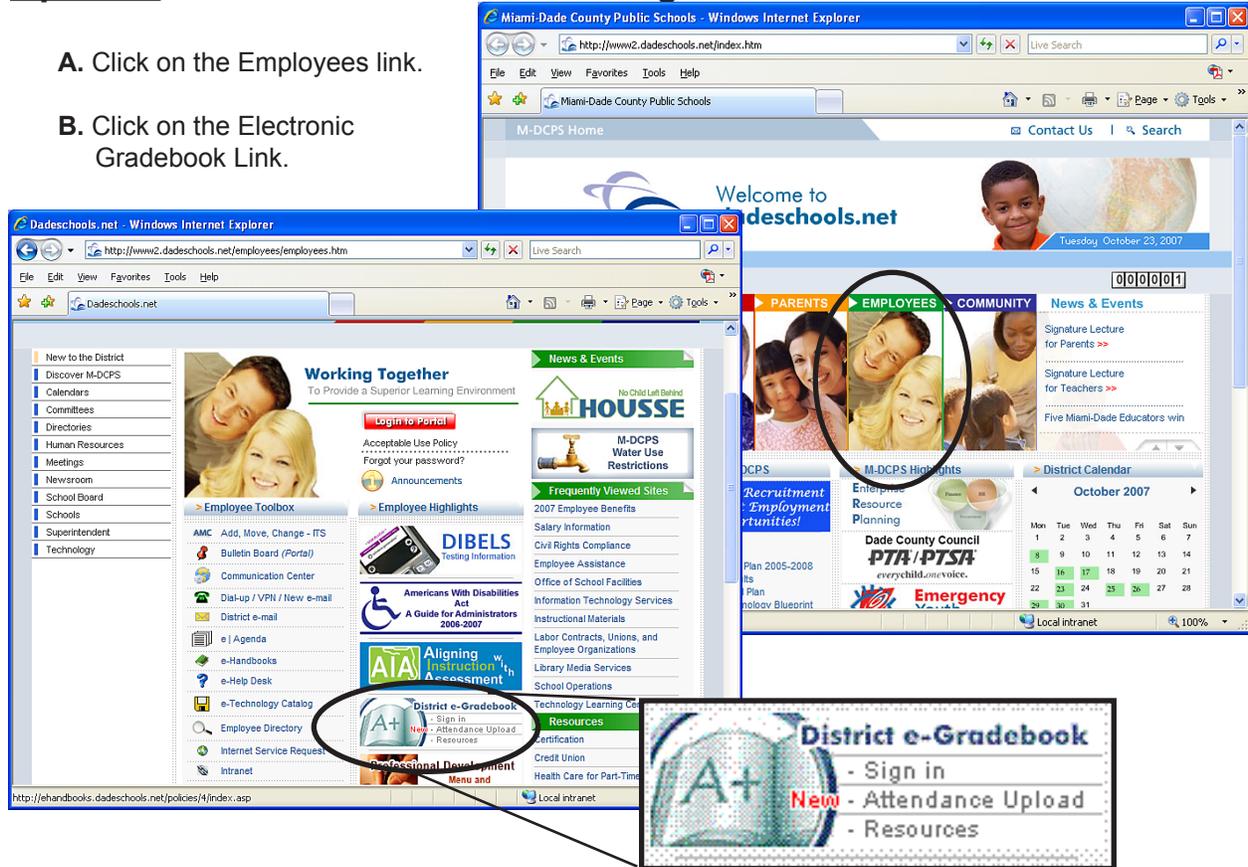
G U I D E

Navigating to the MDCPS Upload Utility...

You have two options for accessing the Unload Utility. You can reach it from the MDCPS Home Page (see below) or from the Employee Portal (see Page 3).

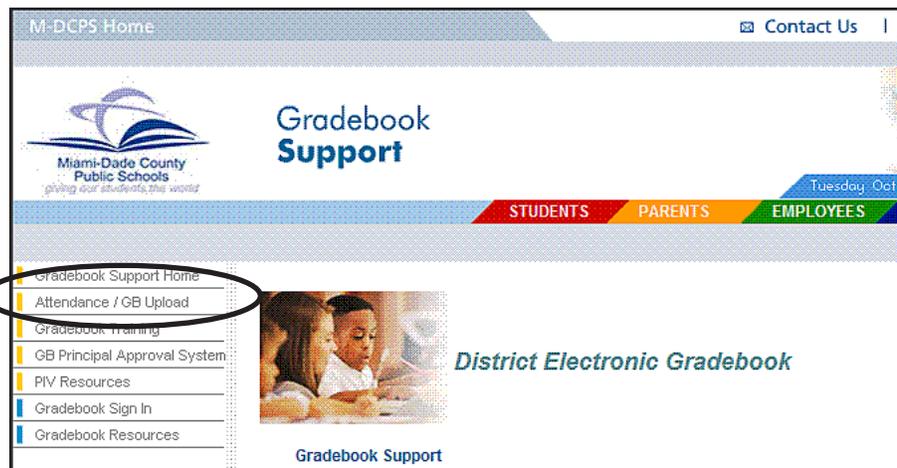
Option 1: From the MDCPS Home Page

- A. Click on the Employees link.
- B. Click on the Electronic Gradebook Link.



- C. Click on the Attendance / GB Upload link.

- D. Continue on p. 4 of this manual.



Navigating to the MDCPS Upload Utility...

Option 2: From the MDCPS Employee Portal

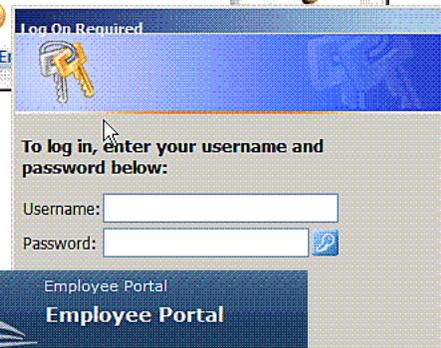
A. Click on the Employees Link.



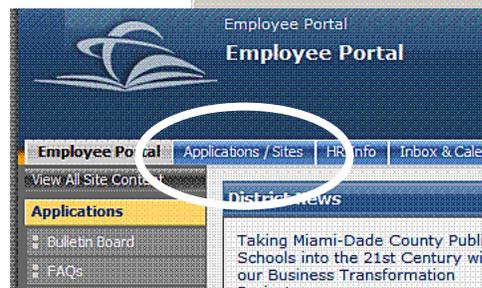
B. Click on the Login to Portal Link.



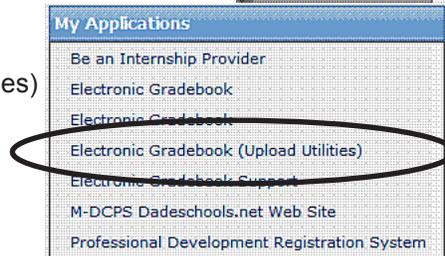
C. Enter your username (employee number) and your P-Sync password.



D. Click on the Applications/Sites tab.



E. Click on the Electronic Gradebook (Upload Utilities) link.



F. Continue on p. 4 in this manual

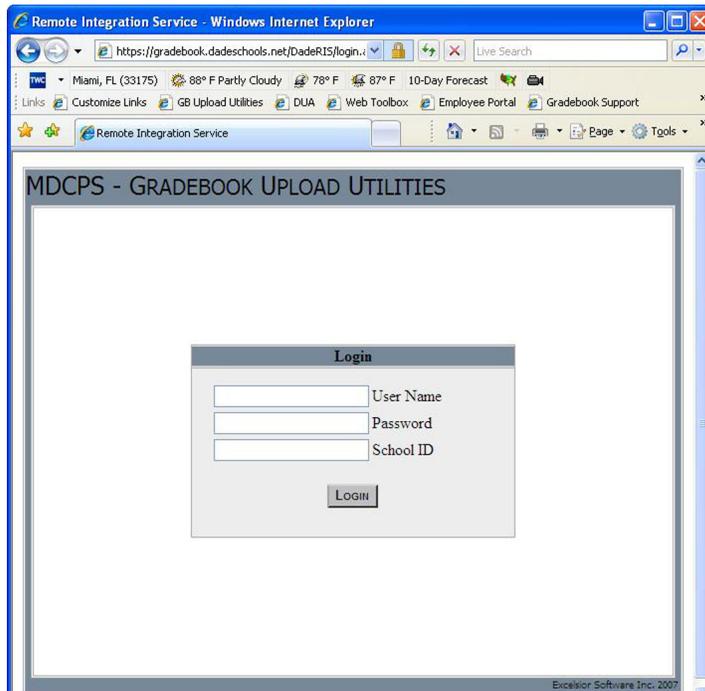
Electronic Gradebook Export/Upload Guide

This guide outlines the use of the M-DCPS Gradebook Upload Utility.

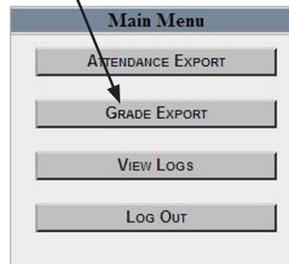
Note: If you have more than one upload to complete, be sure to finish all uploads within one clock hour.
Example: If you begin your first upload at 1:00, be sure to finish all of your uploads by 1:59.

1. Log in to <https://gradebook.dadeschools.net/daderis/login.aspx>

This is the first screen displayed. Enter the user information: user name, password, and school ID. Then click the **Login** button to proceed.



2. Choose a Task.
When the login process is complete there will be several options to choose from.
To run an export click on the **Grade Export** button.



ELECTRONIC GRADEBOOK EXPORT/UPLOAD GUIDE

3. Select the task you would like to run,...

- a. If yours is a high school, you will see only one task to select.



< Select Task To Run

1st 9 Weeks Secondary Export

RUN SELECTED

- b. If yours is an elementary school, you will see two tasks.



< Select Task To Run

1st 9 Weeks Kindergarten Export
1st 9 Weeks Elementary Export

RUN SELECTED

- c. If yours is a K-8 school, you will see three tasks

4. ...then click the **Run Selected** to begin the task.

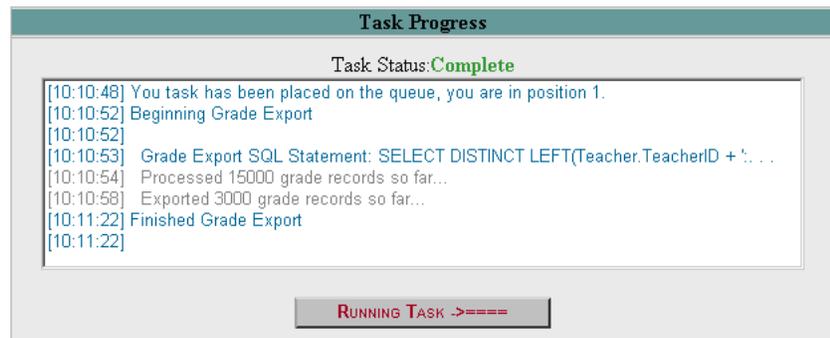


< Select Task To Run

1st 9 Weeks K-8 Kindergarten Export
1st 9 Weeks K-8 Elementary Export
1st 9 Weeks K-8 Secondary Export

RUN SELECTED

5. You will see this screen while your grades are being exported.



Task Progress

Task Status: **Complete**

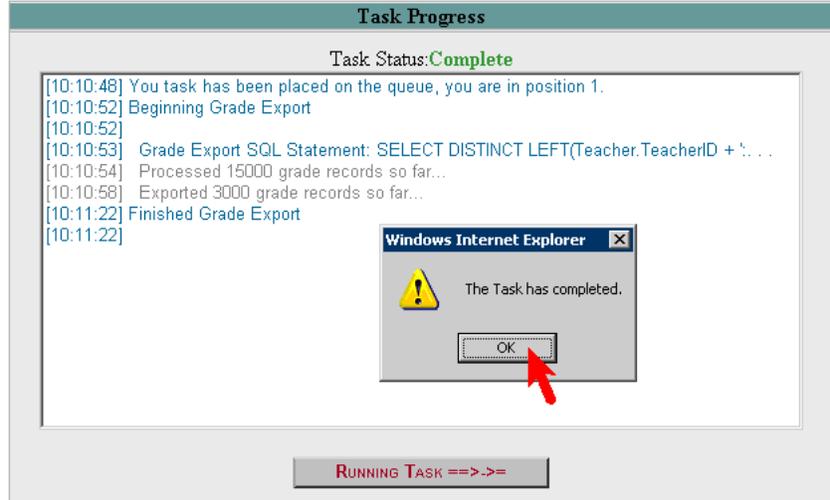
[10:10:48] You task has been placed on the queue, you are in position 1.
[10:10:52] Beginning Grade Export
[10:10:52] Grade Export SQL Statement: SELECT DISTINCT LEFT(Teacher.TeacherID + '...
[10:10:54] Processed 15000 grade records so far...
[10:10:58] Exported 3000 grade records so far...
[10:11:22] Finished Grade Export
[10:11:22]

RUNNING TASK ->=====

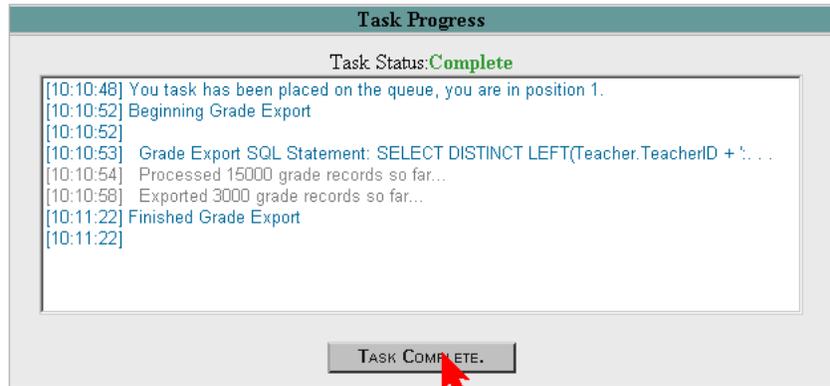
ELECTRONIC GRADEBOOK EXPORT/UPLOAD GUIDE

- When the grades have completed the upload, you will see a dialog message prompting you that the task is now complete.

Click the **OK** button.



- Click the **Task Complete** button.



- You will be shown the report of all the grades that are ready for upload.

MDCPS - GRADEBOOK UPLOAD UTILITIES

Confirmation Report

TeacherID	CourseSequence	CourseSection	StudentID	Grade	Effort	Conduct	Attendance	Tardy	Comment1	Comment2	ExamGrade	FinalGrade
999999; CHESLEY, JOSEPHINE C	G05	01	9999999				00	00				
999999; CHESLEY, JOSEPHINE C	G05	01	9999999				00	00				
999999; YANOWITZ, STANLEY T	W05	01	9999999				00	00				
999999; YANOWITZ, STANLEY T	W05	01	9999999				00	00				

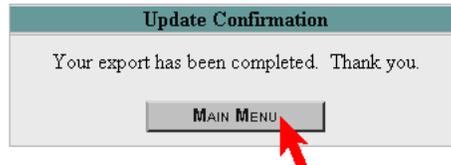
1 2 3 4 5 6 7 8 9 10 ...

MAIN MENU **CONFIRM REPORT**

- If you would like to confirm this upload, click the button labeled **Confirm Report**.
- If you are not ready to confirm, just click the button labeled **Main Menu**. Get the teachers to enter missing grades and required assessments and *then* run the upload.

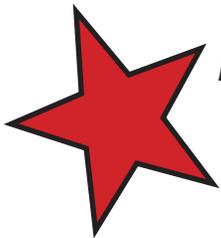
- When you confirm, you will receive the following message.

10. Click the **Main Menu** button.



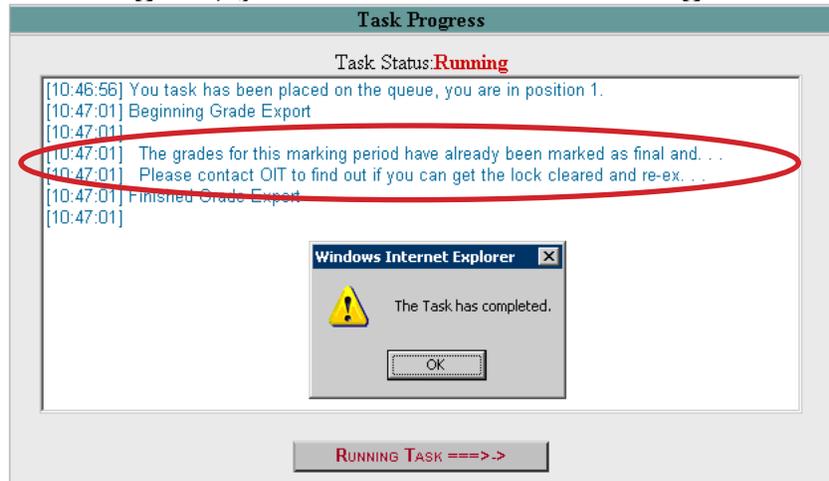
11. If your school is an elementary or a K-8 and you have other tasks to do, repeat steps 2 through 10 again. Just remember that **all your tasks must be run and the reports confirmed within the same clock hour.**

12. Log out properly. Click the **Log Out** button on the Main Menu and exit your Internet browser.



NOTE: If you have **already** confirmed a task and you try to run the same task again, you will see the following message.

Click **OK** to return to the Main Menu.



Gradebook Support

For help with the Upload Utility, contact Support Services (SUS) at 305-995-3705.