

Zipgrade and Team Shake

Exporting Student Information using GRADEBOOK

Check List

Exporting Student Information

- _____ 1. Login into Gradebook; select **Gradebook Grid** then a class period.
- _____ 2. Highlight/Select everything listed/displayed then Control C to copy.

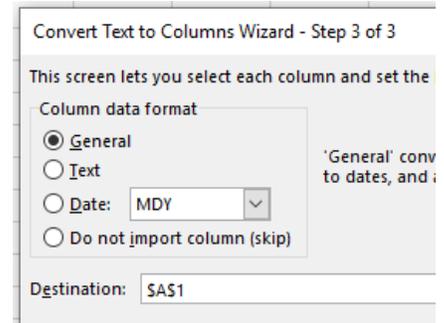
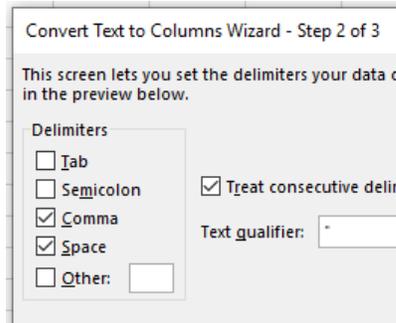
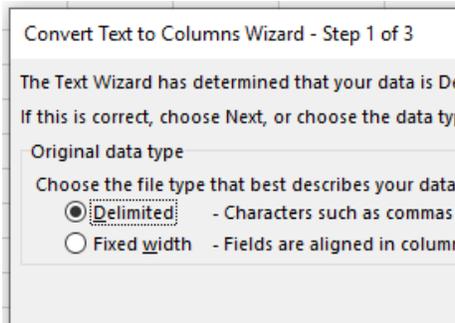
Name (Last, First M.)	
1	
2	
3	
4	
5	
6	
7	

- _____ 3. Open a new Excel spreadsheet. Click on the first cell then right click and Control V.
- _____ 4. Delete the first column and first row
- _____ 5. Select the contents in Column A (student names).

- _____ 6. Select "Text to Columns" found on the data tab.

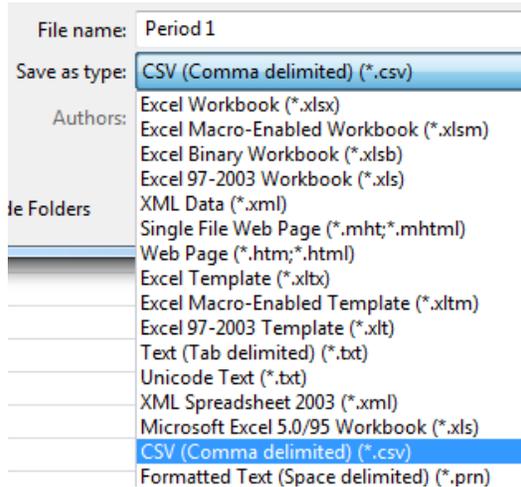


- _____ 7. The convert text to columns wizard will open.
 - _____ Step 1 of 3; Delimited should be selected; select Next
 - _____ Step 2 of 3; Check the boxes Comma and Space.
 - _____ Step 3 of 3; General should be selected; select Next
 - _____ Message "Do you want to replace contents of the destination cells" comes up; select OK



- _____ 8. Delete any content in columns C and D

- _____ 9. You should now have a spreadsheet with:
- Last Name in column A
 - First Name in column B
- _____ 10. Enter the class period in column C. If you use the ZipGrade Excel Scaling spreadsheet, enter just a number for the period. For example, period 1 should be just a 1.
- _____ 11. The names will still be hyperlinked. The hyperlink will disappear after the file is saved. Save the file as a CSV (Comma delimited). Suggested file name is the “class period_zipgrade”. You may close and reopen the file to verify the hyperlinks have been removed.



- _____ 12. Repeat steps for each class period.

ZipGrade

- _____ 1. Go to ZipGrade and import the file(s) “class period_zipgrade”.
<https://support.zipgrade.com/hc/en-us/articles/201494165-How-do-I-enter-edit-import-students->

Team Shake

- _____ 1. Open one of the “class period_zipgrade” CSV files (see above directions).
- _____ 2. Insert a column to the left of column A.
- _____ 3. Enter the formula =C1&" "&B1 in cell A1.
- _____ 4. Copy cell A1 and paste it beside each of the students in your class; cells A2 through A(last student).
- _____ 5. Save the file with a different name. Suggested file name is the “class period_teamshake”.
- _____ 6. Close the file.
- _____ 7. Reopen the file and delete columns B and C.
- _____ 8. Repeat for each class period.
- _____ 9. Import each class file separately into Team Shake.