

Import/Export Excel Link

Academic Administrators and teachers have the access to import and export Excel sheets with student grades comments and attendance. With this new feature, adjustments on grades can be made and comments can be reviewed excel and then changes can be uploaded to the live site. The steps are as follows:

1. Find the *Import/Export Excel* Link under the *Report Cards* Module. Once page loads, make your grade and export data selections.
NOTE: The changes uploaded back from this excel will OVERWRITE whatever is on the website.
2. Click “Generate Excel”
The page will reload with the link “Grade Sheets”
Right click “Grade Sheets” link, select “Save Target” and save to your computer.
3. Open the file. HINT: Along the top menu, click on Data>Filter>Autofilter. The column names will now be adjusted to work as pull-down tabs. With this, you can filter out the file to work with a specific student, a specific subject, or any other options listed along the top of the worksheet.
4. Once adjustments are made, click on File>Save. Save your adjustments before uploading the worksheet back onto the SOIN system.
5. Go back to the web browser where excel sheet was downloaded. Click on “Upload Excel” button to upload new worksheet. A message will appear saying the upload is being processed.
6. Once the file is uploaded, click on RC Grade view to see adjustments made.