

Getting Class Rosters From PASS Into Making The Grade!

Getting a class roster from PASS into an Excel spreadsheet

You can access your class rosters from PASS. From PASS, you can save your class rosters as MS Excel files. From there, the rosters can be imported into "Making the Grade."

- 1.) Open Internet Explorer and go to <http://www.houstonisd.org/> There is no other way to access PASS except from within the HISD web portal and even then only after you login using your specific login. Each teacher has access to only her or his classes.
- 2.) Click the PASS link from the main portal window after you have logged in. This will only work while you are on the Bellaire or HISD network, so it won't work from home.
- 3.) Once in PASS choose the correct year and correct course. You will need to do this for each class you have. (One at a time!)
- 4.) Choose "Other Reports" then "Make a Class Roster" link.
- 5.) Choose the same fields that are checked in the example.
 - a. Last Name
 - b. First Name
 - c. Sex
 - d. Birthday
 - e. Address
 - f. Home Phone
 - g. Zip Code
 - h. HISD perm id
 - i. Parent/Guardian

Select the items you want in your roster	
<input checked="" type="checkbox"/> Student Last Name	<input checked="" type="checkbox"/> Student First Name
<input type="checkbox"/> Student Middle Name	<input checked="" type="checkbox"/> Sex
<input checked="" type="checkbox"/> birthday	<input type="checkbox"/> Ethnic code
<input checked="" type="checkbox"/> Address	<input checked="" type="checkbox"/> Home Phone
<input type="checkbox"/> Work Phone	<input type="checkbox"/> Emer Phone
<input checked="" type="checkbox"/> Zip code	<input type="checkbox"/> Lep Status
<input type="checkbox"/> Spe. Ed. Status	<input type="checkbox"/> Gifted/Talented
<input type="checkbox"/> Sasi #	<input checked="" type="checkbox"/> HISD perm id
<input type="checkbox"/> SocSecNo/PEIMS	<input checked="" type="checkbox"/> Parent/Guardian
<input type="checkbox"/> blank box	<input type="checkbox"/> row #s

*The other fields listed in PASS aren't available (I think) in "Making the Grade."
Leaving them out helps in the next step.

- 6.) Choose "Open in Excel."
- 7.) Choose "Save File As," and choose a name like First Period and make sure to put .XLS on the end of the file name so Excel will recognize it.
- 8.) NOW! Before you quit Excel, choose "Save File As" again and choose "Tab Delimited File".
- 9.) Go on to the next part to get the roster into "Making the Grade!"

Importing PASS Student Data into a properly formatted Excel spreadsheet

The Excel spreadsheet will need to be modified so that the correct information is in each column as follows:

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
Last	First	ID #	Gender	Grade	<i>blank</i>	<i>blank</i>	Parent's	Address	City	State*	Zip Code	<i>blank</i>	<i>blank</i>	Birthday	Phone

- 1.) In order to move data from one column to another in Excel, click the "Column Name" (i.e. "A") so that the entire column is highlighted, then choose Edit -> Cut.

B	C	D
last_name	birthday	first_name
DOE	101383	JANE
DOE	050784	JANE
DOE	020684	JANE
DOE	092484	JANE
DOE	101083	JANE
DOE	082484	JANE
DOE	101183	JANE
DOE	110383	JANE
DOE	092683	JANE
DOE	112483	JANE
DOE	011384	JANE
DOE	061584	JANE
DOE	011184	JANE
DOE	061184	JANE
DOE	090683	JANE
DOE	110385	JANE
DOE	080983	JANE

- 2.) Now click the column where the data is to be moved and choose "Insert Cut Cells."
- 3.) Note that the spreadsheet needs some blank columns in some places.
To insert a blank column, click Insert -> Columns.
- 4.) The data you receive MAY NOT contain the state code. You will have to enter "TX" for each student in that column if you want it entered in "Making the Grade"; otherwise use a blank column in its place.
- 5.) Don't forget to remove the row that has heading names on it and anything above that since "Making the Grade" can't understand it.
- 6.) Click the row # to highlight the entire row to delete and click Edit -> Delete.
- 7.) Do this for any extra rows until all that is left is student data.
- 8.) Select "Save as..." from the File menu. Enter a different name (use period1, period2, etc.)
- 9.) Select Save as type: Text (Tab delimited). THIS STEP IS IMPORTANT!
- 10.) Go on to the next part to go from Excel to "Making the Grade!"

Importing from an Excel file into "Making the Grade"

- 1.) Open Making the Grade and select "CREATE a new class..." from the File menu.
- 2.) Enter the setup info.
- 3.) Select "Your own numbers" for student numbers.
- 4.) Enter (or import) the grading scale.
- 5.) Turn rounding "on" or "off" per your desire.
- 6.) Enter (or import) your assignment categories.
- 7.) When you finally get to the class roster screen, click the "Import" button.
- 8.) Then click the ASCII/TEXT File button.
- 9.) Open the file you have saved (period1, period2, etc.) on the desktop.
- 10.) Click "Done."
- 11.) You might see commas after the last name of each student. Delete the commas.
- 12.) Verify that all of the data has been imported successfully.
- 13.) Make sure that you save this new "Making the Grade" file.
- 14.) Repeat these steps for each class period.
- 15.) Make backup copies often and keep them somewhere safe!