

Exporting Student Data from Pinnacle and Importing into CPS

Export Class List from Pinnacle

To export a Gradebook file to Excel.

The screenshot shows a gradebook interface with a table of student data. The table has columns for assignments (test, test2, test3, test4, Cover Book) and rows for students (ur, isa, afael). A context menu is open over the 'Cover Book' column, showing options: Show Graph, Finalize Grades..., and Export Grades.

Student	test	test2	test3	test4	Cover Book	Final Grade
ur	A 95	A 47	A 10	A 95	YES 1	96% A
isa	B 85		A 10		NO 0	90% A
afael	F 45		A 10			100% A

- In the Gradebook, click on the down arrow located above the Quarter Grade and select Export Grades and follow the prompts to save the file.
- Now delete out all information you don't want to import into CPS and add the require CPS data fields as column headers in the Excel spreadsheet as described below.

Import Classes from Non-CPS Applications

If you have a class or classes in a different software application other than CPS (like a gradebook program of some kind), you can save that data as a specific file type (*.csv file type), make a few simple format changes, and then import that data into CPS.

To prepare your roster so you can import a non-CPS class roster into CPS, follow these directions.

1. Open the class in the non-CPS software. (Excel)
2. Format the data to include the following two required column headers.
 - FIRST
 - LAST
 - **NOTE:** The CPS software doesn't care if these headers are capitalized, or if they appear in a different order. In fact, you can have a column header in between the last and the first columns, but at least one of these columns must exist for CPS to import the class.
3. Optionally, you can include the following optional column headers:
 - PADID (*Do not put a space between the words "Pad" and "ID."*)

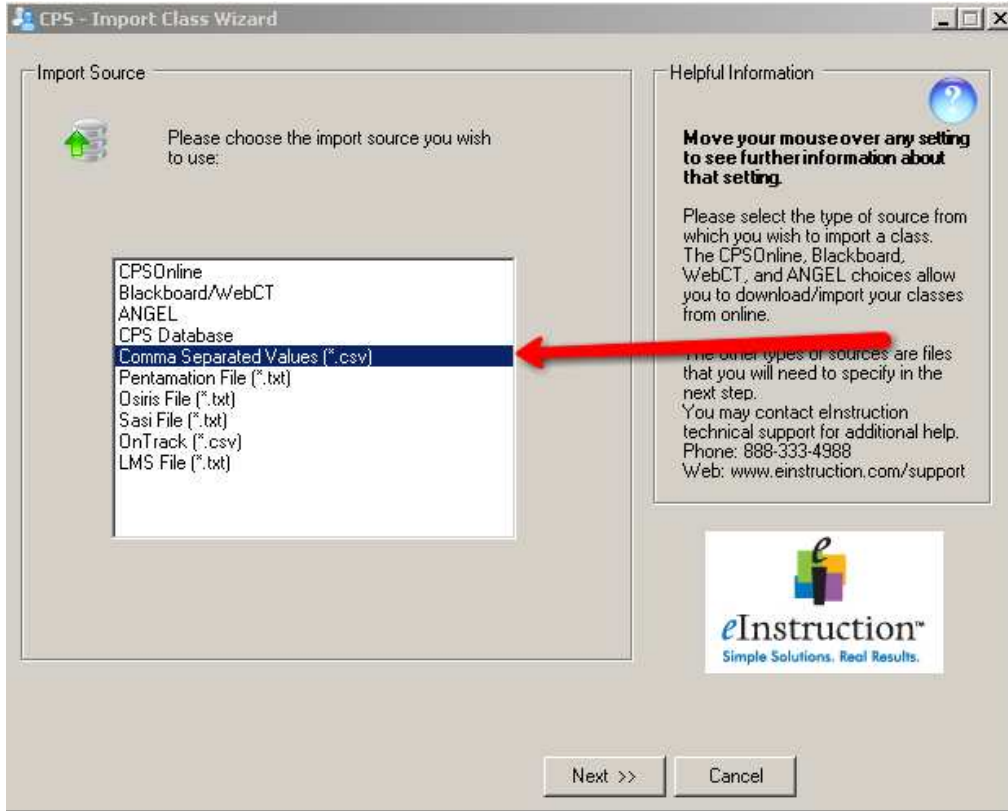
- **NOTE:** If you include a PadID column header then students will retain the response pad ID number you assign them. However, if you exclude a PadID column header then CPS will automatically assign students their response Pad ID numbers when you import the data.
 - STUDENTID (*Do not put a space between the words "Student" and "ID."*)
 - ETHNICCODE (*Do not put a space between the words "Ethnic" and "Code."*)
 - GENDER: Allowed values include: F and M.
 - GRADE: Allowed values include: Pre-K, K, First, Second, Third, Fourth, Fifth, Sixth, Seventh, Eighth, Ninth, Tenth, Eleventh, Twelfth, N/A.
 - ECONDISADVANTAGED (*Do not put a space between the words "Econ" and "Disadvantaged."*)
4. Save that class data as a .csv file (Comma Separated Values file type). Most spreadsheet or database programs do this with the Save As command. Save the file in a folder on your desktop called: **EVERYTHING CPS**
 5. Now, that you have your .csv file ready you are ready to import your class list into CPS.

Importing Class List into CPS

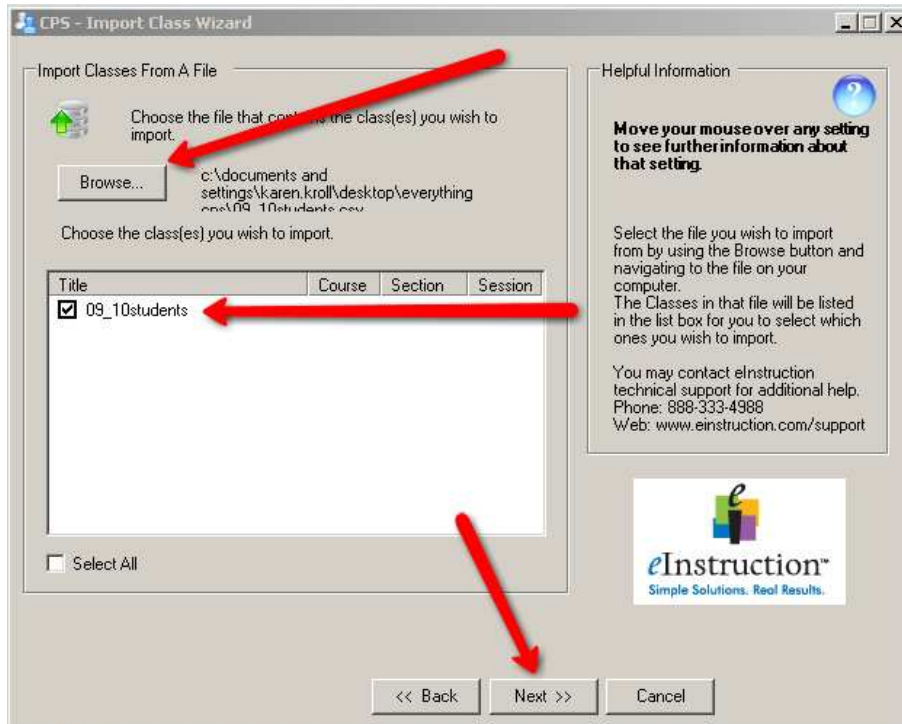
1. Click on the Prepare Tab in CPS
 - Click CLASSES and STUDENTS sub tab



- 2: Click on the IMPORT button
- 3: Now, click on IMPORT class list. A pop up window will appear. Choose - Comma Separated Values (.csv)
 - Now, click on NEXT



4: Browse to the class list file you saved on your desktop in the EVERYTHING CPS folder.



CPS version 5.4 and 5.6

- Now choose your instructor name from the pop up window.
- Next, your file will appear in the box below the browse button. Click on the radio button beside the file name.
- Finally, click on NEXT.
- You should get an import completed successfully message.
- Click on done and your class list should be listed in the preview pane.

Your students are now in your CPS database.