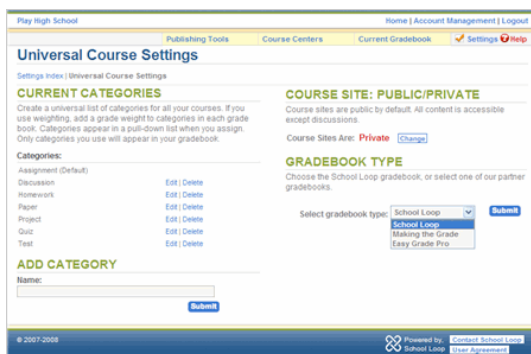


Follow these simple instructions to work with School Loop and Making the Grade. Why do this? If you do, progress report will be emailed home -- daily! -- and flow out to your SIS. You will see performance trend information for your students, and counselors and others will get a day-to-day snapshot of where the student stands. Finally, School Loop will automatically identify students struggling in two or more classes, and notify their teachers.

### Export From School Loop to MTG

Both assignments and rosters flow from School Loop to MTG. You do not need to enter assignments or manage your rosters in MTG.

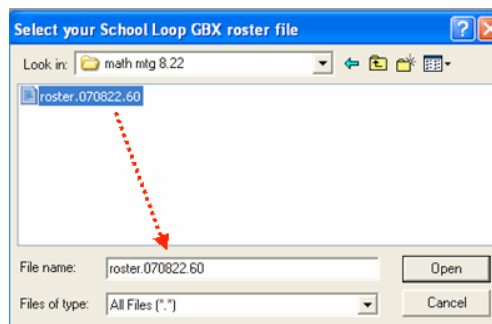
To Choose Making the Grade for your gradebook, go to *Settings* then choose *Universal Settings* and select *Making the Grade* on the dropdown menu. Notice that all reference to the School Loop Gradebook disappear.



1. Select *Export Rosters and Assignments to Making the Grade* on the Making the Grade Import/Export Tools menu

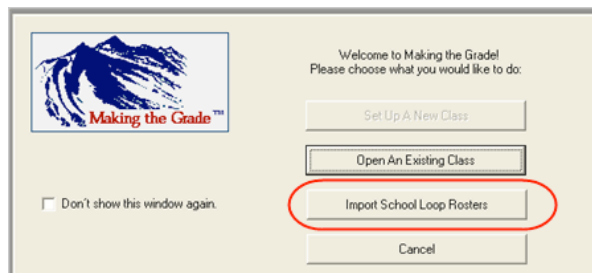


2. Save this file in a folder that you have created for your MTG files

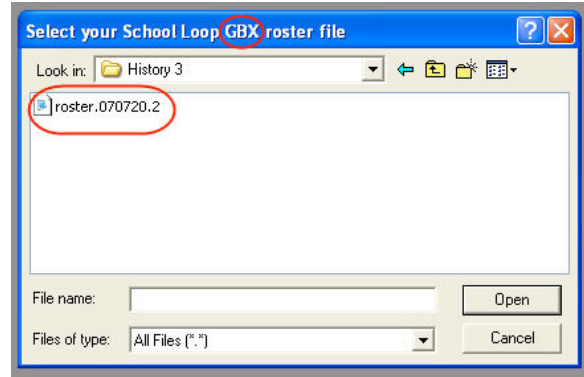


3. Login to **Making the Grade**.

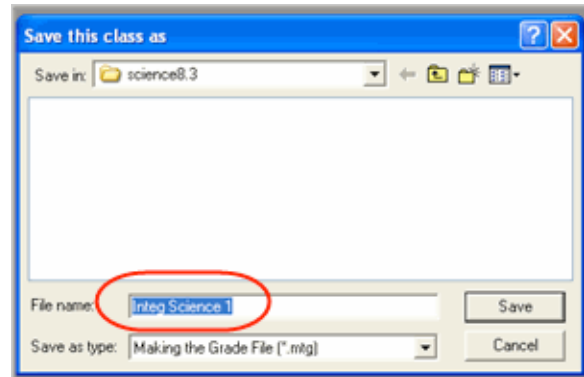
4. Choose Import School Loop Rosters. Do not import from the File menu. **Do Not enter student names or IDs manually in MTG**



5. Find your roster file and open it. It will automatically be converted into a MTG file for your first course.



6. Click Save and you will be prompted to do a one-time setup of your gradebook. Your School Loop categories will be automatically entered in MTG.



7. Repeat for each course.

8. You can add assignments and new students to an existing gradebook on a regular basis by simply downloading rosters and assignments in School Loop and importing them in Making the Grade.

## Export from MTG to School Loop

1. Select *Send Progress Reports* on the School Loop pull-down. This will create an xml file that will be saved in your gradebook folder.



## Import and Publish to School Loop

2. Go to School Loop and select Import Progress Reports

### Making-The-Grade Tools

**Making The Grade**  
Import/Export Tools

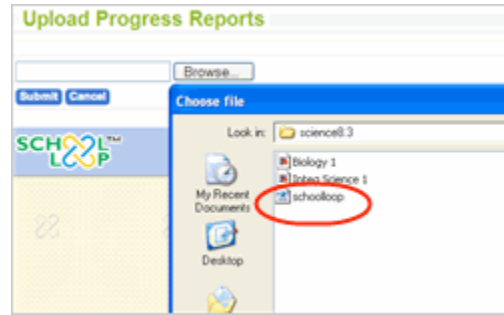
You have chosen to use Making the Grade. You can:

- Export both your rosters AND assignments to MTG.
- Import progress reports to School Loop.

Note: Once you import your progress reports to School Loop, everything in your MTG gradebook will be uploaded to the progress report and published for parents and students to see.

- [Export Rosters and Assignments to Making the Grade](#)
- [Import Progress Reports to School Loop](#)

3. Choose and submit the School Loop xml file from the same folder you created when you downloaded rosters.



4. Your progress reports will be uploaded to School Loop published to student and parent homepages, and emailed home every night. Go to your School Loop course ToolBox and select Progress Reports.



4. Click on the name of a student to see what you have just published to the student and parents.  
 5. Click on the Course Center for the course and check out student performance trends!

### Course Center: English 1 CP

**DASHBOARD: GRADES**

**↑ Trend**

Name:	Grade:	New Score:	Baseline/Date:	Email:
Byelan, N	C-	72.51%	70.43%(7/6/07)	<a href="#">✉</a>
Hanh, N	B-	80.73%	79.44%(7/6/07)	<a href="#">✉</a>
Hoffman, B	B-	81.07%	79.83%(7/6/07)	<a href="#">✉</a>
Moniz, K	B-	82.46%	81.35%(7/6/07)	<a href="#">✉</a>

**↓ Trend**

Name:	Grade:	New Score:	Baseline/Date:	Email:
Mollusk, R	C+	77.85%	81.35%(7/6/07)	<a href="#">✉</a>
Manon, C	C+	77.74%	80.06%(7/6/07)	<a href="#">✉</a>
McWillis, M	C	74.72%	76.59%(7/6/07)	<a href="#">✉</a>
Flora, H	C+	77.96%	79.45%(7/6/07)	<a href="#">✉</a>
Demostudent, I	B-	80.73%	81.95%(7/6/07)	<a href="#">✉</a>
Gino, R	B-	82.05%	83.24%(7/6/07)	<a href="#">✉</a>

**Gradebooks**

Title:	Start:	End:
English 1 CP Gradebook Semester 1	8/1/06 <a href="#">Change</a>	9/2/07

[Add New Gradebook](#)