KS CONNECT

FOR TEACHERS

KS Connect Handbook

https://connect.ksbe.edu/

ALL SCHOOLS

7/2007 MJ
Revised by ETS-I 9/2012

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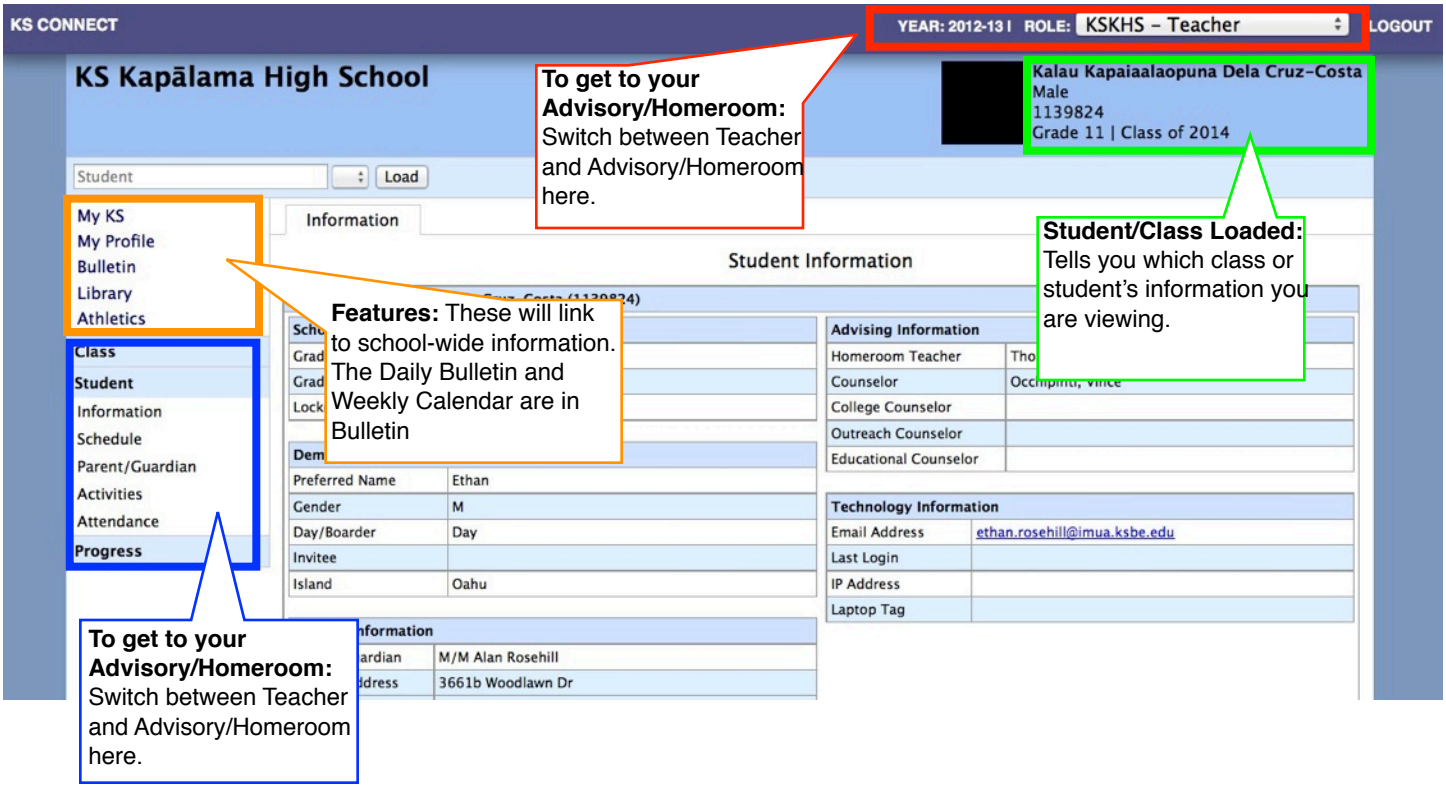
KS CONNECT FOR TEACHERS
Overview of KS Connect

LOGGING INTO KS CONNECT

1. Connect to https://connect.ksbe.edu/ in your Web browser **(Mac users, please use Firefox)**.
2. Enter your KS username and KS password in the labeled boxes. This is the same username and password you use to get into your KS e-mail.
3. Click the "Login" button.



NOTES ABOUT THE NEW KS CONNECT

What is new about the technology?

The new version of KS Connect is built on the latest standards for Web applications (AJAX). KS Connect will not work in Older Web browsers or not work as well as intended in non-standards compliant Web browsers (i.e. Internet Explorer). You should use Firefox on PC and Safari or Firefox on MAC. If you don't have Firefox on your PC, then use Internet Explorer.

Why does the "Back" button not work?

After logging into KS Connect, all navigation within the site must be done using the links provided in KS Connect. You cannot use the back button to go back to the previous screen within KS Connect. If you hit the "Back" button, it will take you to the previous site you visited before you came to KS Connect.

Why does KS Connect look and behave differently in Internet Explorer (IE)? Why do some things not work in IE?

Internet Explorer is not a standards compliant Web browser. We did our best (and will continue) to make the site behave as Intended in Internet Explorer (both versions 6 and 7). If you want the full effect of the new KS Connect, we recommend downloading and installing a standards compliant Web browser. The site is fully tested with the two most popular standards-compliant Web browsers: Firefox and Safari.

Why does KS Connect take so long to load when I first login?

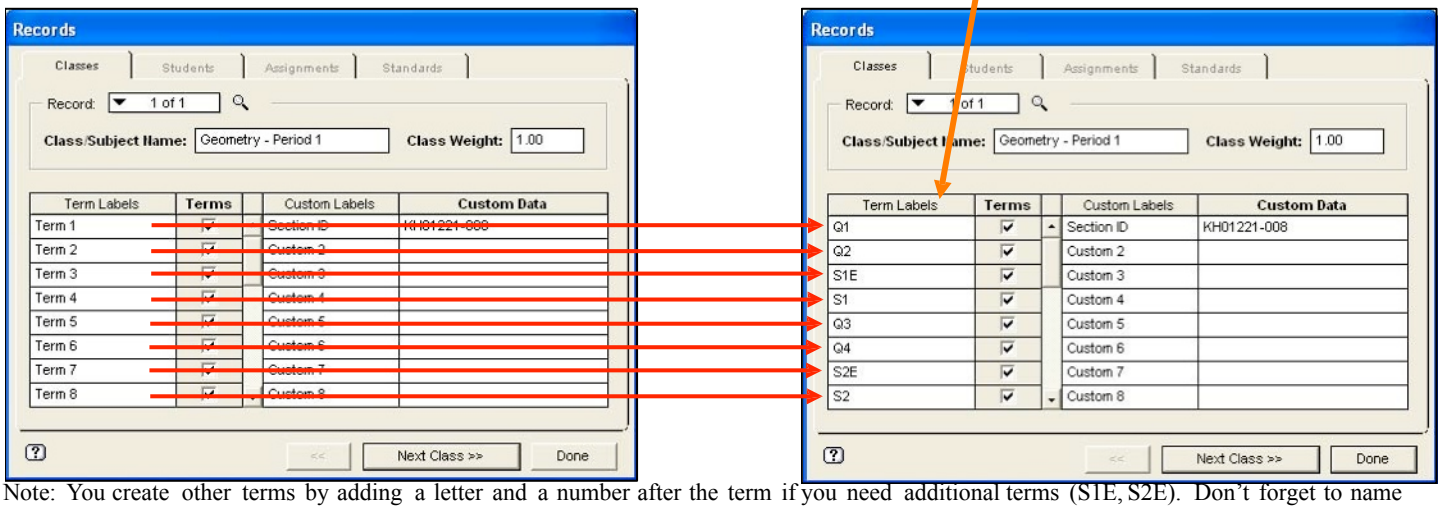
After the first login, all subsequent logins should be faster because your browser will cache (keep a copy on your computer) the CSS stylesheets and javascript files. The site will appear faster because it does not need to be downloaded from the server each time.

KS CONNECT FOR TEACHERS
Terms for Easy Grade Pro (EGP) Grade book

You will need the information below to setup your EGP Grade Book. Every school has required terms that must appear in your grade book in order for KS Connect to work properly. It is essential that you follow this table. ALL YELLOW CELLS MUST BE ENTERED INTO YOUR GRADEBOOK.

Grading Period	Term Name	Terms Course Is Offered	EGP Term	Report Card Term
KS KAPĀLAMA HIGH SCHOOL & KS HAWAI'I HIGH SCHOOL				
1st Quarter	Quarter 1	YR, S1, Q1	Q1	1ST QTR
2nd Quarter	Quarter 2	YR, S1, Q2	Q2	2ND QTR
	Semester 1 Final Exam	YR, S1	S1E	SEM EXAM
	Semester 1	YR, S1	S1	1ST SEM
3rd Quarter	Quarter 3	YR, S2, Q3	Q3	3RD QTR
4th Quarter	Quarter 4	YR, S2, Q4	Q4	4TH QTR
	Semester 2 Final Exam	YR, S2	S2E	SEM EXAM
	Semester 2	YR, S2	S2	2ND SEM
KS MAUI HIGH SCHOOL				
1st Quarter	Quarter 1	YR, S1, Q1	Q1	1ST QTR
2nd Quarter	Quarter 2	YR, S1, Q2	Q2	2ND QTR
	Semester 1	YR, S1	S1	1ST SEM
3rd Quarter	Quarter 3	YR, S2, Q3	Q3	3RD QTR
4th Quarter	Quarter 4	YR, S2, Q4	Q4	4TH QTR
	Semester 2	YR, S2	S2	2ND SEM
KS KAPĀLAMA MIDDLE SCHOOL & KS MAUI MIDDLE SCHOOL				
1st Quarter	Quarter 1	YR, Q1	Q1	1ST QTR
2nd Quarter	Quarter 2	YR, Q2	Q2	2ND QTR
3rd Quarter	Quarter 3	YR, Q3	Q3	3RD QTR
4th Quarter	Quarter 4	YR, Q4	Q4	4TH QTR
KS HAWAI'I MIDDLE SCHOOL				
1st Trimester	Trimester 1	YR, T1	T1	1ST TRI
2nd Trimester	Trimester 2	YR, T2	T2	2ND TRI
3rd Trimester	Trimester 3	YR, T3	T3	3RD TRI

The EGP terms replace Term 1, Term 2, Term 3…in Easy Grade Pro as shown below.



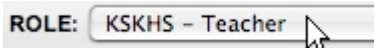
Note: You create other terms by adding a letter and a number after the term if you need additional terms (S1E, S2E). Don't forget to name your class. EGP only can accommodate 10 terms in one grade book. If you need more terms, start a new grade book. Please make sure that all terms at least fit in one grading period. Starting another grade book does mean that you will need to manually transfer the grades over at the end of the semester to compute the semester grade.

KS CONNECT FOR TEACHERS

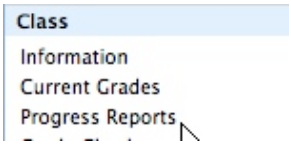
Creating Easy Grade Pro (EGP) Grade book for KS Connect (KSC) - MAC Instructions

1. Login to KS Connect (http://connect.ksbe.edu/).

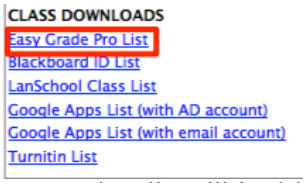
2. Verify that your role is a teacher by looking at the current selection in the "Role" pop-up menu. If it is not teacher, then select teacher in the menu.



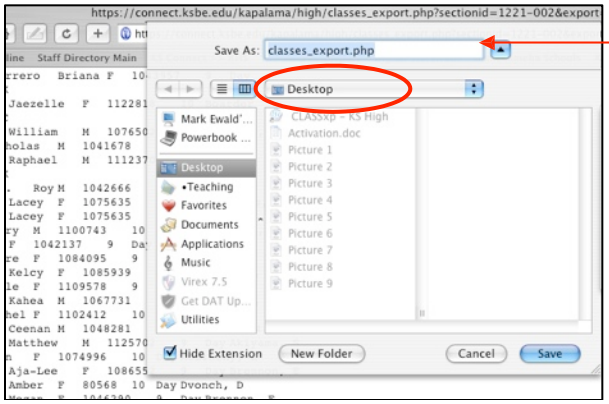
3. Click on "Information" in the "Class" section.



4. Select your first class from the popup list. Click on Easy Grade Pro List found at the bottom of the class you want to import into Easy Grade Pro.

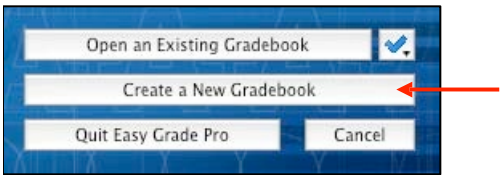


5. Your class list will load in a plain text format. Go to File > Save As. Save the file on your desktop. Give it a (unique) name and remember where you saved it. (Suggestion: Make the name with Course Name/Period. You should use **.txt** as the extension instead of .php) Click [Save].

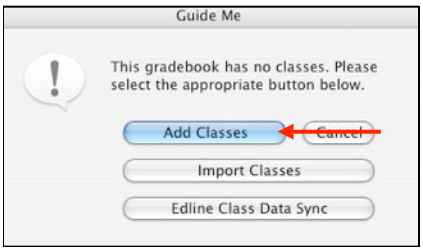


REPEAT THE PROCEDURE FOR ALL OF YOUR REMAINING CLASSES.

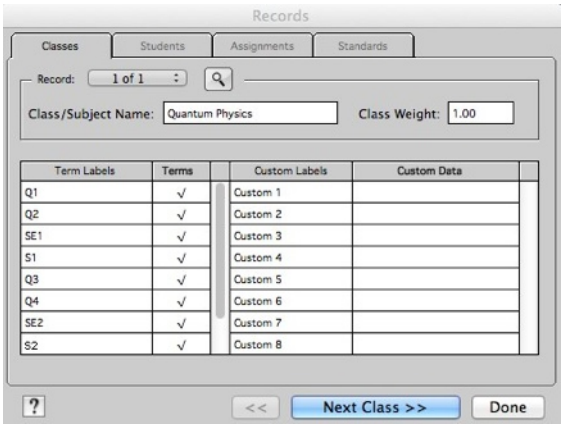
6. Open Easy Grade Pro. Click on [Create a New Grade book].



7. Click on [Add Classes].



8. Type in the term label names. **You must have all the terms listed in your school's section of "Terms for Easy Grade Pro (EGP) Gradebook".** Don't forget to name your class.

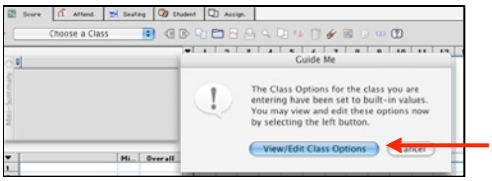


Repeat for all your classes by clicking on [Next Class>>].

Click [Done] when finished.

9. Choose your first class in your first term from the "Choose a Class" pull-down menu.

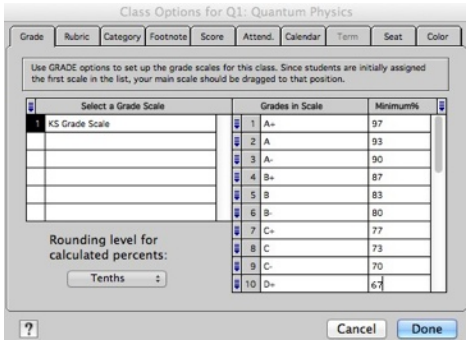
10. Click on [View/Edit Class Options].



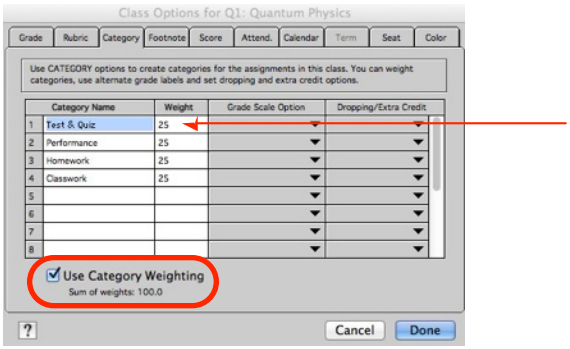
KS CONNECT FOR TEACHERS

Creating Easy Grade Pro (EGP) Grade book for KS Connect (KSC) - MAC Instructions

11. Put in KS Grade Scale. (i.e. Add D+ and D- categories for KS scale). Check with your division for grade scale.

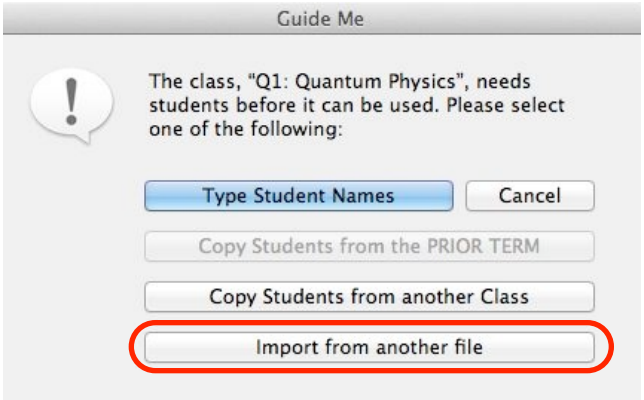


If you use weighted grades, now click on Category. In Category, click [Yes] on "Use Category Weights?". List your category names and percentage weight for each.

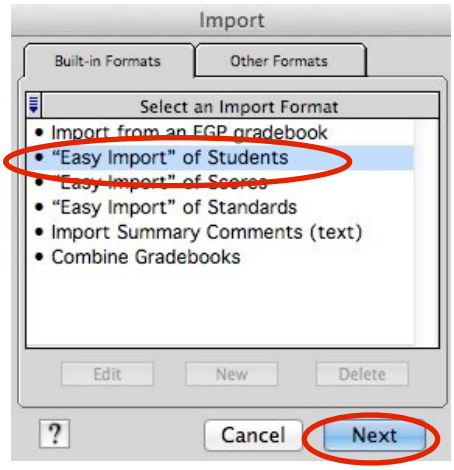


Click [Done] when finished.

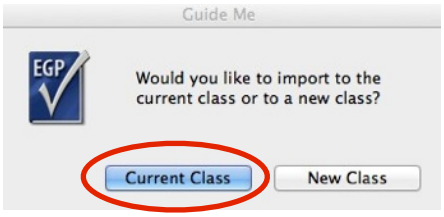
12. A dialogue box will appear asking about students. Click [Import from Another File] found at the bottom of the window.



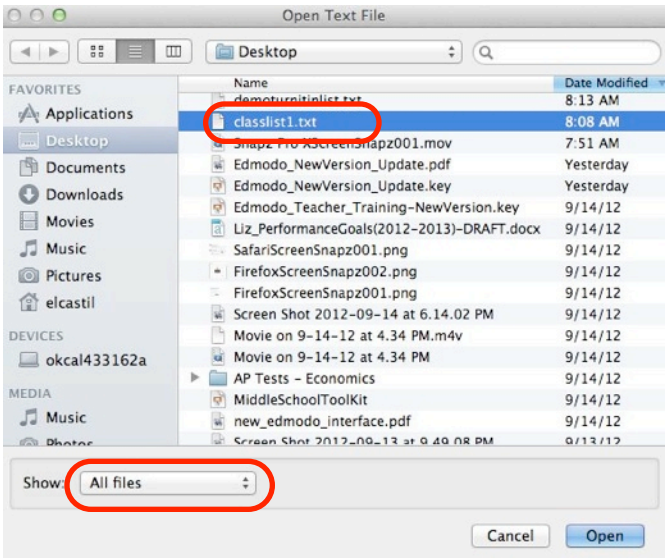
13. Select ["Easy Import of Students"] and click on [Next].



14. Select [Current Class)



15. Select All Files from the pull down menu near the bottom. Then, find your saved file from step 7. Click on [Open].

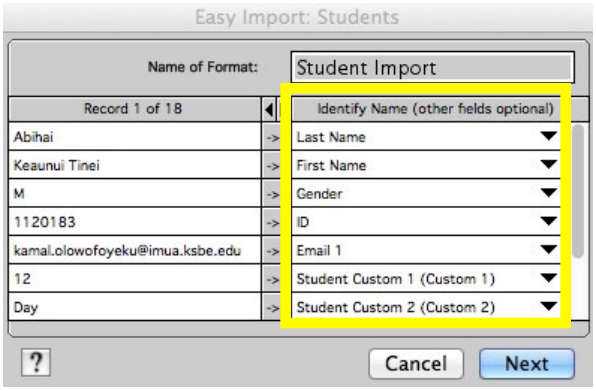


16. Now, type in Student Import in the field for Name of Format.

Next, Complete pull down fields in right column to match the information in the left column. Use the table below to match the fields to the format of the file.

Make sure you add the Course ID as well.

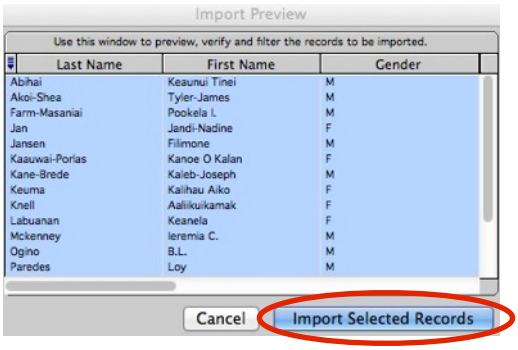
Click [Next].



CLASS LIST FILE FORMAT

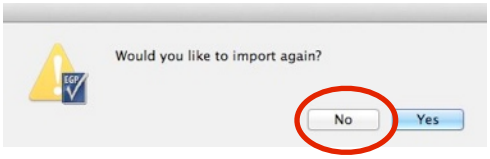
Field	Identify Name	Field Contents
Kimo	Last Name	
John	First Name	
M	Gender	
0000000	ID	
@imua.ksbe.edu	Email 1	
10	Student Custom 1	Grade
Day	Student Custom 2	Day/Boarder
Ewald, M	Student Custom 3	Advisor/ Homeroom Teacher
Pa205	Student Custom 4	Advisor/ Homeroom Room
KH01234-1	Class Custom 1	Class ID #

17. Now, click on [Import Selected Records].

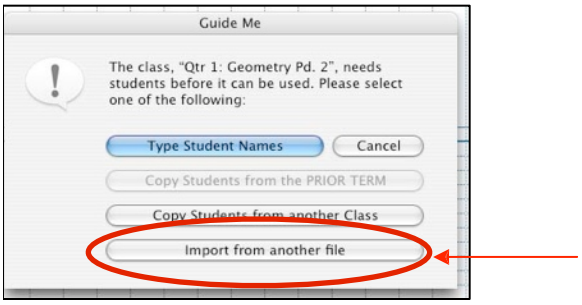


Click [OK] on "Import Results" window.

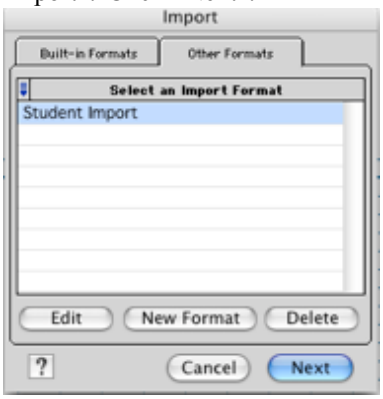
Now click on [No].



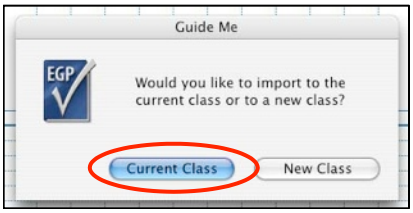
18. Choose your next class in your Grade book. Click [Import from Another File] found at the bottom of the window.



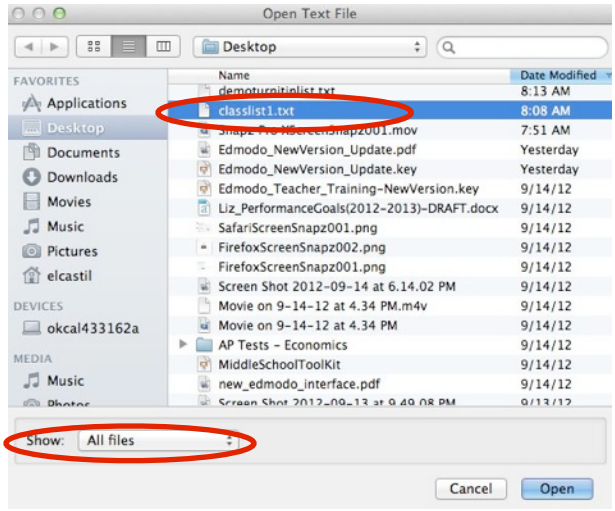
19. Click on [Other Formats] and choose "Student Import". Click "Next".



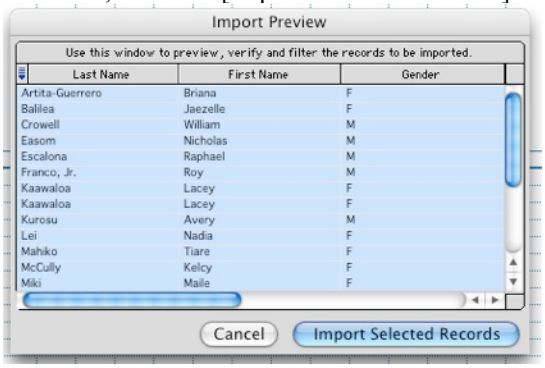
20. Select [Current Class].



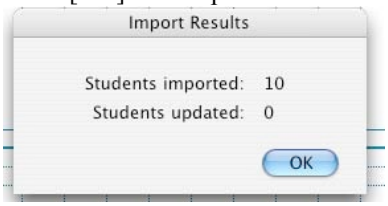
21. Then, find your next class period file saved in step 7. Click on [Open].



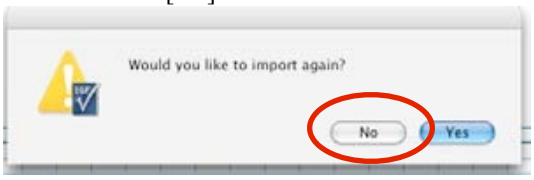
22. Now, click on [Import Selected Records].



Click [OK] on "Import Results" window.



Now click on [No].



REPEAT STEPS 18–22 for each class.

KS CONNECT FOR TEACHERS

Creating Easy Grade Pro (EGP) Grade book for KS Connect (KSC)– PC Instructions

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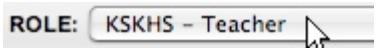
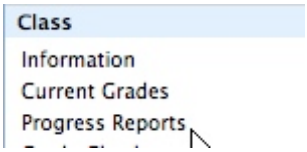
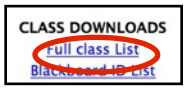
2. Verify that your role is a teacher by looking at the current selection in the "Role" pop-up menu. If it is not teacher, then select teacher in the menu.



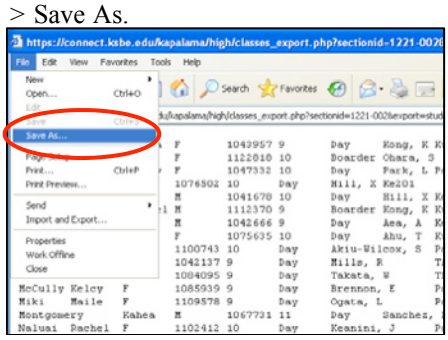
3. Click on "Information" in the "Class" section.



4. Select your first class from the popup list. Click on [Full Class List] found at the bottom of the class you want to import into Easy Grade Pro



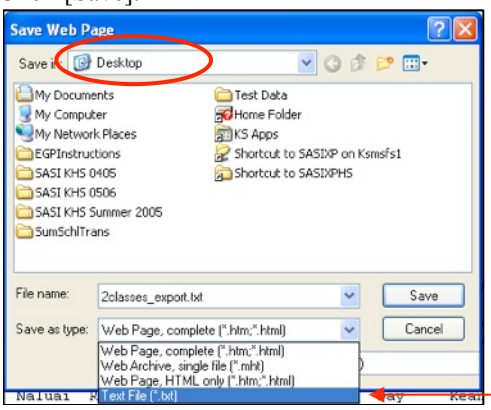
5. Your class list will load in plain text format. Go to File > Save As.



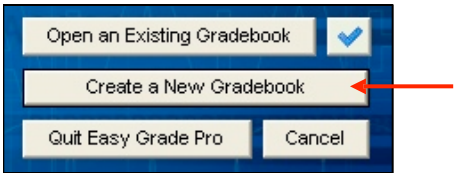
Save the file on your desktop.

→Give it a (unique) name and remember where you saved it. (Suggestion: Make the name with Course Name/Period. You should use **.txt** as the extension instead of .php)

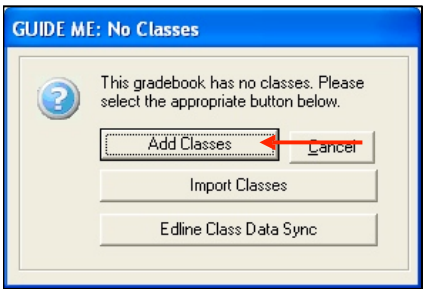
Choose "Text File" in the "Save as type" pull-down menu. Click [Save].



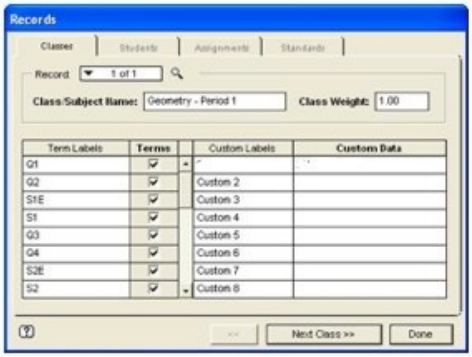
6. Open Easy Grade Pro. Click on [Create a New Gradebook].



7. Click on [Add Classes].



8. Type in the term label names. **You must have all the terms listed in your school's section of "Terms for Easy Grade Pro (EGP) Grade book".** Don't forget to name your class.

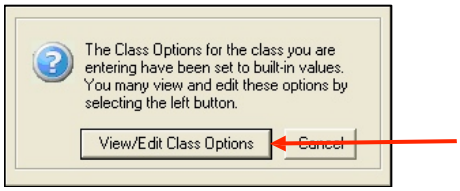


Repeat for all your classes by clicking on [Next Class>>].

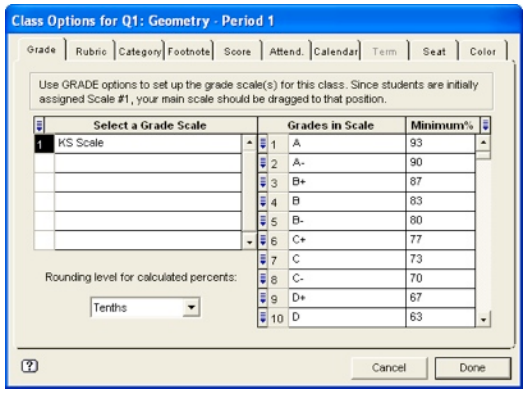
Click [Done] when finished.

9. Choose your first class in your first term from the "Choose a Class" pull-down menu.

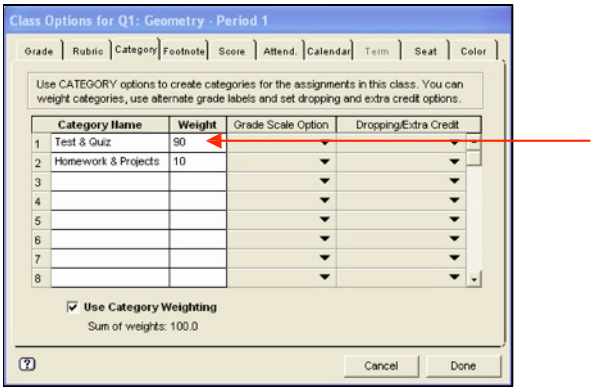
10. Click on [View/Edit Class Options].



11. Put in KS Grade Scale. (i.e. Add D+ and D- categories for KS scale). Check with your division for grade scale.

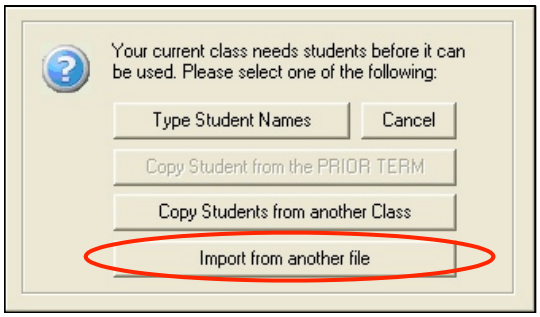


If you use weighted grades, now click on Category. In Category, click [Yes] on "Use Category Weights?". List your category names and percentage weight for each.

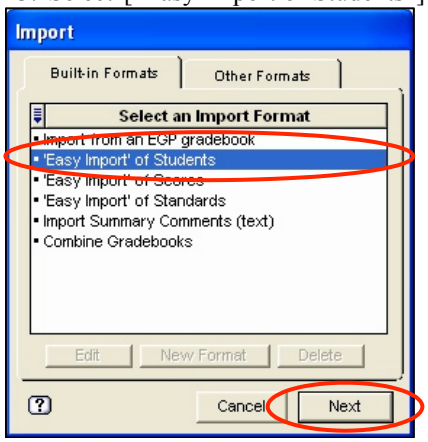


Click [Done] when finished.

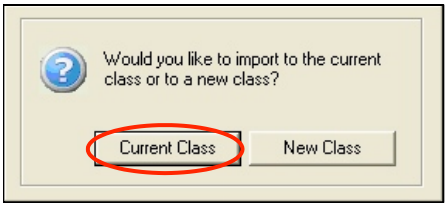
12. A dialogue box will appear asking about students. Click [Import from Another File] found at the bottom of the window.



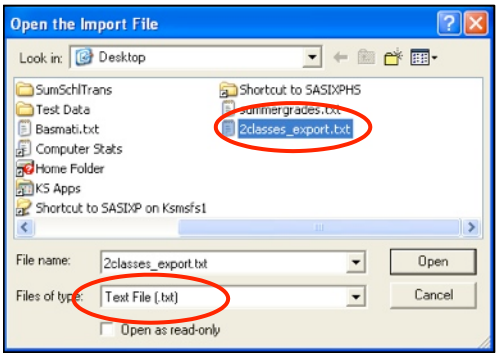
13. Select ["Easy Import of Students"] and click on [Next].



14. Select [Current Class].



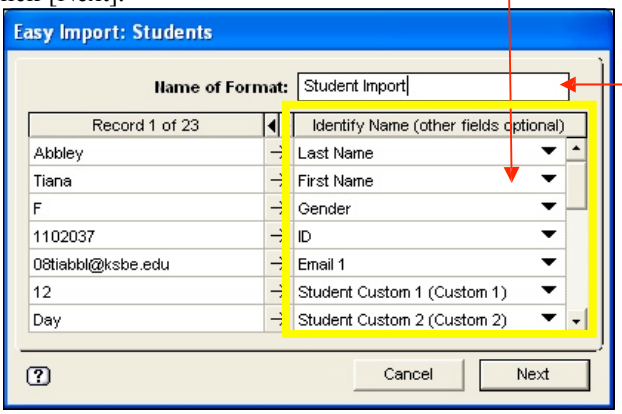
15. Make sure the pull-down menu for Files of type is selected on "Text File". Then, find your saved file from step 5. Click on [Open].



16. Now, type in Student Import in the field for Name of Format.

Next, Complete pull down fields in right column to match the information in the left column. Use the table below to match the fields to the format of the file.

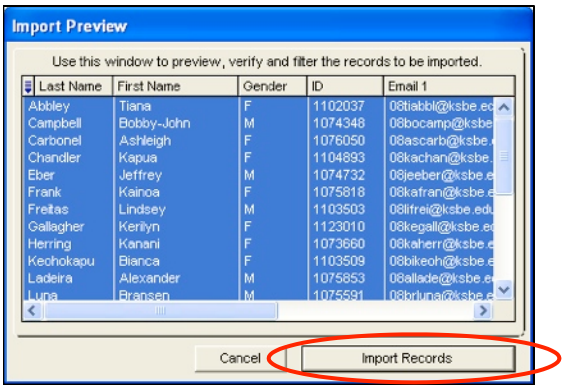
Click [Next].



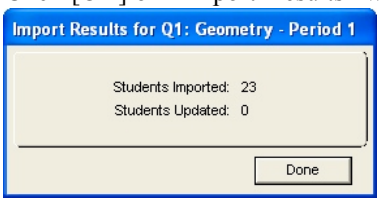
CLASS LIST FILE FORMAT

Field	Identify Name	Field Contents
Kimo	Last Name	
John	First Name	
M	Gender	
0000000	ID	
stu@ksbe.edu	Email 1	
10	Student Custom 1	Grade
Day	Student Custom 2	Day/Boarder
Teacher, T	Student Custom 3	Advisor/ Homeroom Teacher
Pa205	Student Custom 4	Advisor/ Homeroom Room
KH01234-1	Class Custom 1	Class ID #

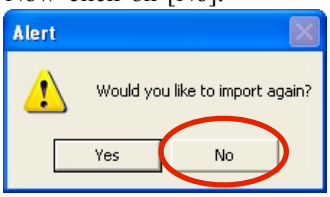
17. Now, click on [Import Selected Records].



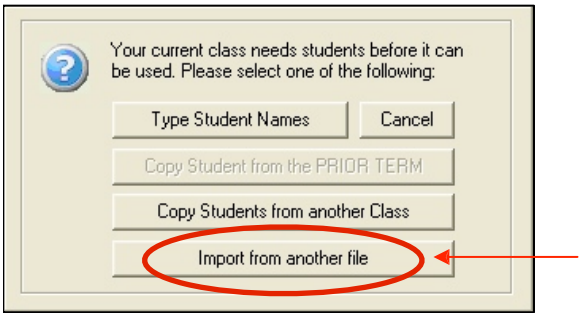
Click [OK] on "Import Results" window.



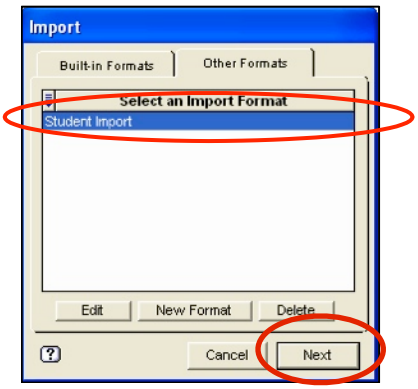
Now click on [No].



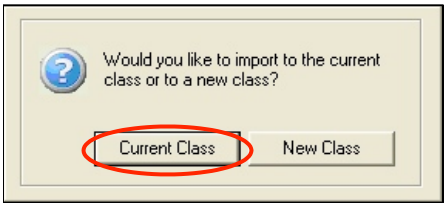
18. Choose your next class in your Grade book. Click [Import from Another File] found at the bottom of the window.



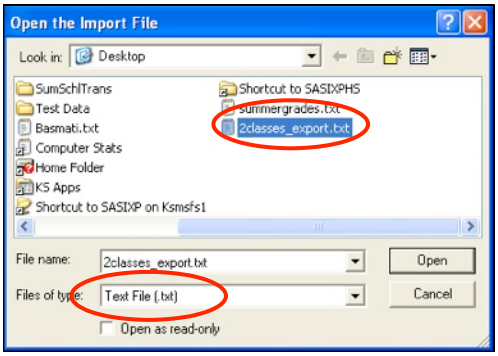
19. Click on [Other Formats] and choose "Student Import." Click "Next."



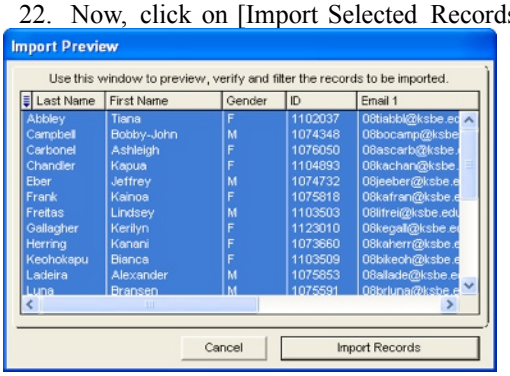
20. Select [Current Class].



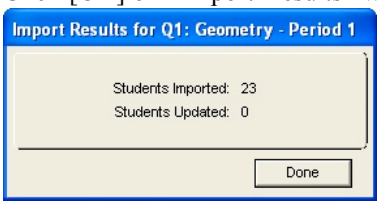
21. Then, find your next class period file saved in step 7. Click on [Open].



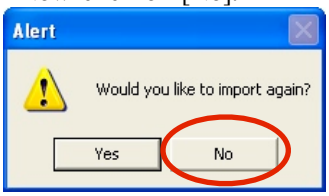
22. Now, click on [Import Selected Records].



Click [OK] on "Import Results" window.



Now click on [No].

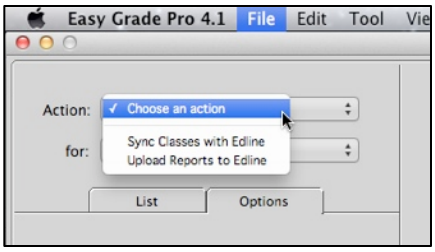


REPEAT STEPS 18–22 for each class.

KS CONNECT FOR TEACHERS

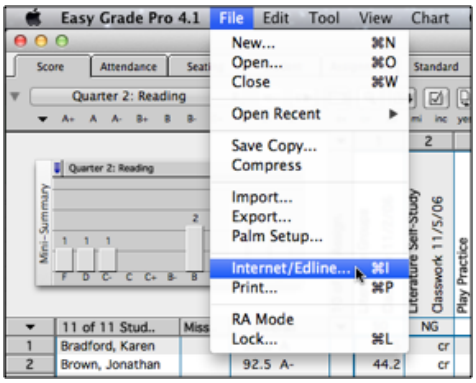
Uploading Grades from Easy Grade Pro (EGP) to KS Connect (KSC) - BASMATI FORMAT

1. Make sure your EGP grade book is open and that you have made the necessary updates to assignments, scores, etc.
   a. **In the updated version of EGP 4.1**, there is an **additional step needed** to have the option to create your Basmati file. **You will only need to do this step one time.**
   b. When your grade book is open, under File, you will initially not have the option to create your Basmati file.

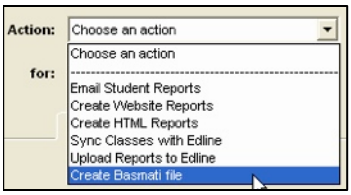


   c. To fix this, at the top toolbar, **while pressing the OPTION key**, select **File** and click on **Internet/Edline**. This option will remain there from now on. Proceed to step 2.

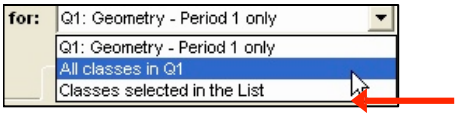
2. In the menu bar, choose File > Internet/Edline.



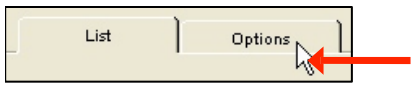
3. In the Action pop-up menu, choose Create Basmati file.



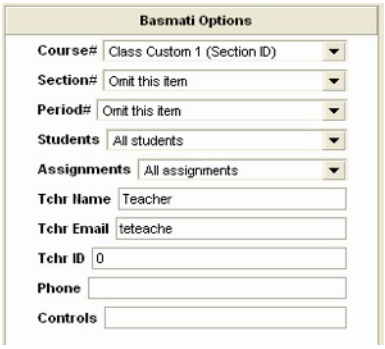
4. In the For pop-up menu, ~~choose All~~ Classes in [Term].



5. Choose the Options tab.



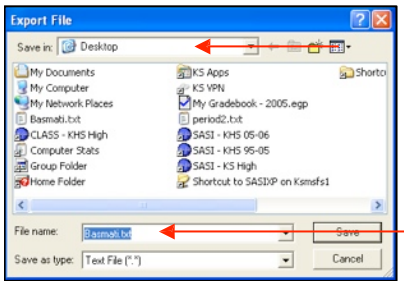
6. Set your options as pictured below:

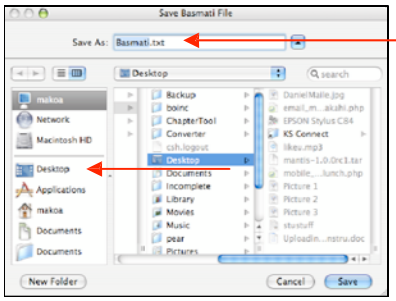


Teacher Name	Your name
Teacher Email	Your KS username (not your full email address)
Teacher ID	0 (the number zero)

7. Click the [Create] button in the bottom-right corner of the dialogue.

8. The Save Basmati File window will appear. Save the basmati.txt file to your desktop.

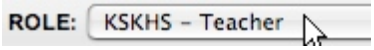




Your grade book information will be saved in the Basmati.txt file on your Desktop.

9. Login to KS Connect (http://connect.ksbe.edu/).

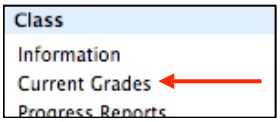
10. Verify that your role is a teacher by looking at the current selection in the pop-up menu. If it is not teacher, then select teacher in the menu.



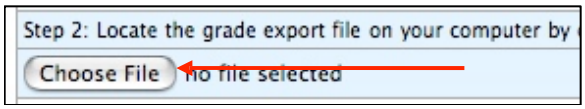
KS CONNECT FOR TEACHERS

Uploading Grades from Easy Grade Pro (EGP) to KS Connect (KSC) - BASMATI FORMAT

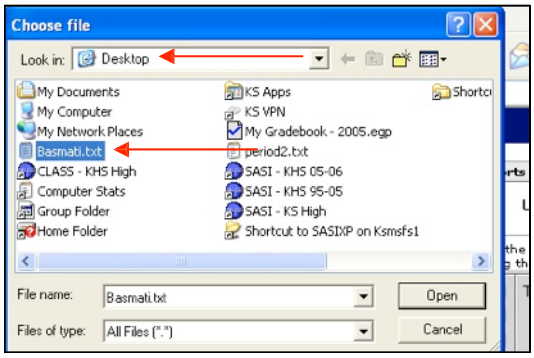
11. Click on "Current Grades" in the "Class" section.



12. Click on the [Browse] or [Choose File] button.

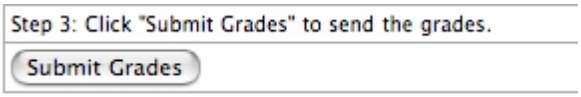


The Choose File window will appear. In the dialogue, locate and click on Basmati.txt on the desktop.



Click on the Open button.

Click on the Submit Grades button.



13. A table listing the Student ID numbers and corresponding grades will appear.

Detected 4 classes in this file.
Class 1
M. Ewaid
Your export file for *Q1: Geometry | Pd. 2* contained 24 student(s) and 1 assignment(s).

Summary...

ID	Name	GRADE
1085892	Akiona-Ferriman, Pualikai	75 C
1049103	Awa, Melissa	100 A
1046782	Cashman, Pilialohamauloa	105 A
1084066	Duncan, Chad	40 F
1042122	Flores, Jr., Jason	85 B
1113524	Fox, Sierra	95 A
1046214	Hanzawa, Deira	100 A
1042679	Kalani, Nohea	85 B
1048264	Kamano, Jr., Edmund	60 D-
1044039	Liu, Kerilyn	100 A
1048005	Mahi, Cameron	95 A
1048276	Manoa, Keanupohina	80 B-
1112101	Mataele, Maika	85 B
1046810	Maunupau, Shayna	85 B
1059435	Mayural, Jacob	100 A

Verify that the contents of the basmati.txt file have uploaded correctly by looking at the student ID numbers and making sure there is a letter grade next to each one.

You have finished uploading your grades and may either logout or continue to use KS Connect.

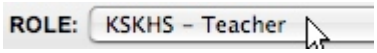
KS CONNECT FOR TEACHERS

Issuing Progress Reports & Adding an Entry to the Conversation Log

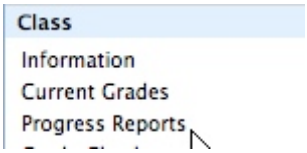
ISSUING PROGRESS REPORTS

1. Login to KS Connect (https://connect.ksbe.edu/).

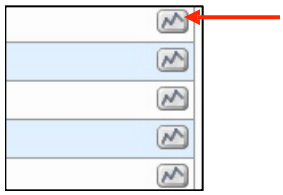
2. Verify that your role is a teacher by looking at the current selection in the "Role" pop-up menu. If it is not teacher, then select teacher in the menu.



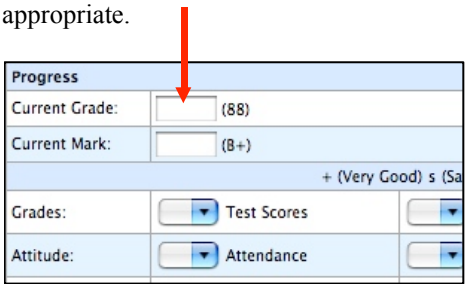
3. Click on "Information" in the "Class" section.



4. Click the Progress Report button in the same row as the student.



5. The Progress Report form appears. The student's current grade will appear automatically. (You can adjust the grade if necessary.) Complete the rest of the form as appropriate.



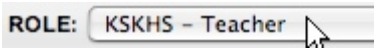
NOTE: The "Comments" text box IS NOT the same as the "Conversation Log" in the issued progress report! Comment text box is for you to explain in more detail the reason for this Progress Report. The Conversation Log will be used by those who read and have a need to communicate to you or others about the Progress Report.

6. Click the [Submit] button (not the [Select] button).

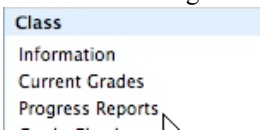
ADDING AN ENTRY TO THE CONVERSATION LOG

1. Login to KS Connect (https://connect.ksbe.edu/).

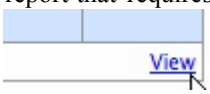
2. Verify that your role is a teacher by looking at the current selection in the pop-up menu. If it is not teacher, then select teacher in the menu.



3. Click on "Progress Reports" in the "Class" section.

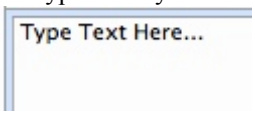


4. A list of all of the progress reports you have issued for the class will appear. Click "View" to view the progress report that requires your attention.



5. Click [Add] next to the title "Conversation Log".

6. Type what you want to record in the Conversation Log.



7. Click the [Add] button.

KS CONNECT FOR TEACHERS

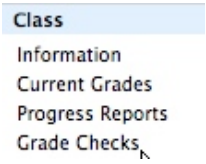
Answering Grade Checks

After receiving an e-mail requesting that a Grade Check be completed…

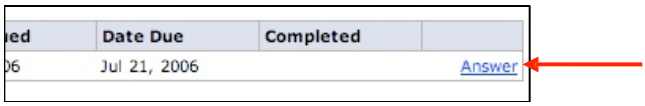
1. Login to KS Connect (https://connect.ksbe.edu/).

2. Verify that your role is a teacher by looking at the current selection in the "Role" pop-up menu. If it is not teacher, then select teacher in the menu.

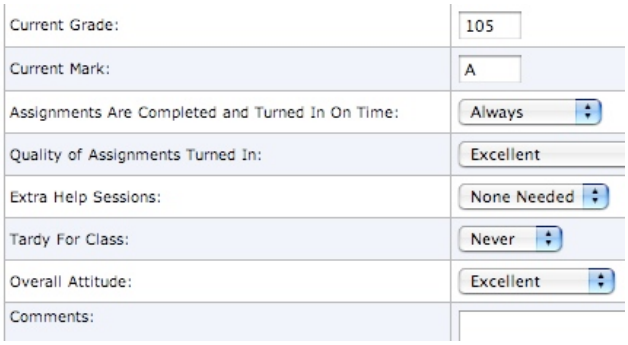
3. Click on "Grade Checks" in the "Class" section.



4. A list of all of the grades checks that require your timely response will appear here. Click the "answer" link.
Note: Grade checks are sorted in ascending order with most recent requested grade check on the bottom.



5. The student's current grade will automatically appear in the Grade Check. (You can adjust the grade if necessary.) Complete the rest of the form as appropriate.

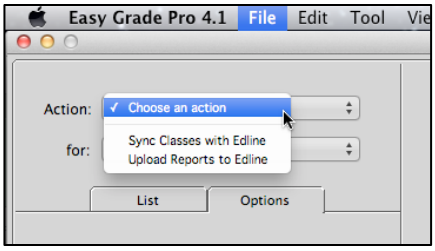
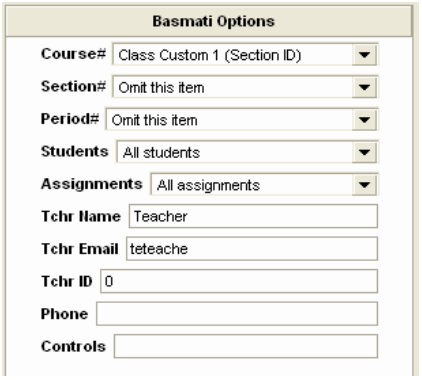


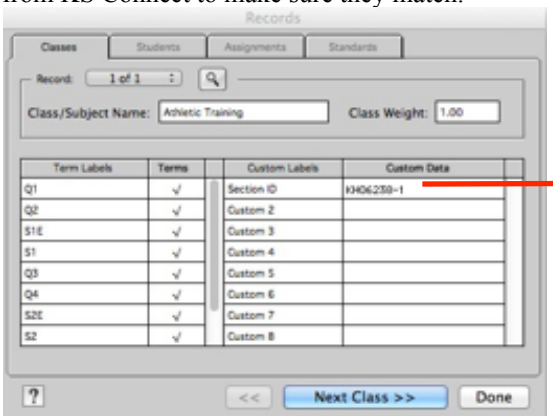
6. Click the **[Submit]** button.

You can adjust the information you entered until the due date at 11:59 PM.

KS CONNECT FOR TEACHERS
Troubleshooting

If you have trouble creating a Basmati file or uploading grades to KS Connect, please double check some of these common errors:

Error	Solution
No option visible to create a Basmati file in **EGP 4.1**	a. **In the updated version of EGP 4.1**, there is an additional step needed to have the option to create your Basmati file. **You will only need to do this step one time.** b. When your grade book is open, under File, you will initially not have the option to create your Basmati file.  c. To fix this, go to your grade book and at the top toolbar, **while pressing the OPTION key**, select **File** and click on **Internet/Edline**. You will now have the option to select the Basmati file.
Trouble creating a Basmati file	In the Basmati option tab, check teacher information. Teacher ID needs to be a zero (0).  Teacher Name: Your name Teacher Email: Your KS username (not your full email address) Teacher ID: 0 (the number zero)

Error	Solution
KS Connect Upload Error	Check Term Labels that apply to your course and make sure the Term Labels are written as **Q1** not Quarter 1 or **S1E** not Semester 1 Exam, etc. Check Section ID's from KS Connect to make sure they match.  **KH06238 Athletic Training-001** KH06238-1 S1 | 08 RBD | Freitas, Timothy | HK104 *Cut and paste section ID from KS Connect
Uploading a new Basmati file does not change grades on KS Connect	Delete old Basmati file from your computer and create a new one. Upload to KS Connect again.