

KS Connect Handbook August 2007

http://connect.ksbe.edu/

ALL SCHOOLS



KS CONNECT FOR TEACHERS

Overview of KS Connect (KSC) Page 1 of 1



LOGGING INTO KS CONNECT

- 1. Connect to <u>http://connect.ksbe.edu/</u> in your Web browser
- 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.

NAVIGATING KS CONNECT

KS SYSTEM - KS CONNECT		YEAR: 2007-08 ROLE:	KSKHS - Parent -	Grade 12 -	- John 🗾 LOGOUT
Aloha, John Kimo.	To get to yo		Toda	v is Thursda	iy, August 9, 2007.
KS Kapālama High Sch		een Teacher //Homeroom	John Kimo Male 0000000 Grade 12 Class	of 2008	Student/Class Loader Tells you which class or student's information you are
My KS	Information				viewing.
Bulletin		Student I	nformation		
Student Information	Features: These wi				
Schedule	information. The		Academic Standir	a	
Parent/Guardian	Daily Bulletin and		Quarter GPA	2.898	
Activities	Weekly Calendar a	ire	Cumulative GPA	3.123	
Attendance	in "Bulletin".		Credits Earned	41.000 / 41	.000
Progress	Demographics		Advising Informat	lon	
	Preferred Name		Homeroom Teacher		5 (Ko106H)
Tasks: UseTasks to get tothe informationin KS Connectincluding yourclasses and	Gender M		Counselor	Shelby	
	Day/Boarder Day				
	Invitee		Technology Infor	mation	
	Island Oah	U	Email Address	08jokimo@k	<u>(sbe.edu</u>
			Last Login		
students.	Contact Information	a ha di sa s	IP Address		
		ohn Kimo Makuakane Street	-		
		Jlu, HI 96817	_		
		42-8211	-		

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) Gradebook Page 1 of 1



You will need the information below to setup your EGP Gradebook. Every school has required terms that must appear in your gradebook 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 H	IIGH SCHOOL & KS HAV	VAI'I HIGH SCHOOL		
1 st Quarter	Quarter 1	YR, S1, Q1	Q1	1ST QTR
2 nd 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
3 rd Quarter	Quarter 3	YR, S2, Q3	Q3	3RD QTR
4 th 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 MAULHIGH	SCHOOL			
1 st Quarter	Quarter 1	YR, S1, Q1	Q1	1ST QTR
2 nd Quarter	Quarter 2	YR, S1, Q2	Q2	2ND QTR
	Semester 1	YR, S1	S1	1ST SEM
3 rd Quarter	Quarter 3	YR, S2, Q3	Q3	3RD QTR
4 th Quarter	Quarter 4	YR, S2, Q4	Q4	4TH QTR
	Semester 2	YR, S2	S2	2ND SEM
KS KAPĀLAMA N	AIDDLE SCHOOL & KS M	AUI MIDDLE SCHOOL		
1 st Quarter	Quarter 1	YR, Q1	Q1	1ST QTR
2 nd Quarter	Quarter 2	YR, Q2	Q2	2ND QTR
3 rd Quarter	Quarter 3	YR, Q3	Q3	3RD QTR
4 th Quarter	Quarter 4	YR, Q4	Q4	4TH QTR
KS HAWAI'I MID	DLE SCHOOL			
1 st Trimester	Trimester 1	YR, T1	T1	1ST TRI
2 nd Trimester	Trimester 2	YR, T2	T2	2ND TRI
3 rd Trimester	Trimester 3	YR, T3	T 3	3RD TRI

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

Records					F	Records			
Classes	itudents	Assignments Si	tandards	,		Classes	udents	Assignments S	itandards
Record: T	if 1 🔍					Record: Tof	<u>1</u> 9	·	
Class/Subject Nan	ne: Geometry	/ - Period 1	Class Weight: 1.	00		Class/Subject I/ me	Geome	try - Period 1	Class Weight: 1.00
Term Labels	Terms	Custom Labels	Custom Da	ata		Term Labels	Terms	Custom Labels	Custom Data
Term 1 🗕	F	Contion ID	KH01221-000			Q1	~	 Section ID 	KH01221-008
Term 2	, F	Cuotom 2				Q2	~	Custom 2	
Term 3 🗕		Custom 3				S1E	7	Custom 3	9
Term 4 🗕		Custom 4				s1	7	Custom 4	
Term 5		Custom E	-			Q3	7	Custom 5	<u> </u>
Term 6		Curtar C				Q4	V	Custom 6	-
						S2E	V		4
Term 7		Custom P		N				Custom 7	8 <u></u>
Term 8 🗕		Custom 0	<u>i</u>			S2		Custom 8	
]					
2		5<	Next Class >>	Done		?		<<	Next Class >> Done

Note: You create other terms by adding a letter and a number after the term if you need additional terms (Q1H, S1E, Q1U1, Q2U10). Don't forget to name your class. EGP only can accommodate 10 terms in one gradebook. If you need more terms, start a new gradebook. Please make sure that all terms at least fit in one grading period. <u>Starting another gradebook does mean that you will need to manually transfer the grades over at the end of the semester to compute the semester grade.</u>

KS CONNECT FOR TEACHERS Creating Easy Grade Pro (EGP) Gradebook for KS Connect (KSC) - MAC Instructions Page 1 of 4



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.

ROLE: KSKHS - Teacher

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

Class
Current Cradaks

4. Select your first class from the popup list. Click on [Download Class List] found at the bottom of the class you want to import into Easy Grade Pro. 23 Students

25 50000

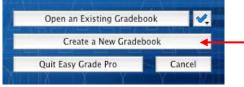
[Download Class List] Email Students - Ou

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].

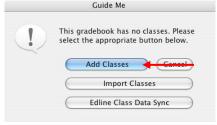
https://connect.ksbe.ed	lu/kapalama/high/classes_export.php?sectionid=1221-002&export=
) C + O https://connect.	ave As: classes_export.php
line Staff Directory Main	MAST Contraction of the second s
Jaezelle F 112281	Desktop
William M 107650 holas M 1041678 Raphael M 111237	ok Activation.doc
Roy M 1042666 Image M Image M <th< th=""><th>imp imp Picture 3 imp Picture 4 imp Picture 5 imp Picture 6 imp Picture 7 imp Picture 8 5 imp</th></th<>	imp imp Picture 3 imp Picture 4 imp Picture 5 imp Picture 6 imp Picture 7 imp Picture 8 5 imp
Ccenan M 1048281 Matthew M 112570 n F 1074996 10 Aja-Lee F 108655 Amber F 80568 10 Day Dvonch Macan F 1046290 9 Day Box	, D

REPEAT THE PROCEDURE FOR ALL OF YOUR REMAINING CLASSES.

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

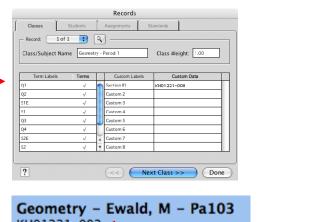






8. Type in the term label names. <u>You must have all the</u> terms listed in your school's section of "Terms for Easy <u>Grade Pro (EGP) Gradebook"</u>. Don't forget to name your class.

Next, you type in your Custom Label. Use the label shown below. You can find the Section ID in KS Connect as shown in the screenshot below.



KH01221-002 YR | Period 02 | MTWRF

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.

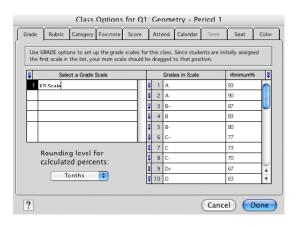
10. Click on [View/Edit Class Options].



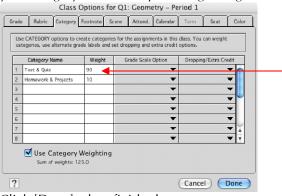
KS CONNECT FOR TEACHERS Creating Easy Grade Pro (EGP) Gradebook for KS Connect (KSC) - MAC Instructions Page 2 of 4



11. Put in KS Grade Scale. (You can rename or delete any other scales on the list.)

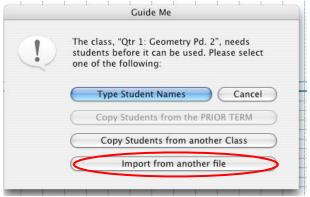


If you use weighted grades, now click on Category. In Category, click [Yes] on "Use Category Weights?". List your category names and percentage weight for each.

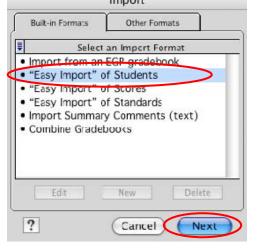




12. A dialogue box will appear asking about students. Click [Import from Another File] found at the bottom of the window.



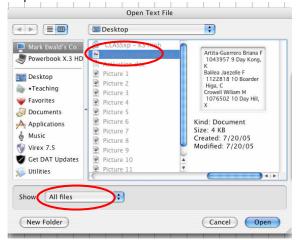
13. Select ["Easy Import of Students"] and click on [Next]. Import



14. Select [Current Class].

		Guide Me	4	J	
	EGP				
Current Class New Class		Current Class	lew C	lass	\supset

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



KS CONNECT FOR TEACHERS Creating Easy Grade Pro (EGP) Gradebook for KS Connect (KSC) - MAC Instructions Page 3 of 4



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].

Name	of Format:	Student Import
Record 1 of 23	4)	Identify Name (other fields optional)
Abbley	->	Last Name 🗸 🖌
Tiana	->	First Name 🔻 🔻
F	->	Gender 🔻
1102037	->	D 🔽
08tiabbl@ksbe.edu	->	Email 1 🗸 🗸
12	->	Student Custom 1 (Custom 1) 🔻
Day	->	Student Custom 2 (Custom 2)

CLASS LIST FILE FORMAT

Field	Identify Name	Field Contents
Kimo	Last Name	
John	First Name	
М	Gender	
0000000	ID	
stu@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

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

1	w to preview, verify and filter		
Last Name	First Name	Gender	
Artita-Guerrero	Briana	F	
Balilea	Jaezelle	F	
Crowell	William	M	
Easom	Nicholas	M	
Escalona	Raphael	M	
Franco, Jr.	Roy	M	
Kaawaloa	Lacey	F	-
Kaawaloa	Lacey	F	
Kurosu	Avery	M	
Lei	Nadia	F	
Mahiko	Tiare	F	
McCully	Kelcy	F	1
Miki	Maile	F	Ŧ
(4 + -

Click [OK] on "Import Results" window.

Students imported:	10
Students updated:	0
	OK

Now click on [No].



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

	Guide Me
1	The class, "Qtr 1: Geometry Pd. 2", needs students before it can be used. Please select one of the following:
	Type Student Names Cancel
	Copy Students from the PRIOR TERM
	Copy Students from another Class
	Import from another file

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



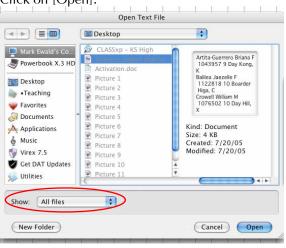
20. Select [Current Class].



KS CONNECT FOR TEACHERS Creating Easy Grade Pro (EGP) Gradebook for KS Connect (KSC) - MAC Instructions Page 4 of 4



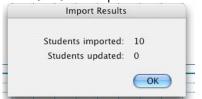
21. Then, find your next class period file saved in step 7. Click on [Open].



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

Use this window to preview, verify and filter the records to be imported.						
Last Name	First Name	Gender				
Artita-Guerrero	Briana	F	é			
Balilea	Jaezelle	F				
Crowell	William	М				
Easom	Nicholas	М				
Escalona	Raphael	М				
Franco, Jr.	Roy	М				
Kaawaloa	Lacey	F	-			
Kaawaloa	Lacey	F				
Kurosu	Avery	М				
Lei	Nadia	F				
Mahiko	Tiare	F				
McCully	Kelcy	F	4			
Miki	Maile	F				
			4 F			

Click [OK] on "Import Results" window.



Now click on [No].



REPEAT STEPS 18–22 for each class.

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

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ROLE: KSKHS - Teacher

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

Class
Informatio

Current Crade

4. Select your first class from the popup list. Click on [Download Class List] found at the bottom of the class you want to import into Easy Grade Pro. 23 Students

[Download Class List] Email Students - Ou

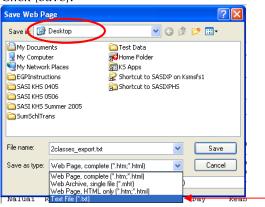
5. Your class list will load in plain text format. Go to File > Save As.

ie i	Edit	View	Favorites	Te	sols	Help					
New Ope	n		Ctrl+O	,	<u> </u>	-		·	e		
201	8		Ctrifes		μ	kapalama/hig	h/classes_exp	xort.php?sec	tionid=1221-0	028export	;=stu
-	e As					F	1043957	-	Day	Kong,	
		0	_			F	1122818		Boarder		
Prini	Ł		Ctrl+P		r.	F	1047332	10	Day	Park,	LP
Prini	t Previ	Cvv				1076502	10	Day	Hill, X		
				,		Ħ	1041678		Day	Hill,	XX
Sen				'	:1	Ħ	1112370	9	Boarder	Kong,	KΚ
Imp	ort and	d Export				R	1042666	9	Day	Aea, J	k K
Drag	perties					F	1075635	10	Day	Ahu, 7	г к
	k Offli					1100743	10	Day	Akiu-Wi	lcox, S	5 P
		10				1042137	9	Day	Mills, 1	R	т
Clos	e.					1084095	9	Day	Takata,	u	Т
leC:	111v	Kelc	V F			1085939	9	Day	Brennon.	Ε	P
liki	i	Mail	e F			1109578	9	Day	Ogata, 1	L	7
iont	gone	erv	Kah	ea		R	1067731	11	Dav	Sanche	tz.
	iai		el F			1102412	10	Day	Keanini		P

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].



REPEAT THE PROCEDURE FOR ALL OF YOUR REMAINING CLASSES.

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



7. Click on [Add Classes].

GUIDE M	GUIDE ME: No Classes							
2	This gradebook has no classes. Please select the appropriate button below.							
	Import Classes							
	Edline Class Data Sync							

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

Next, you type in your Custom Label. Use the label shown below. You can find the Section ID in KS Connect as shown in the screenshot below.

Class/Subject Ha	me: Geom	etry	- Period 1	Class Weight: 1.00	
Term Labels	Terms	1	Custom Labels	Custom Data	
Q1	~	-	Section ID	KH01221-008	
Q2	~	1	Custom 2	2	
S1E	~	1	Custom 3	8	
S1	~		Custom 4		
Q3	~	1	Custom 5		
Q4	~	1	Custom 6		
S2E	~	1	Custom 7		
S2	~		Custom 8		
2				Next Class >> Done	

Geometry - Ewald, M - Pa103 KH01221-002 < YR | Period 02 | MTWRF

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.

KS CONNECT FOR TEACHERS Creating Easy Grade Pro (EGP) Gradebook for KS Connect (KSC) - <u>PC Instructions</u> Page 2 of 4



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



11. Put in KS Grade Scale. (You can rename or delete any other scales on the list.)

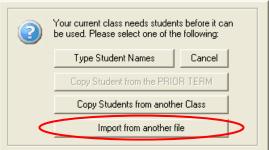
Cla	Class Options for Q1: Geometry - Period 1								
ſ	Grade Rubric Category Footnote Score Attend. Calendar Term Seat Color								
	Use GRADE options to set up the grade scale(s) for this class. Since students are initially assigned Scale #1, your main scale should be dragged to that position.								
	Select a Grade Scale				Grades in Scale	Minimum%	Ţ		
	1 KS Scale	*	•	1	A	93	-		
			∎ P	2	A-	90			
			<pre>III</pre>	3	B+	87			
			₽	4	в	83			
			₽	5	В-	80			
		-	=	6	C+	77			
		_	₽	7	С	73			
	Rounding level for calculated percents:		₽	8	C-	70			
	Teette		₽	9	D+	67			
	Tenths		₽	10	D	63	-		
			_				_		
C	מ				Cance	l Doi	ne		

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.

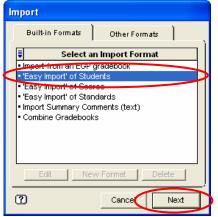
ass (Options for Q1: Geo	metry - P	eriod 1				
Grad	e Rubric Category F	ootnote S	core Attend. Calenc	iar Term Seat Color	1.		
Us	e CATEGORY options to	create cate	gories for the assignme	nts in this class. You can	1		
				and extra credit options.			
	Category Name	Weight	Grade Scale Option	Dropping/Extra Credit			
1	Test & Quiz	90 🗲					
2	Homework & Projects	10	-	▼			
3			•	•			
4			-	-			
5			-	•			
6			•	•			
7			-	-			
8			•	▼ .			
✓ Use Category Weighting							
Sum of weights: 100.0							
Sum of weights: 100.0							
2				Cancel Done	1		
-							

Click [Done] when finished.

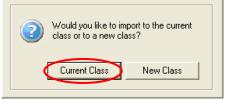
12. A dialogue box will appear asking about students. Click [Import from Another File] found at the bottom of the window.



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].

Open the Im	port File			? 🗙
Look in: 🞯	Desktop		•	💣 🎟 •
SumSchlTra Test Data Basmati.txl Computer S Home Folde KS Apps Shortcut to	t 5tats	2classes	to SASIXPHS ades.t.t export.txt	
<)>
File name:	2classes_expo	ort.txt	•	Open
Files of type:	Text File (.txt)	ad-only	•	Cancel

KS CONNECT FOR TEACHERS Creating Easy Grade Pro (EGP) Gradebook for KS Connect (KSC) - <u>PC Instructions</u> Page 3 of 4



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].

Easy Import: Students							
Name of Forn	Student Import						
Record 1 of 23	•	Identify Name (other fields optional)					
Abbley	\rightarrow	Last Name 💌 📩					
Tiana	\rightarrow	First Name 🔻 👻					
F	\rightarrow	Gender 🛛 🗸 🚽					
1102037	\rightarrow						
08tiabbl@ksbe.edu	\rightarrow	Email 1 💌					
12	\rightarrow	Student Custom 1 (Custom 1) 🔻					
Day	\rightarrow	Student Custom 2 (Custom 2) 🛛 🔻 🚽					
Cancel Next							

CLASS LIST FILE FORMAT

Field	Identify Name	Field Contents
Kimo	Last Name	
John	First Name	
М	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

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

		Gender	ID	Email 1
Abbley	Tiana	F	1102037	08tiabbl@ksbe.ec 🔥
Campbell	Bobby-John	M	1074348	08bocamp@ksbe
Carbonel	Ashleigh	F	1076050	08ascarb@ksbe.
Chandler	Kapua	F	1104893	08kachan@ksbe. 🗏
iber	Jeffrey	M	1074732	08jeeber@ksbe.e
rank	Kainoa	F	1075818	08kafran@ksbe.e
reitas	Lindsey	M	1103503	08lifrei@ksbe.edu
Sallagher	Kerilyn	F	1123010	08kegall@ksbe.ed
lerring	Kanani	F	1073660	08kaherr@ksbe.e
(eohokapu	Bianca	F	1103509	08bikeoh@ksbe.e
adeira	Alexander	M	1075853	08allade@ksbe.er
	Bransen	M	1075591	08brluna@ksbe.e
eohokapu	Bianca Alexander		1103509 1075853	08bikeoh@ksbe. 08allade@ksbe.e

Click [OK] on "Import Results" window.

Import Results for Q1: Geometry - Period 1						
Students Imported: 23 Students Updated: 0						
Done						

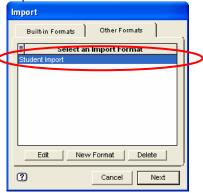
Now click on [No].

Alert		X
⚠	Would you	ı like to import again?
	Yes	No

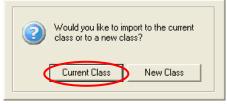
18. Choose your next class in your Gradebook. Click [Import from Another File] found at the bottom of the window.

2	Your current class needs students before it can be used. Please select one of the following:					
	Type Student Names	Cancel				
	Copy Student from the PRIOR TERM					
	Copy Students from another Class					
	Import from another file					

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].

	, pengi	
Open the Import	File	? 🔀
Look in: 🞯 Desk	top	- + 🖿 💣 💷 -
🚞 SumSchlTrans	🔂 Shortcut to	o SASIXPHS
🚞 Test Data	Summergrad	ades.cxt
🗐 Basmati.txt	2classes_ex	
Computer Stats		
Home Folder		
KS Apps		
	UD 1/(1	
🔐 Shortcut to SASI	XP on Ksmsts1	
<		
File name: 2cla	sses_export.txt	▼ Open
		Cancel
Files of type: Text	: File (.txt)	
	pen as read-only	
<u> </u>	pen as read-only	

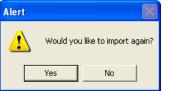
22. Now, click on [Import Selected Records].

Last Name First Name Gender ID Email 1									
Abbley	Tiana	F	1102037	08tiabbl@ksbe.ec					
Campbell	Bobby-John	M	1074348	08bocamp@ksbe					
Carbonel	Ashleigh	F	1076050	08ascarb@ksbe.					
Chandler	Kapua	F	1104893	08kachan@ksbe.					
Eber	Jeffrey	M	1074732	08jeeber@ksbe.e					
Frank	Kainoa	F	1075818	08kafran@ksbe.e					
Freitas	Lindsey	M	1103503	08lifrei@ksbe.edu					
Gallagher	Kerilyn	F	1123010	08kegall@ksbe.ec					
Herring	Kanani	F	1073660	08kaherr@ksbe.e					
Keohokapu	Bianca	F	1103509	08bikeoh@ksbe.e					
Ladeira	Alexander	M	1075853	08allade@ksbe.e					
Luna	Bransen	M	1075591	08brluna@ksbe.e					
<									

Click [OK] on "Import Results" window.

Import Results for Q1: Geometry - Period 1					
Students Imported: 23 Students Updated: 0					
Done					

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 Page 1 of 2



1. Make sure your EGP gradebook is open and that you have made the necessary updates to assignments, scores, etc.

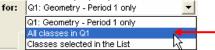
2. In the menu bar, choose File > E-mail/Internet.



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

Action:	Choose an action	
	Choose an action	٦
for:		
	Email Student Reports	
	Create Website Reports	
	Create HTML Reports	
	Sync Classes with Edline	ł
	Upload Reports to Edline	
	Create Basmati file 📃 🦷	
	ج. ا	_

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



5. Choose the **Options** tab.

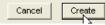


6. Set your options as pictured below:

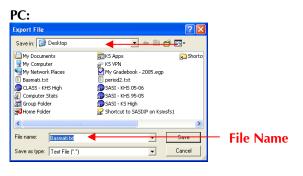
Basmati Options						
Course# Class Custom 1 (Section ID)						
Section# Omit this item						
Period# Omit this item						
Students All students						
Assignments All assignments						
Tchr Name Teacher						
Tchr Email teteache						
Tchr ID 0						
Phone						
Controls						

Tchr Name	Your name
Tchr Email	Your KS username (not your entire KS e-mail
	address)
Tchr 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.





Save A	Basma	ni.ba 🚽 🗕			— File Name
- F (=)	De De	sktop		(Q, search	The Func
🖪 makoa		🚺 Backup	p.	n 🕑 Daniel Maile jpg	
	- P	Doinc 😥	P.	🧟 email_makahi.php	
(E) Network	- F	📁 ChapterTool	- P-	EPSON Stylus C84	
Macintosh HD	- F	Difference Converter	- F	🗊 KS Connect 🛛 🖂	
Macintustino		csh.logout		🖻 likeu.mp3	
		T Desktop	- P	🕑 mantis-1.0.0rc1.tar	
🔚 Desktop 🛛 🔶		Documents	- P	imobilelunch.php	
Applications		🗊 incomplete	- P	🖉 🖹 Picture 1	
×		🚺 Library	- Þ.	Picture 2	
🁚 makoa	8	😺 Movies	Ŀ	Picture 3	
Documents		Music	- Þ.	🖬 🗎 stustuff	
		📁 pear	- P.	👖 📋 Uploadinnstru.doc	
Documents		🛛 🗐 Pictures 🖉	P	l l	

Your gradebook 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.



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

Class
Information
Current Grades
Progress Reports

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

Step 2: Locate the grade export file on your computer by

Choose File ho file selected

The **Choose file** window will appear.

In the dialogue, locate and click on **Basmati.txt** on the desktop.

KS CONNECT FOR TEACHERS

Uploading Grades from Easy Grade Pro (EGP) to KS Connect (KSC) – BASMATI FORMAT Page 2 of 2





Click on the **Open** button.

Click on the Submit Grades button.

Step 3: Click "Submit Grades" to send the grades.
Submit Grades

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

			onta			
Summary						
ID	Name	GRADE	E			
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 Page 1 of 1



ISSUING PROGRESS REPORTS

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.

ROLE: KSKHS - Teacher

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

Class

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.

Progress			
Current Grade:	(88)		
Current Mark:	(B+)		
		+ (Very Go	od) s (Sa
Grades:	Test Scores		
Attitude:	Attendance		

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 (http://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.

ROLE: KSKHS - Teacher

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

Class
Information
Current Grades
Progress Reports

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".

Conversation Log [Add]

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

7. Click the [Add] button.



KS CONNECT FOR TEACHERS Answering Grade Checks Page 1 of 1

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

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.

ROLE: KSKHS - Teacher

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

Class Information Current Grades Progress Reports Grade Checks

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.*

Jed	Date Due	Completed	
06	Jul 21, 2006		Answer

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.

Current Grade:	105
Current Mark:	A
Assignments Are Completed and Turned In On Time:	Always
Quality of Assignments Turned In:	Excellent
Extra Help Sessions:	None Needed
Tardy For Class:	Never 🛟
Overall Attitude:	Excellent
Comments:	

6. Click the [Submit] button.



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

