
Importing Grademaster Scores Into Sycamore

The short and simple version

1. Preparing
 - a. DataLink Connect (version that includes Sycamore) on your laptop (need IT)
 - b. Students assigned an ID number (Sycamore: Class Home/Administrative/Students)
 - c. Understand how to use Grademaster for tests
2. Testing: students use their ID number for your class
3. Processing
 - a. Connect laptop to Grademaster machine
 - b. Open DataLink Connect
 - c. Run tests
 - d. Download test scores as CSV
4. Importing
 - a. Create test in Sycamore
 - b. Upload CSV
 - c. Update to save changes

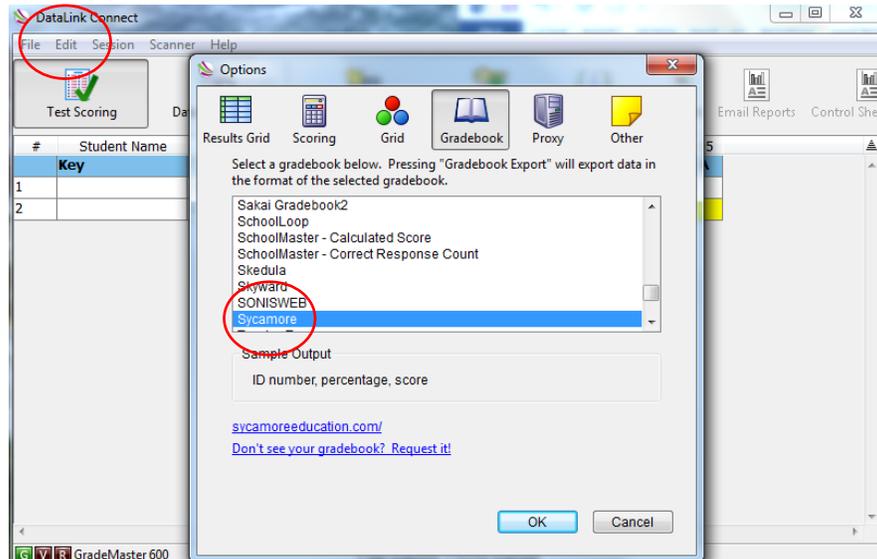
The expanded version

1. Preparing
 - a. DataLink Connect on your laptop
 - i. Call x3880; tell them that you need a new version of DataLink Connect on your laptop and need someone with administrator rights to install it [DataLink Connect is on their list of pre-approved installs]
 - ii. Here's a link to the download:
<http://datalinkupdate.com/updates/datalink/win32/datalinkconnect4.5.399.1setup.exe>
 - iii. You may want to ask them to set a shortcut on your desktop. 😊
 - b. Students assigned an ID number
 - i. In Sycamore, go to your Class Home for this class; open Administration/Students, and give each student an ID number for your class.
 - ii. Note: the student's BJU ID number will not work. Maybe give the first student in your alphabetical list of that class a 1, the second student a 2, etc.
 - c. Understand how to use Grademaster for tests: talk to Buffie or another teacher. 😊
2. Testing: students use their ID number for your class
 - a. On the Grademaster, each student should mark his/her Student ID for your class. Start on the far left; single-digit fills in just the far left column; double-digit fills in the two left-most columns; other columns may be blank; I haven't experimented with filling in from the right instead of the left (or with filling in a random column!)
 - b. Suggestion: project the list of student numbers before each test to achieve the highest possible accuracy on the students' part. 😊

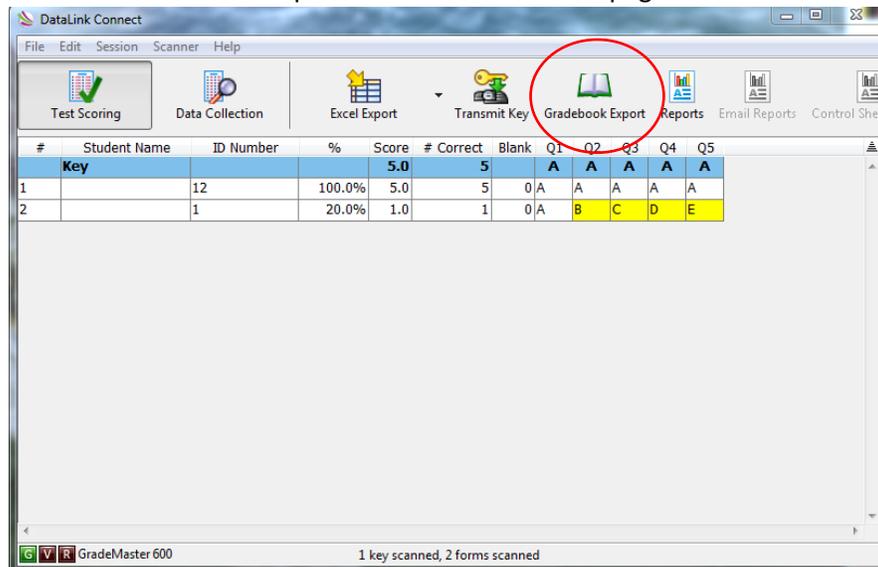
3. Processing

- a. Connect laptop to Grademaster machine: disconnect the USB cable from the desktop, connect it to your laptop. Handy ... easy to spot because it has a tag that says USB.
- b. Open DataLink Connect

First time you may need to set to Sycamore: edit/options/gradebook, scroll to Sycamore, click OK.



- c. Run test key and tests. (Check out the reports that are available!)
- d. Download test scores as CSV file
 - i. Click the “Gradebook Export” button on the home page.

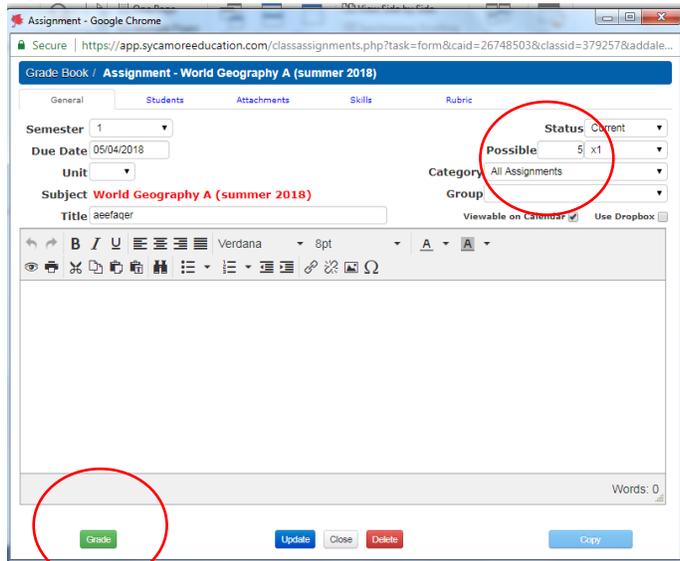


- ii. Save as CSV file. You MAY need to include “.csv” as part of your filename. If it has saved correctly, it looks a lot like an Excel icon:

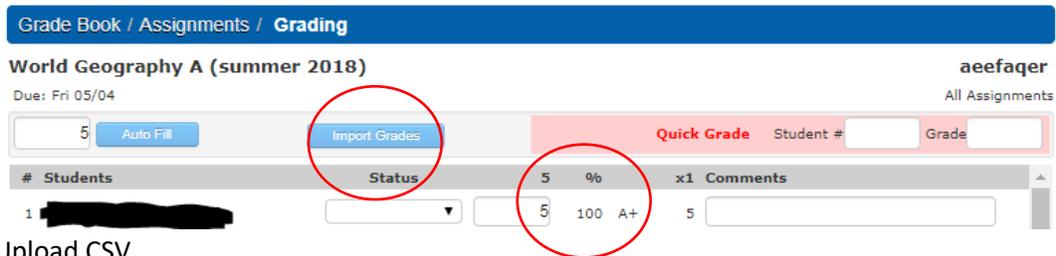


4. Importing

- a. Create test in Sycamore: Class Home/Grade Book/Assignments; lots of options, be sure to include the number possible for the assignment, save.



- b. Click Grade (see screen shot above)
- c. Click Import Grades.



- d. Upload CSV
- e. Click Update to save changes. Notice that Sycamore immediately translates the number correct into a percentage and a letter grade (based on you grading scale).