Exporting Results from SMART Response and Importing into PowerSchool

Note: Only one assignment can be exported and imported at any one time.

Exporting Results

Exporting from SMART Response –Two Options

1. Exporting Directly from the SMART Response File at the Conclusion of Administering the Test, Quiz, or Assignment.

2. Exporting from the Teacher Tools Gradebook at Any Time.

Option One: Exporting directly from the SMART Response File at the Conclusion of Administering the Test, Quiz, or Assignment.

1. Click on "Response" in the top file menu and select "Export Results To" and choose "Comma Separated Value (CSV).
2. Name the file and navigate to the location where you want to save it and click "Save."
3. In the Export to CSV Screen, leave Student Name as is and then only select Student ID and Number Correct and click "OK."
4. Prepare the CSV file for Import:
   a. Open the file.
   b. Click on Column A and delete it.
   c. Click on the rows with questions and delete them.
   d. Click on Row 1 so it is highlighted. Right click on the row and select "Insert." An empty row will now be available at the top of the file.
   e. In Cell A1, type in Student ID.
   f. In Cell B1, type in Points.
   g. Save the file. It is now ready to import into PowerSchool.
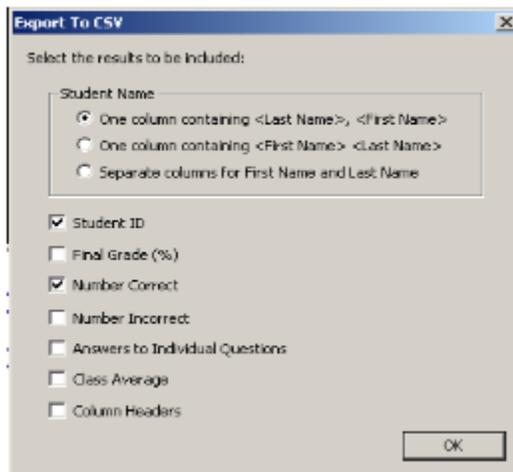
Option Two: Exporting from the Teacher Tools Gradebook at Any Time.

1. Open the SMART Response Teacher Tools Gradebook.
2. Click on the name of the class you want to export results from.
3. Click on the "Assessment Tab."
4. Click on the Assignment you want to export.
5. In the bottom half of the screen the assignment will be available. Click on the "Export student results for this assessment" spreadsheet icon in the top right hand corner of the bottom screen.
6. In the "Export To" window, click on "Comma Separated Values (CSV)" and click on "OK."
7. Name the file and navigate to the location where you want to save it and click "Save."
8. Prepare the CSV file for Import:
   a. Open the file.
   b. Click on and delete Columns A, B, and E. (Last Name, First Name, Grade)
   c. In Cell A1, check that the column title is Student ID. If not, change it to that.
   d. In Cell B1, change Mark to Points.
   e. Save the file. It is now ready for import.

Importing Results into PowerSchool: PowerTeacher Gradebook

1. Open up the PowerTeacher Gradebook.
2. Select the class you want to import grades to.
3. Create an assignment:
   a. Add an assignment to that class for the grades you will be importing.
   b. **Note:** The name of the assignment in SMART Response and the name in PowerTeacher do not need to be the same but the points for the assignment in PowerTeacher must match those in SMART Response.
4. Import results from the CSV file:
   a. Click on the "Scoresheet Tab."
   b. Click on "Assignments."
   c. Right click on the name of the assignment you will be importing the scores to.
   d. Navigate to the file with the scores and click on "Open."
   e. Click on "Import Scores."
   f. In the "Import Scores into Assignment" window, select "CSV", "Include First Row," and "Points."
   g. Click on "Next."
   h. In the "Import Scores into Assignment" window, click on "Import."
   i. The scores should now be in PowerTeacher Gradebook.