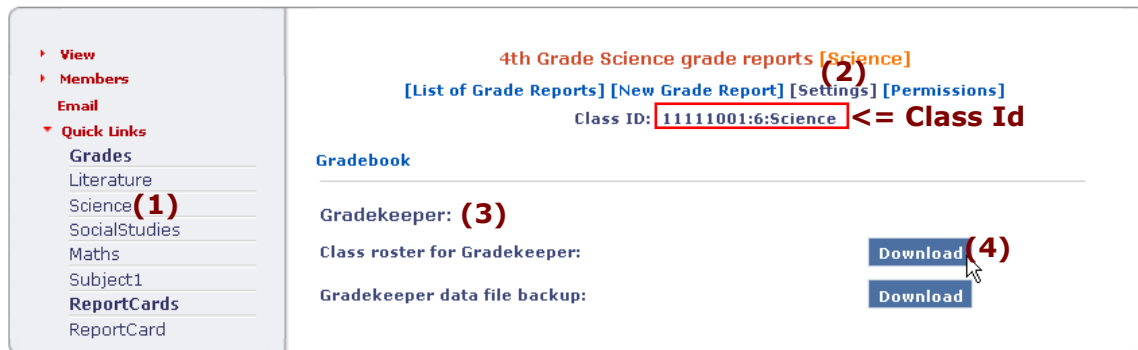# Integration with Gradekeeper – Improvements 2008

Download the class roster from SchoolSpeak.

No need to enter all student names in Gradekeeper. You can download class roster from SchoolSpeak into Gradekeeper.

Please make sure that SchoolSpeak is updated for the school year with student details before performing this operation.
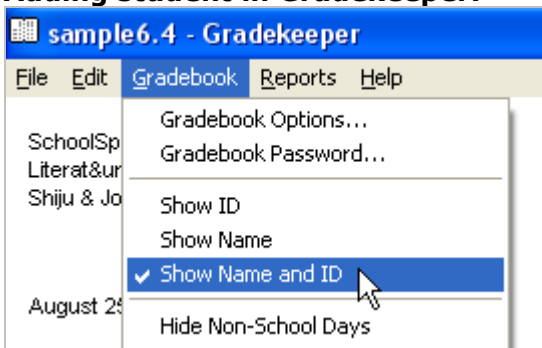

1. Click on the quick link for the subject under the 'Grades' heading on the left margin.
2. Click on [Settings] on the content heading.
3. Click 'Gradekeeper' link to open it up.
4. Click the 'download' button next to the 'Class roster for Gradekeeper'.
5. This will start the download dialogue. Open the downloaded file in Gradekeeper (default program for this file type.)
6. On Gradekeeper, click 'Save' option under the 'File' menu to save the file on your computer in an appropriate folder. Remember to name the file appropriately.

Adding/modifying student name after downloading class roster

(If you haven't started entering data in Gradekeeper, you can download the updated roster from SchoolSpeak.)
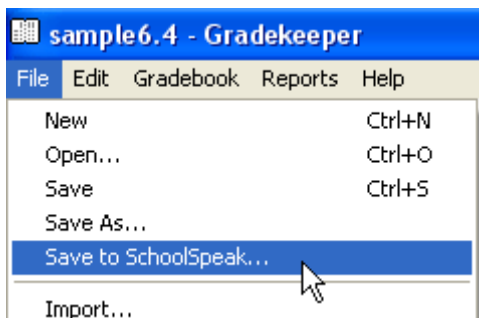
Adding student in Gradekeeper:

1. Under Gradebook menu of Gradekeeper, make sure 'Show Name and ID' are selected.
2. Add the student name and an ID in the Gradekeeper. ID can by any numeric value allowed by Gradekeeper. It need not be a value provided by SchoolSpeak.
3. The name should exactly match the name on SchoolSpeak.
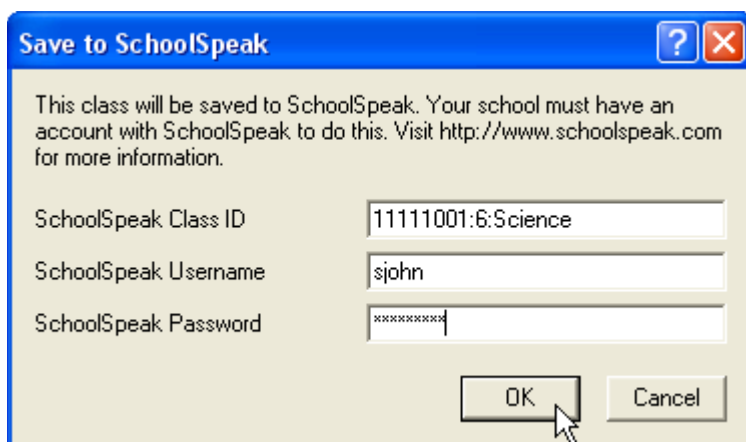
Modifying student name in Gradekeeper:

You can modify the name directly in Gradekeeper. Make sure the name matches exactly with SchoolSpeak.
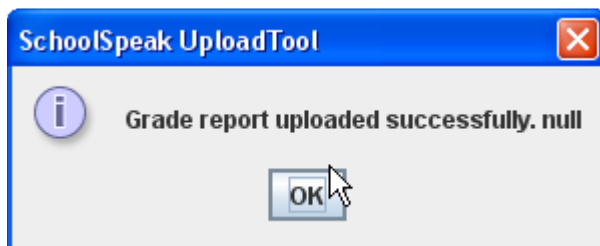
Saving Gradekeeper data file on SchoolSpeak

You can back up Gradekeeper data file on SchoolSpeak. This is also a good way for transferring Gradekeeper file between school and home computers.

1. From Gradekeeper File menu, select 'Save to SchoolSpeak'.

2. 'Save to SchoolSpeak' window appears.
3. Enter class id, username and password and click OK button.

4. You will get the message on left indicating success. (The message says 'Grade report' by mistake.)

Downloading Gradekeeper data file from SchoolSpeak.

The saved file can be downloaded from the [Settings] page.
Follow steps 1 to 3 from 'Download class roster from SchoolSpeak'.
   4. Click 'Download' button next to 'Gradekeeper data file back up:'.
   5. This will start the download. Save the file on your computer and open it with Gradekeeper (default program for the file type.)

Updating a grade report published on SchoolSpeak

'Export to SchoolSpeak' has a new check box 'Update last report' to update the last grade report published. This is very useful when correcting grades of few students after the grade report was published.