

This is what the school users need to do.

1. Download the teacher file from the server by clicking on GET. Do not download any files without the school code in front.

For example, do not download Doe_John. Download 050_Doe_john.

If you already have a file <School Code>_<Last Name>_<First Name> on your PC, laptop, keychain, etc and you

downloaded that file after 3/6/2007 9AM, go to step 2.

If you already have a file <School Code>_<Last Name>_<First Name> on your PC, laptop, keychain, etc and you

downloaded that file before 3/6/2007 9AM, rename that file to <School Code>_<Last Name>_<First Name>_Backup and

download a new file (<School Code>_<Last Name>_<First Name>) from the server.

2. Open the file <School Code>_<Last Name>_<First Name> in RCM and check if you 1st trimester grades are there.

If they are, the file is good and you can continue using RCM. Ignore the rest of the steps.

If they are not, go to step 3.

3. If you have a copy of the 1st trimester file on your PC, laptop, keychain, etc or you uploaded that file to the server when you were done with the 1st trimester grades, You can import the students using step 4.

If you do not have a copy of the 1st trimester file on your PC, laptop, keychain, etc and you did not upload that file to the server when you were done with the 1st trimester grades,

You cannot use step 4. You need to reenter 1st trimester grades from your printed copies.

4. Exit RCM

Copy the attached file IESstudents.rcp to your RCM\plug in folder (Ex: C:\Program Files\RCM\plug-ins)

For PC

Right Click on the attached file.

Click on Save Target As

Click on the Triangle on the line of Save In

Click on Local Disk C:

Look for the folder Program File and then double click it

Look for the folder RCM and then double click it

Look for the folder plug-ins and then double click it

Click on Save. If it asks you if you want to replace the file, answer Yes.

For Mac

Drag the attached file IESstudents.rcp to your RCM plug in folder

Start RCM

Open the file <School Code>_<Last Name>_<First Name>

Click on Preferences

Click on Plug-ins

Click on Import-Export Students

Click on Import Students

Click on Select Files

Select the name and the folder of the file where your 1st trimester grades are kept and then click Open. If you do not have the file on your PC, laptop, keychain, etc., call me at 73414 and I will email you the file.

Click Open

Click Import

Click on the checkmark Apply selection to all students

Click Merge

Note: If you have any question at all, please email me kam.nip@saUSD.us or you can give me a call at 73414.