

From CPS to IGPRO

Open CPS

Click on the Reports tab

Select the session you wish to export

Click on the Generate icon

Scroll nearly to the bottom and select Integrate Pro Export

Click on Preview

This will generate a text file that you can then save to the location of your choice.

Now, on the IGPRO side:

Open your gradebook

Go to the class/section into which you wish to import

Click on File and select Import into Gradebook from the drop-down menu

Click on Next

Click on the Local button- left hand corner

Navigate to the text file you saved on the CPS side and double click on it.

Viola! You should be done