

MEMORANDUM

TO: All Gradebook Schools

FROM: Information Technology Services (ITS)

SUBJECT: **GRADEBOOK UTILITIES INSTALLATIONS AND UPGRADES**

Information Technology Services (ITS) has enhanced the GradeBook Download/Upload program used to communicate between the mainframe and client-based applications. Previously, schools needed to complete an Add/Move/Change Request form to have the Upload/Download Utility installed on the master work station. Effective immediately, this program is available from the MDCPS Intranet. Schools no longer need to complete an Add/Move/Change Request. All principals have been given RACF (WGBI) access to the new intranet web application. Principals must give this RACF authorization (WGBI) to the GradeBook contact in order for that person to install the new software.

As this application has been enhanced, it is **necessary** that all schools currently using an electronic gradebook program install the GradeBook Download/Upload Utilities (Version 2) upgrade prior to uploading the grades for first grading period. The new file name is **MDCPS Transfer Utilities**. During the installation process, the old version file (ProjectGradeBookFiles) will be uninstalled automatically for most schools. However, after completing the installation, schools should verify that the old program has been removed by following the steps below:

1. Click on Start/Settings/Control Panel
2. Select Add/Remove Programs
3. Look to see if **ProjectGradeBookFiles** is listed
4. If listed, remove this program by selecting it and then clicking the remove button.

The user's guides for the installation of the new Gradebook Upload/Download Installation software and an updated version of the GradeBook Download/Upload System are available in ehandbooks. The link is as follows:

[<http://www.dadeschools.net/ehandbook/index.htm>](http://www.dadeschools.net/ehandbook/index.htm)

If you require further assistance, please call Support Services at 305-995-3705(0).