

# Misty City Download Instructions

## JCCC Computing Support Services

The following instructions provide steps in sending a student roster file from Banner to a e-mail account as an attachment. These attachments can be used to import student data into Misty City Grade Machine or can be used in Excel Spreadsheets.



My Account  
Content/Layout

Welcome Edward R Lovitt  
You are currently logged in.

My JCCC EASI My Courses My Finances JCCC Applic



1<sup>st</sup>

Login to My JCCC Portal, then Select

- EASI,
- Faculty Services.
- Scroll down to the Misty City Gradebook Download

### Misty City Gradebook Download

Provides ability to download a complete roster with student name, addresses, phone number, and email information.

## Misty City Gradebook Download

Welcome, Edward Lovitt.

Your selection will be sent to : elovitt@jccc.net

### Select from these available courses:

	Term	CRN	Title	Course	Section		
<input type="checkbox"/>	200406	60246	INTRODUCTION TO SOCIOLOGY	SOC 122	001		
<input type="checkbox"/>	200401	13296	FUNDAMENTALS OF MATH	MATH 111	300		
<input type="checkbox"/>	200338	83001	Banner Navigation	ZHBT 101	001	4/20	
<input type="checkbox"/>	200301	13794	INTRODUCTION TO SOCIOLOGY	SOC 122	953	0/30	
<input type="checkbox"/>	200208	80075	ACCOUNTING I	ACCT 121	003	23/30	
<input type="checkbox"/>	200208	81458	INTRODUCTION TO DRAFTING	DRAF 120	001	11/20	

**WARNING: You are creating files of CONFIDENTIAL information.**

Please take the proper precautions to safeguard and secure this data. As an additional safeguard measure to comply with FERPA regulations, the student SSN is no longer provided via this download. For those occasions when a student SSN is needed, please go through:  
EASI-->Faculty Services-->Summary Class List.

If you have any problems with this download, please call the Helpdesk at x3980.

I agree, mail the selected courses

2<sup>nd</sup>

- Select your courses.

(200701)

represents a January 2007 course.

*You will need to scroll to the bottom and press the Mail selected courses button.*

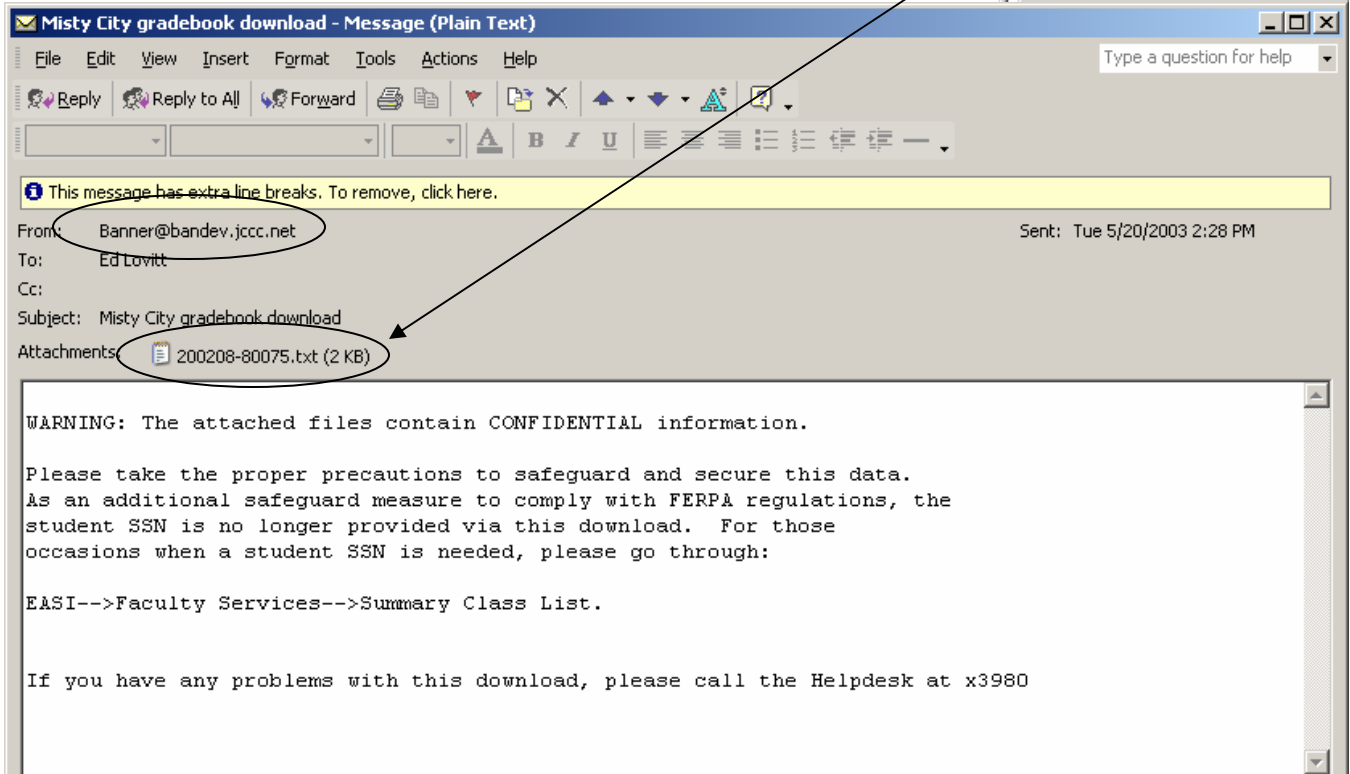
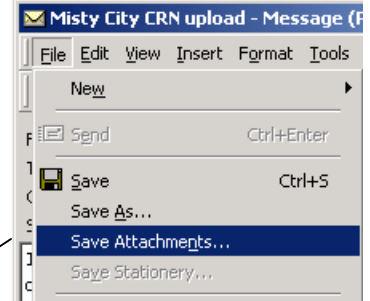
3<sup>rd</sup>

Most files will be e-mailed to your account immediately.

4<sup>th</sup>

Login to your e-mail program and look for a message from Banner with attachments.

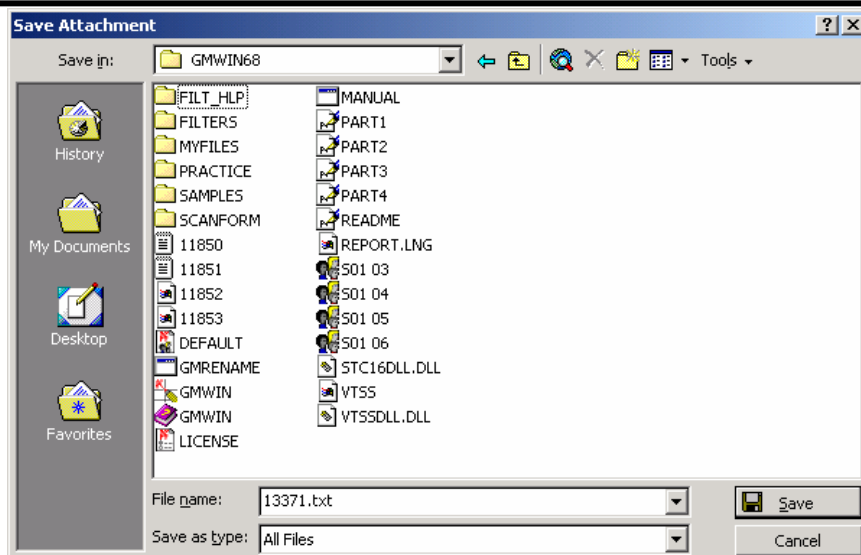
Each attachment contains separate course information.

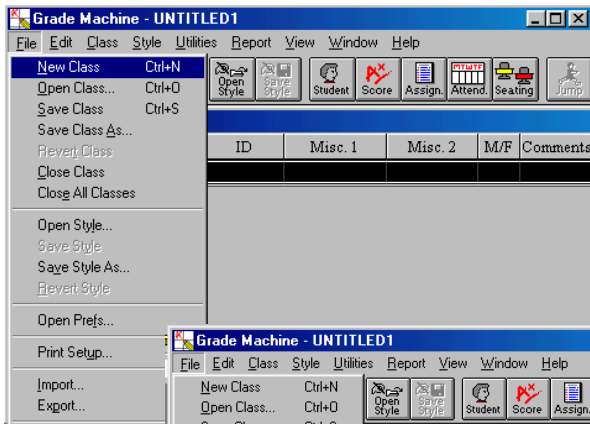


5<sup>th</sup>

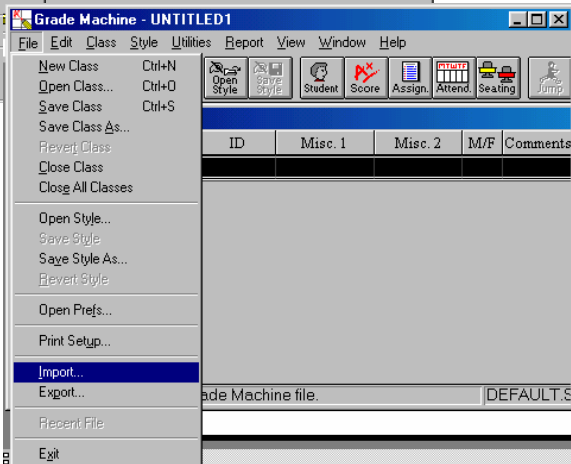
Each attachment will need to be saved on either your hard-drive or onto a floppy disk for later use. We recommend saving them to the Misty City Directory. Shown below.

These files will only be used to import data then will no longer be used. Remember to discard these files once you have imported them into Misty City.

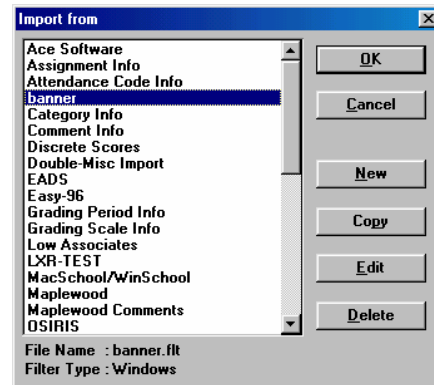




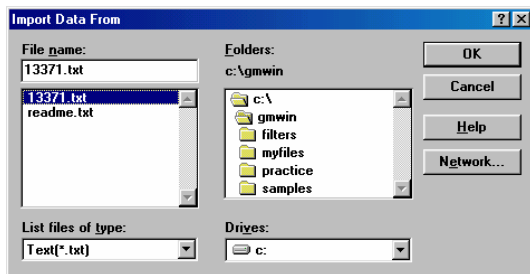
**6<sup>th</sup>**  
The next step will be to begin the Misty City program and create a New Class.



**7<sup>th</sup>**  
Select the Import option from the File menu and choose the Import filter labeled Banner or Banner E-mail.



**8<sup>th</sup>**  
Find the attachments from your e-mail which were downloaded earlier and select one of these for each course at a time.  
  
Repeat step 7 for each new class.



**9<sup>th</sup>**  
Each class will need to be saved. Class names will be limited to 8 characters. *(6.94 version does not have this limitation)*  
  
Class Information will contain additional data helpful in identifying specific course information.  
  
You are now ready to use Misty City GradeMachine!

