


Here are the instructions for downloading and importing files into Gradequick. (Print these out)

1. Click on the Section # for the class you'd like to download (see below)

Faculty Name : **Peter Professor** Term : 2005MFA

Tip: Synonyms printed in blue (links) can be clicked for student roster.

	Name	Sec/ Synonym	Title	Units	Location	Type	Times
1	MHE-110	4254	Healthful Living 08/29/2005 - 12/17/2005	3	Telecourse	ITV	ARR - ARR
2	MHE-110	4259	Healthful Living 08/29/2005 - 12/17/2005	3	Online	DINT	ARR - ARR


Click on a Section #

3. The class will "open up" giving you the ability to download the file for use in **Gradequick**. Right click the Download file link (see below).

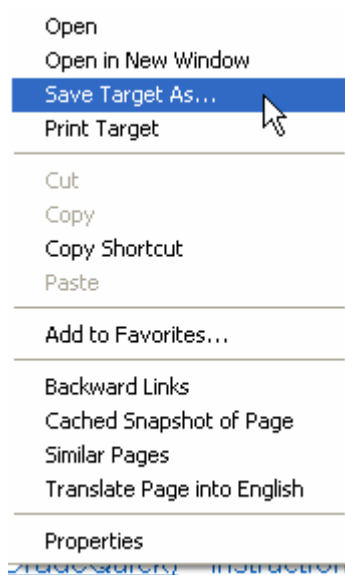
Right Click this link

Download file(GradeQuick)	Instructions (GradeQuick PDF Format)
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Student	ID	Email
Abramian, Arpine	0478123	arpinetechnic@hotmail.com
Artlip, Jaclyn A	0658697	skinnieminniejac@yahoo.com
Balgobind, Jessica	0344390	jbalgobind@aol.com
Buttram, Linde R	0630584	mrslavenderlady@aol.com

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4. When you right click on the link, you will see a window like the one below. Choose **Save Target As.....** and save the file to your Desktop (see below)

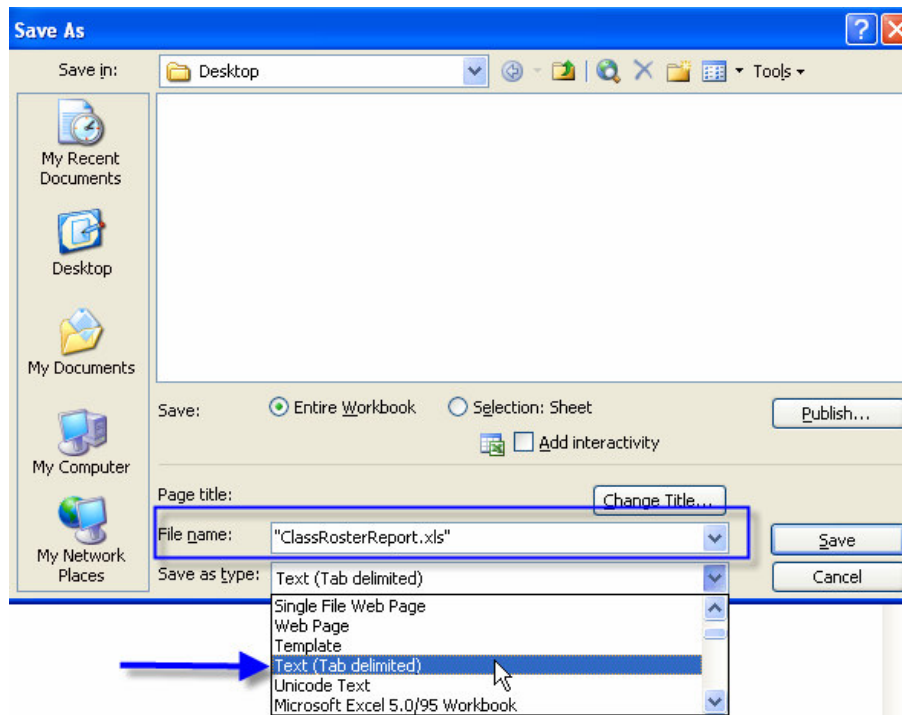


Make sure the file name is something like CourseRoster If it has any other characters in the name like (.jsp), delete these characters from the name as this can make it difficult to open the file later!!

5. Return to the **Desktop** and **double click** on the File you downloaded. **NOTE: You must have Microsoft Excel on your computer for the next few steps to work.** If you do NOT have Excel, come to the Instructional Resource Center (East Campus Library - Room 124) to import your files into Gradequick.
6. Once the file opens in **Excel**, complete a **Save As** by clicking on **File** (upper left hand corner of Excel screen) and then choosing the **Save As** option. You should re-name the file to a name that is descriptive (Eng50 roster) as this helps keep track of the file later. Re-naming also assures the file will import correctly. Choose **Text (Tab delimited)** from the list of options in the drop-down **File Name** menu and click **Save**. (see image on next page)

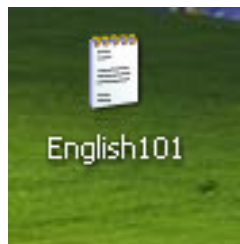
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You may be asked if you wish to replace the original file. Select the **Yes** or **OK** option. You will also be given a “compatibility warning”. Disregard the compatibility warning and select the **Yes** option.



5. You **must** now close the **Excel** file. This is important. If the file is left open, it will **not** import correctly. (Disregard any warnings when closing.)

Note: If you saved it correctly, the file on your Desktop should look similar to the icon below;



6. Open **Gradequick** and Click on **File**. From the drop down, select **Import** and choose;

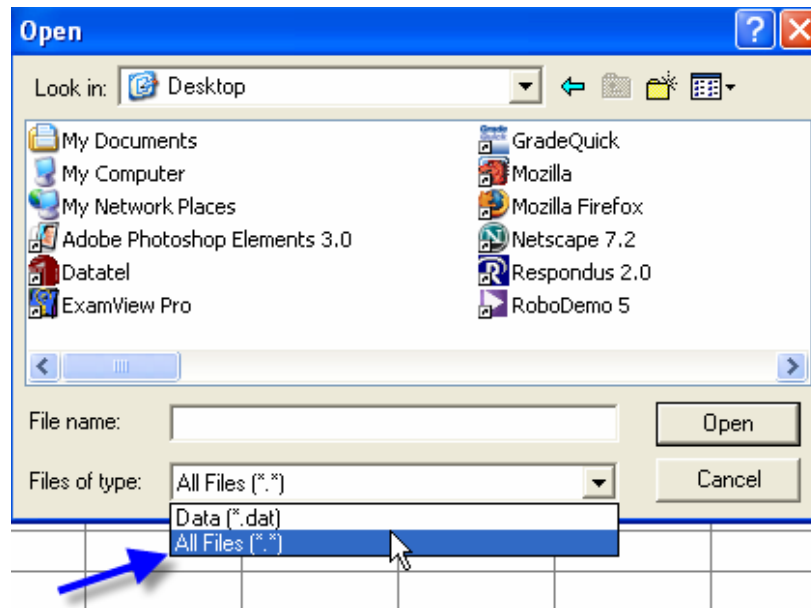
Import ASCII delimited Roster/Data

7. A window will appear showing two forms of data - **Tab or Comma Select Tab** and click **OK**
8. You will then be asked for the file where the DATA is stored. Click **OK**
9. A dialog box will open for selecting a file.

10. **IMPORTANT:** Next, you will need to

- Tell Gradequick to look on the **Desktop** for the file (see below) and
- Change the files of type to **All Files (*.*)**

(see below)



11. Find the file you saved on the Desktop and select it.

12. The **Import Class Roster** dialog box will ask you which of the 3 options you want to perform. Just leave it set at **Create New Class** and click **OK**.

13. Your data will appear in a new grade book.

14. Now **save** the data by giving it a name of your choosing. The roster is now saved in **Gradequick** file format and is ready for use.

15. Go back to the Desktop and delete the Excel file you downloaded and the one you re-named. If you have more sections, download the other files and repeat the above steps as needed.