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

1. After logging-in to PiratesNet and going to the Faculty area of the site, you will need to click on the **Download Roster** link. When prompted, you will need to enter your standard email credentials (last name; first initial and your standard email password). This will take you to a screen similar to the one shown in step 2.

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

3. Now click on the link entitled "Download file(GradeQuick)" See image below

**4**.   You will see a dialog box similar to the one appearing below.   Click on OK to allow Microsoft Office Excel to open the file.   **NOTE: You MUST have Excel (or its equivalent) in order to open the file.**   If you **don't** have Excel installed on your machine you will need to download and install the free "Sun Open Office Suite" using a search engine like Google.   Once you have the Open Office Suite installed, you will be able to open the file.
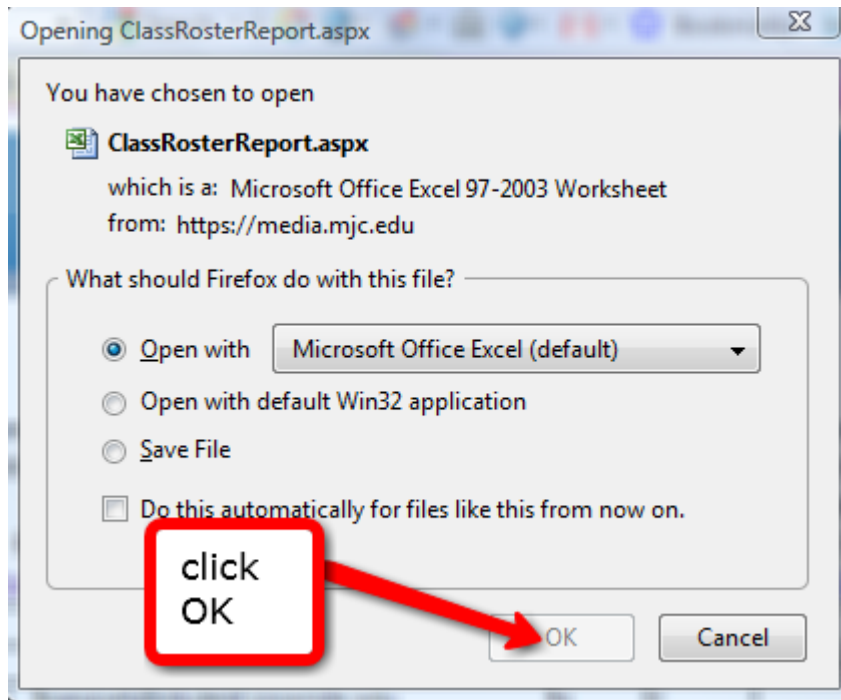

5. You may get a "warning message" but don't worry, just click on the "Yes" button. The file will open in Excel.   Depending on the version of Excel you're using, the file will look somewhat like what appears below.

6. Now you'll need to do a "**Save-As**" and save the file as a **"Text-tab delimited"** file. Give the file a new name like – Eng 50 Section 1234. <u>Be sure to save the file on your Desktop so you can easily find it later!!</u> Below is an example of how to do a **Save As** when using Excel 2007. Again, don't worry if you get any "file warnings", just click on Yes to save the file.   Once you're done, close out Excel.
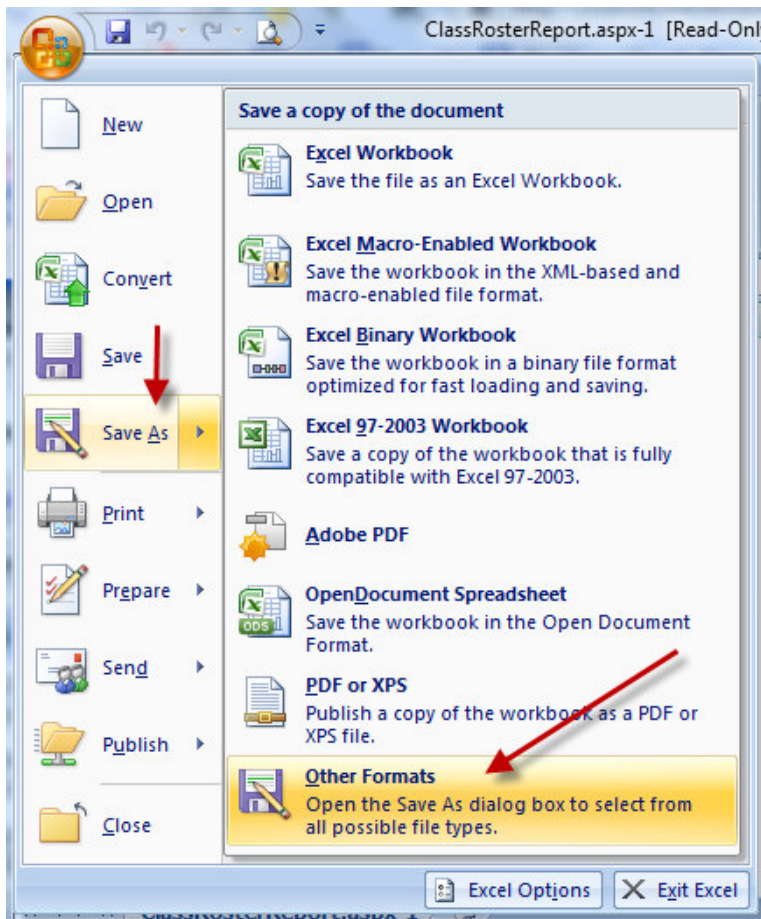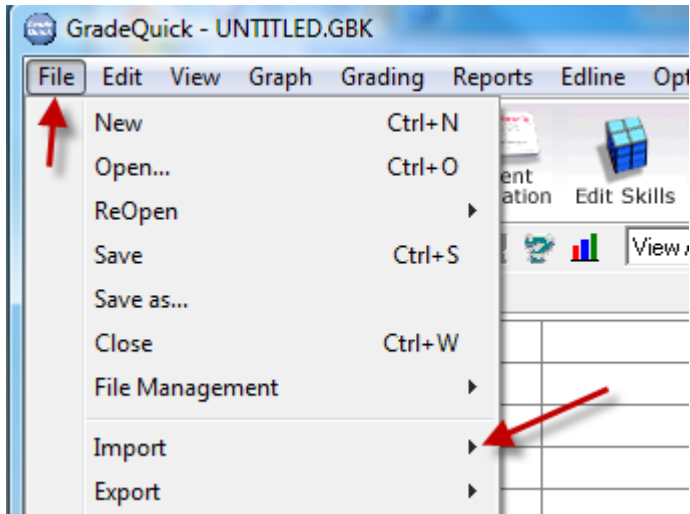

The file that was saved as a "Text (Tab Delimited)" should now appear on your Desktop. It should look similar to the icon appearing below;
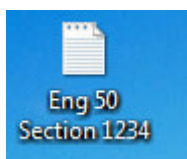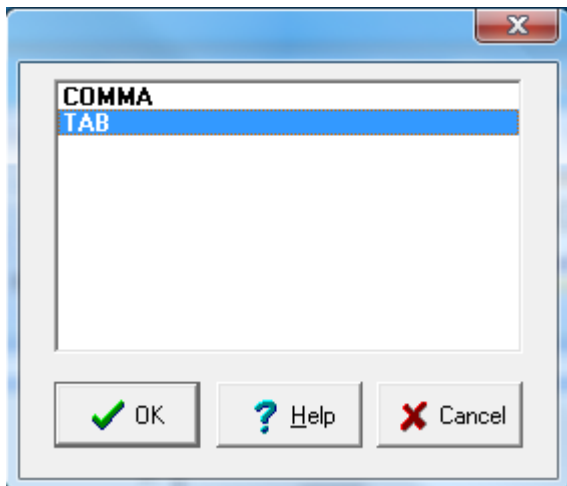
7. Now open GradeQuick and click on **File** (in the upper left hand corner) and then **Import** from the drop-down (see below).   From the **Import** fly-out, choose the following file-type

Import ASCII Delimited Roster/Data

When prompted select the TAB option (see below) and then click OK.   Click OK again on the next dialog box that appears.

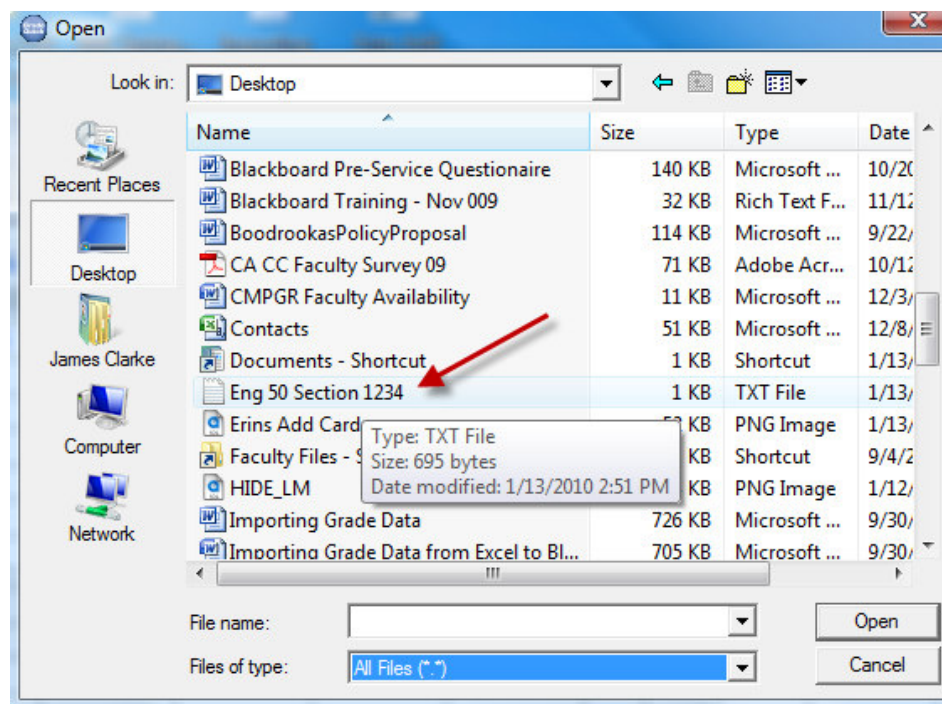**8.** You will be asked to locate the file to be imported.   Remember in our example the file that was created earlier was **Eng 50 Section 1234** and it was located on the **Desktop**.   Therefore, when asked go to your Desktop and then change "**Files of type:" to All Files.** Finally, click Open (see below)

9.   Find your file from the list (eg example below) and click Open

10. A drop-down will appear and you will be asked to make a selection from a list of 3 options. Chose the default "**Create new class**" and click OK. Note: if you get an error message, it's usually because you forgot to close out Excel. Close out Excel and repeat the process starting from Step 7.
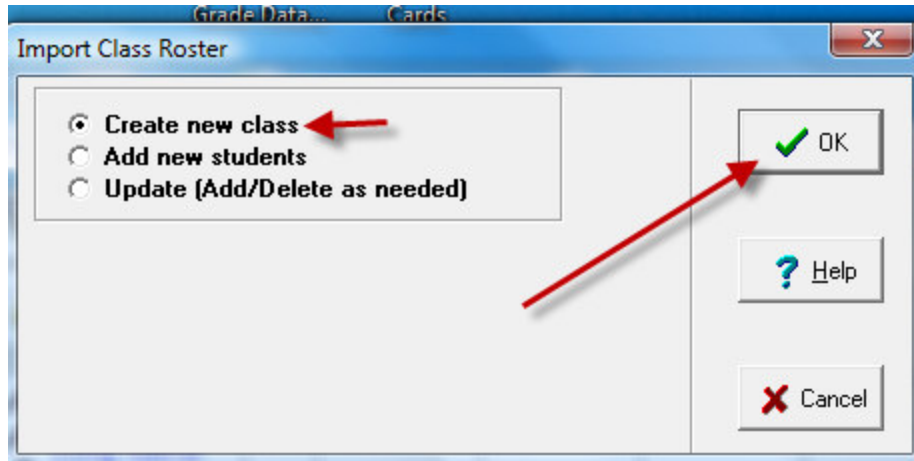
11. If you were successful, your roster data will appear in Gradequick as seen below. NOTE: there's an error in the extract such that a student will appear in Row 1 with the name of **NAME**

Remove this student by putting your cursor in the NAME cell and right-clicking. Select Delete Student from the list of options.

12. The last step is to Save your file by clicking on the disk icon at the top-left of the GradeQuick screen. Give it a name – (eg English 50 1234 Spring 10)

At this point you can delete the Tab-delimited text file that you saved to your Desktop in an earlier step as it's not needed anymore.

You're Done!!