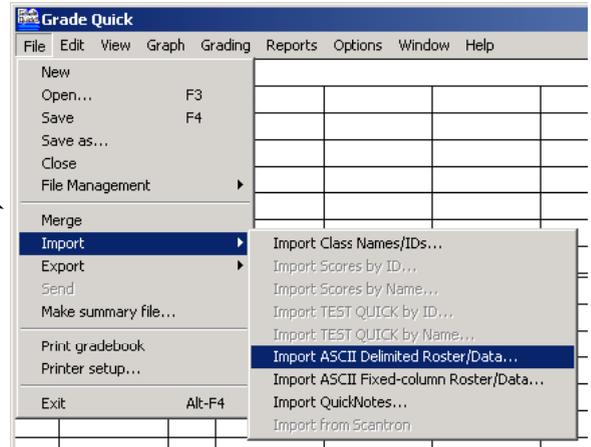


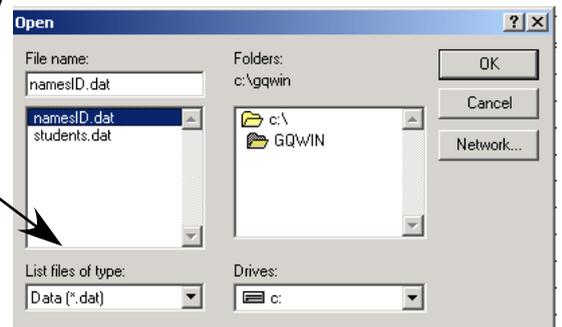
Importing student name and ID into Grade Quick

1. Open Grade Quick.
2. Choose **Import ASCII Delimited Roster Data...** from the **Import Menu**
3. Select **TAB** and **OK**



4. Choose the file you exported from the Upper Elementary Report Card or another source. (namesID.dat was the suggested name) If you do not see the file choose **All files** from the **List files of type** pop-up menu.

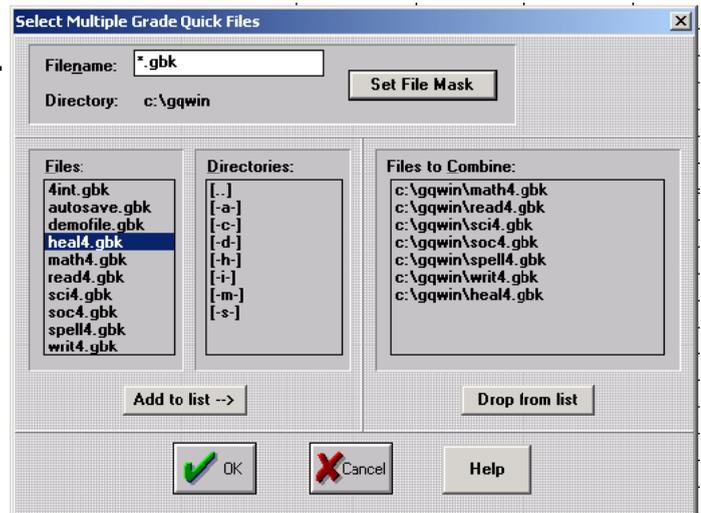
5. Click **OK** button
6. Choose **add new students** and names will appear in Grade Quick.
7. You can add additional information about your students and set up the grade book the way you want it.
8. Before entering grades, save this file as a model for all your subject areas and quarters. Choose **Save As** from the **File** menu and give the file a name such as "model".



9. To start a new subject area or quarter, open the model file you just created and from the **File** menu, choose **Save As** with a name reflecting the quarter and subject.

Exporting quarter grades into Electronic Report Card

1. Complete all grade entry for the quarter.
2. From the **File** menu choose **Make summary file...**
3. Select the individual subject files for the current quarter in the order shown. (Math, Reading, Science, Social Studies, Spelling, (Health if 2nd or 4th quarter).
4. Click **OK** and a summary file will be created with the final grade for each subject.
5. Choose **Export -> Custom Export** from the **File** menu.
6. Choose **TAB**
7. Name the file "grades.txt" without the quotes.
8. If Grade Quick warns you that there is a file with that name, choose **Overwrite** to replace the older file.



9. Open your Upper Elementary Report Card program.
10. From the Default page, click on **Import Grades from Grading Program**
11. If you named the Grade Quick file "grades.txt", click on **Import grades.txt** other wise click **Choose File to import**. Grade Quick files are usually saved on your C: drive in the GQWIN folder.
12. The grades should match the field names they will be imported into. Click on **Import**.
13. If grades look correct in display, click on quarter # to import grades for each matching student.