

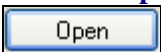

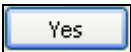

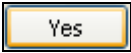



## Class Rosters - Import into GradeQuick

Step	Action
1.	In a browser, go to <a href="http://mygfu.georgefox.edu">mygfu.georgefox.edu</a> and log in with your GFU username and password.  Navigate to <a href="#">Self Service &gt; Faculty Center &gt; My Schedule</a> .
2.	Click the <b>Class Roster</b> icon to the left of the class. (The <b>Class Roster</b> icon looks like three people.) 
3.	Click the <b>Download</b> button. 
4.	You should be prompted to open or save the file. (If not, you may need to adjust some browser settings such as pop-up blockers and downloads. See the job aid <b>Class Rosters - Export to Excel - Faculty</b> for details.)  Click the <b>Open</b> button. 
5.	In Excel, delete the <b>Notify</b> and <b>Photo</b> columns A and B.
6.	In Excel, delete the <b>Grade Basis, Units, Program and Plan</b> , and <b>Level</b> columns C through F.
7.	In Excel, delete the header row 1. (Otherwise, your first student in GradeQuick will be named "Name.") 
8.	In Excel, switch the name and ID columns so that the name is in column A.
9.	In Excel, go to <b>File &gt; Save As &gt; Other Formats</b> . Enter the file name. For example, enter a valid value e.g. " <b>LITR237A</b> ".
10.	In the <b>Save as type</b> field, change the file type to <b>Text (Tab delimited)</b> .  Click the <b>Save</b> button.
11.	If you are prompted that the file contains features that may not be compatible with the tab delimited format, click the <b>Yes</b> button to keep the tab delimited format. 
12.	Click the <b>Close</b> button to close the Excel file window. (This step was required during the testing of this procedure.) 
13.	Click the <b>Yes</b> button to save the changes. 

Step	Action
14.	Click the <b>Yes</b> button again to confirm that you want to keep the tab delimited format. 
15.	Open <b>GradeQuick</b> , and go to the <b>File</b> menu. 
16.	Click the <b>Import</b> menu. 
17.	Click the <b>Import ASCII Delimited Roster/Data...</b> menu. 
18.	Click the <b>TAB</b> list item. 
19.	Click the <b>OK</b> button. 
20.	GradeQuick notes that you will now be asked for the file that contains the data to be imported. Click the <b>OK</b> button. 
21.	Change the <b>Files of type</b> field to <b>All Files (*.*)</b> . (Your file will be a .txt file.) 
22.	Select your file. In this example, click the <b>LITR237A</b> list item. 
23.	Click the <b>Open</b> button. 
24.	In the Import Class Roster dialog box, leave the <b>Create new class</b> setting. Click the <b>OK</b> button. 
25.	You'll see the student names and ID numbers.  Click the <b>File &gt; Save</b> menu to save the roster, or proceed as needed. 
26.	<b>End of Procedure.</b>