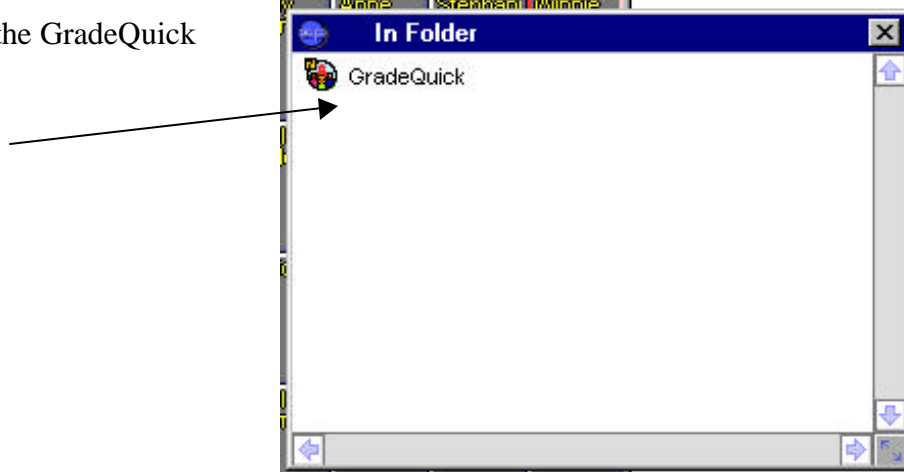


### Importing SASI rosters into GradeQuick

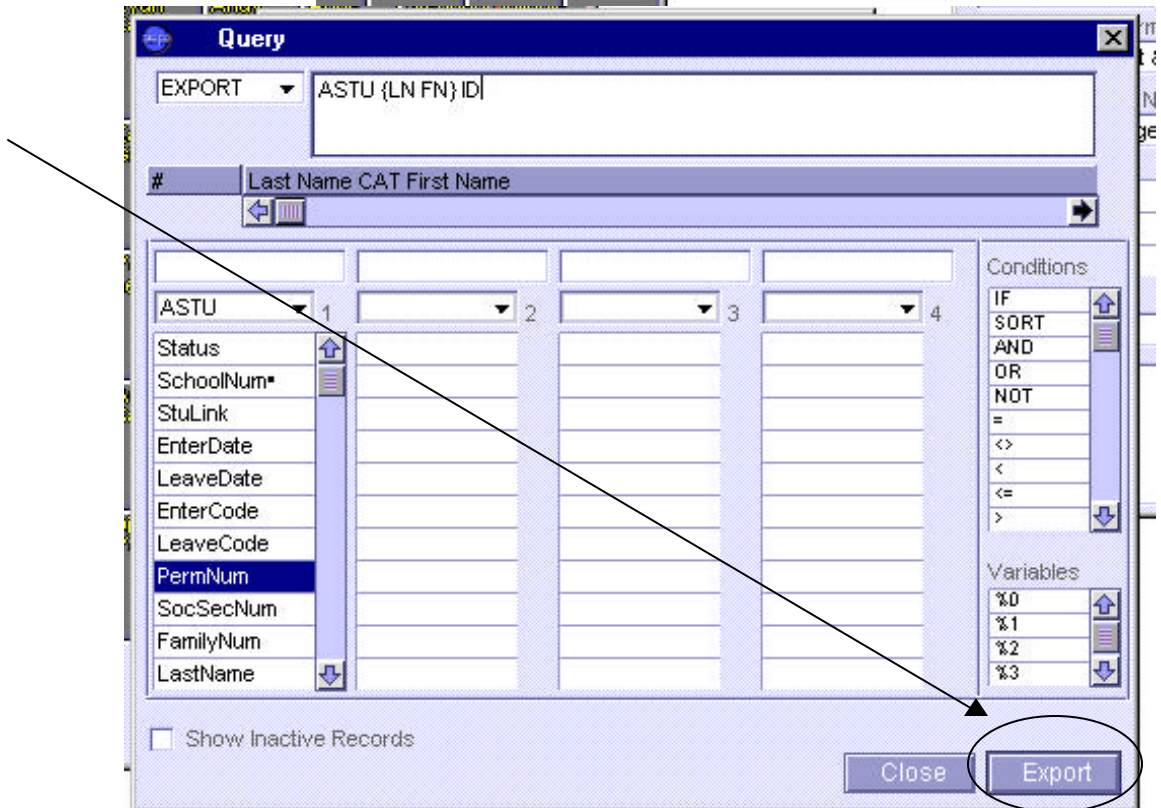
1. Open SASI, open period 1 for quarter 1.
2. Double click (open) the "In Folder".



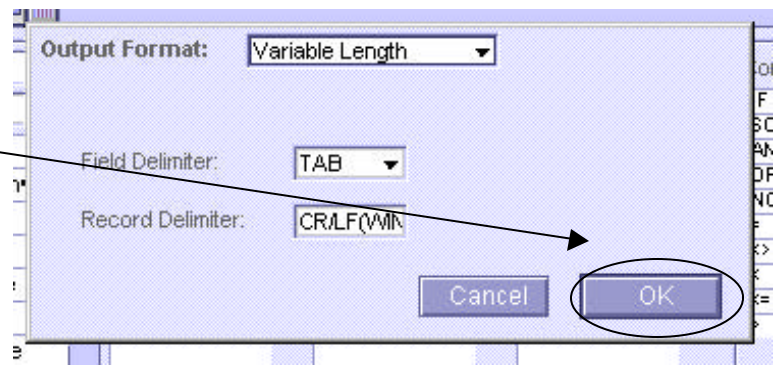
3. Double click the GradeQuick atom.



4. Click on "Export".

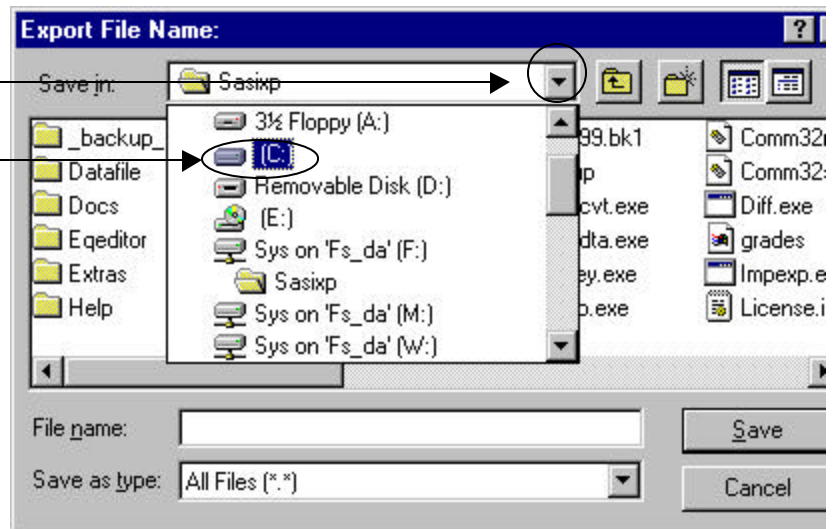


5. Click on “OK”.



6. Pull down the drop menu by clicking on the arrow.

7. Click on the “:C” drive.

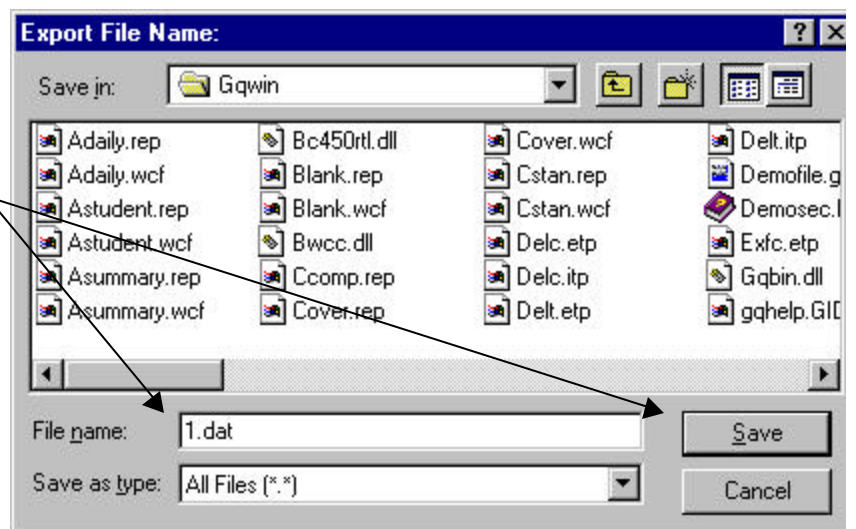


8. Double click on “Programs”

9. Double click (open) “Gqwin”.

10. Name your file. Use the period number.dat (example = “1.dat”).

11. Click “Save”.

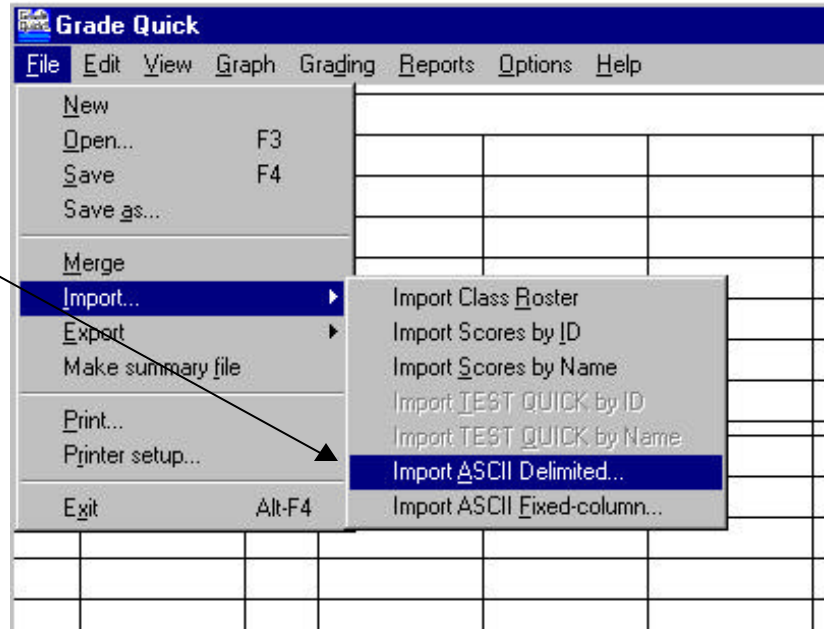


11. Click “OK” to the message stating the file was exported successfully.

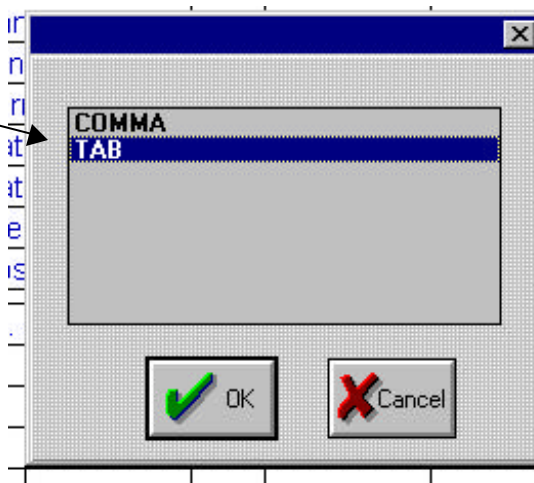
12. Minimize or quit SASI. (File, Quit)

13. Open GradeQuick (Start menu, Programs, GradeQuick).

- 14. Click on the opening screen.
- 15. Pull down the File menu, select "Import", select "Import ASCII Delimited".



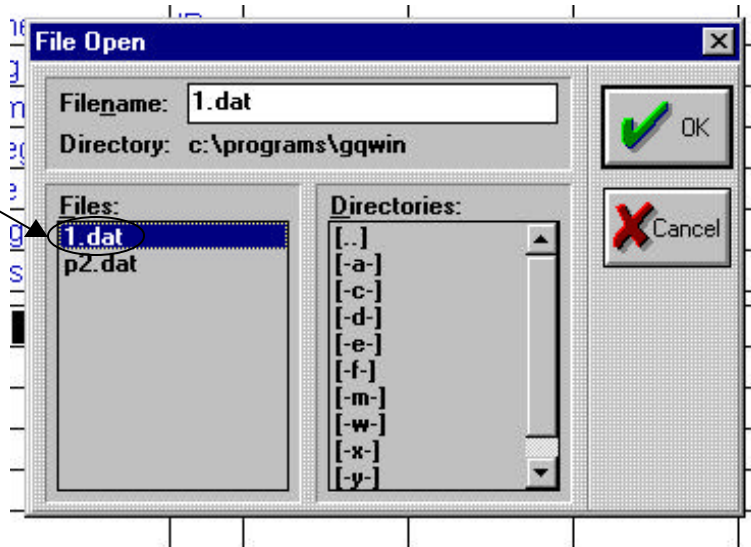
- 16. Select "Tab", by clicking on it.



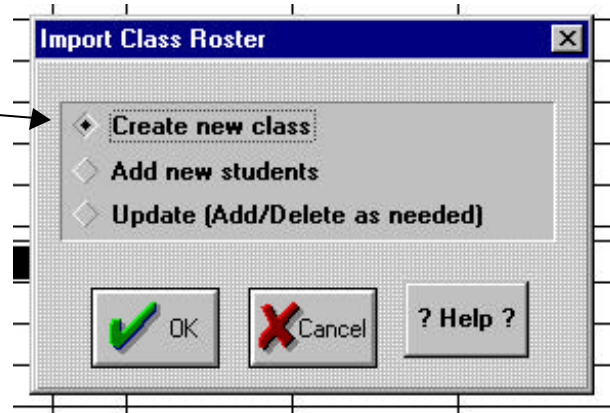
- 17. Click "OK"

- 18. Click "OK" to the message.

- 19. Click on the exported file. Remember we named period 1 "1.dat".



21. Select "Create new class".



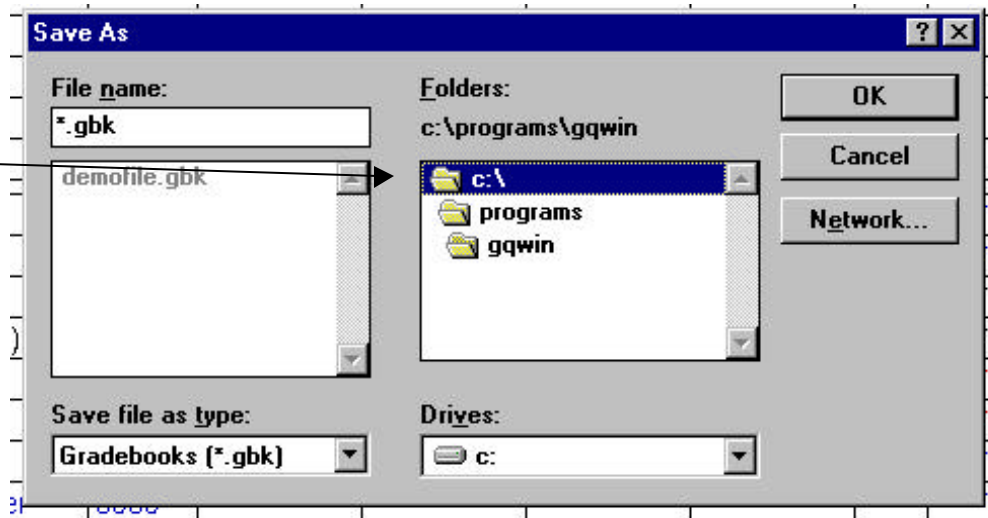
22. Click "OK".

## SAVE YOUR GRADEBOOK FILE TO "My Documents" or your special place.

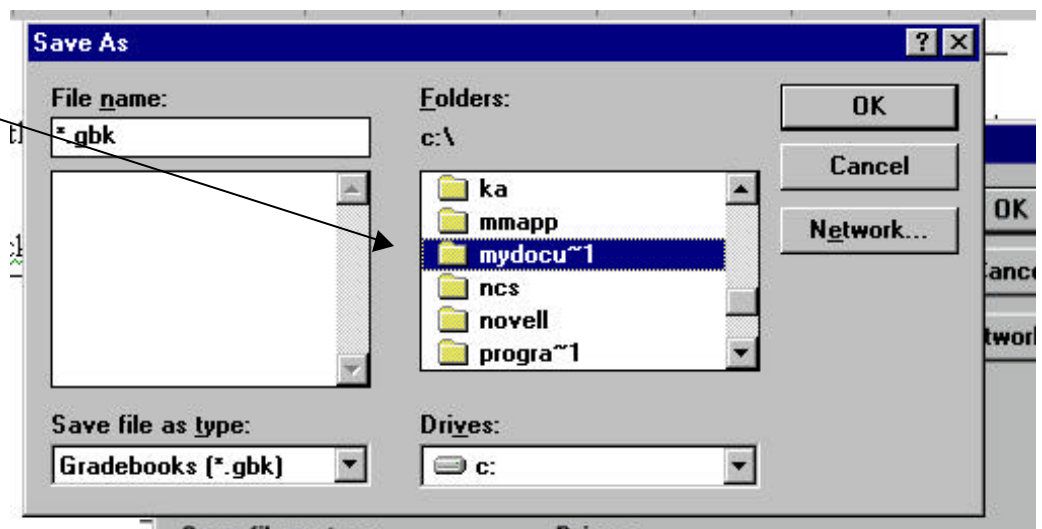
To continue with these directions you should have a "grades" directory created in My Documents. If you don't know how to do this, download "file systems for windows" from <http://www.ausd.k12.ca.us/dana/teachers/tech/>.

23. Pull down the "File" menu.

24. Double click on "c:\".



25. Find "My Documents". Double click to open it.



26. Name your file "period1". No spaces.
27. Click on "OK".

THAT'S IT!

