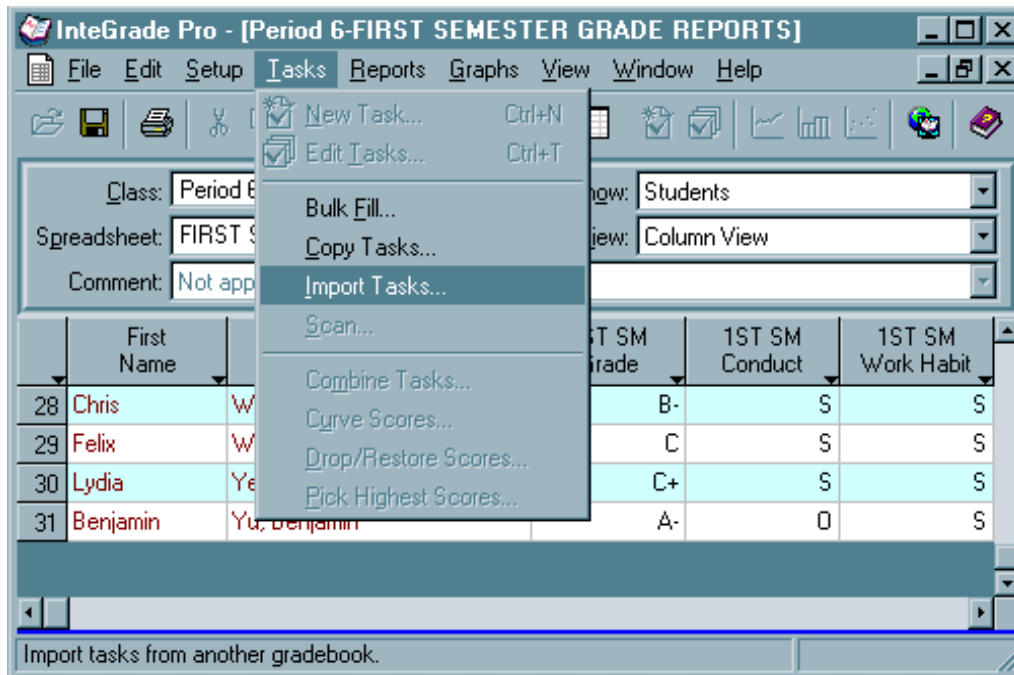


Importing Tasks or Spreadsheets

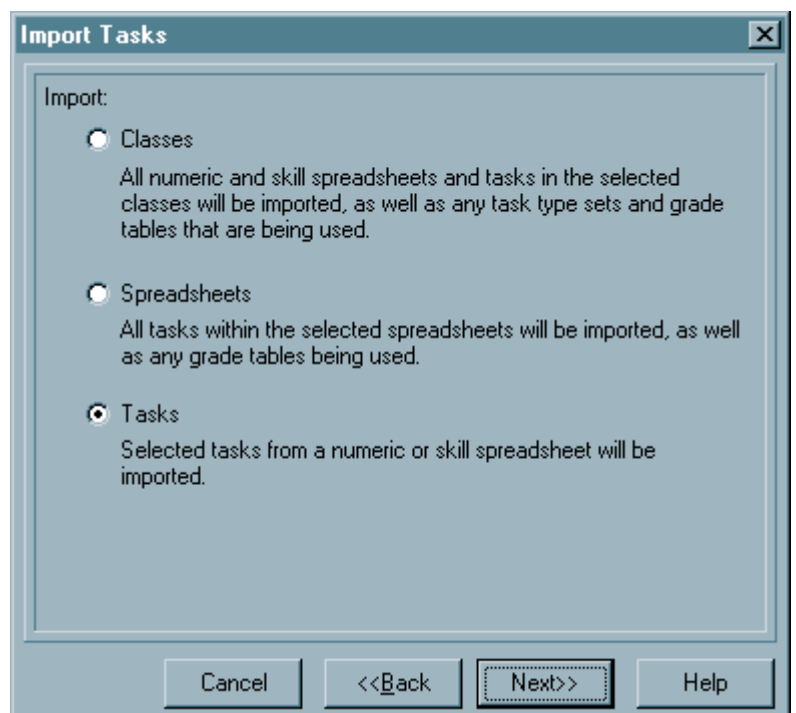
This feature of the InteGrade Pro software lets you import one or more tasks, spreadsheets, or classes from another gradebook into your own. This is handy when you have the same assignments for different periods and you don't want to type in all the Task info.

1. Open the InteGrade Pro software.



2. From the Task Menu, select Import Tasks.

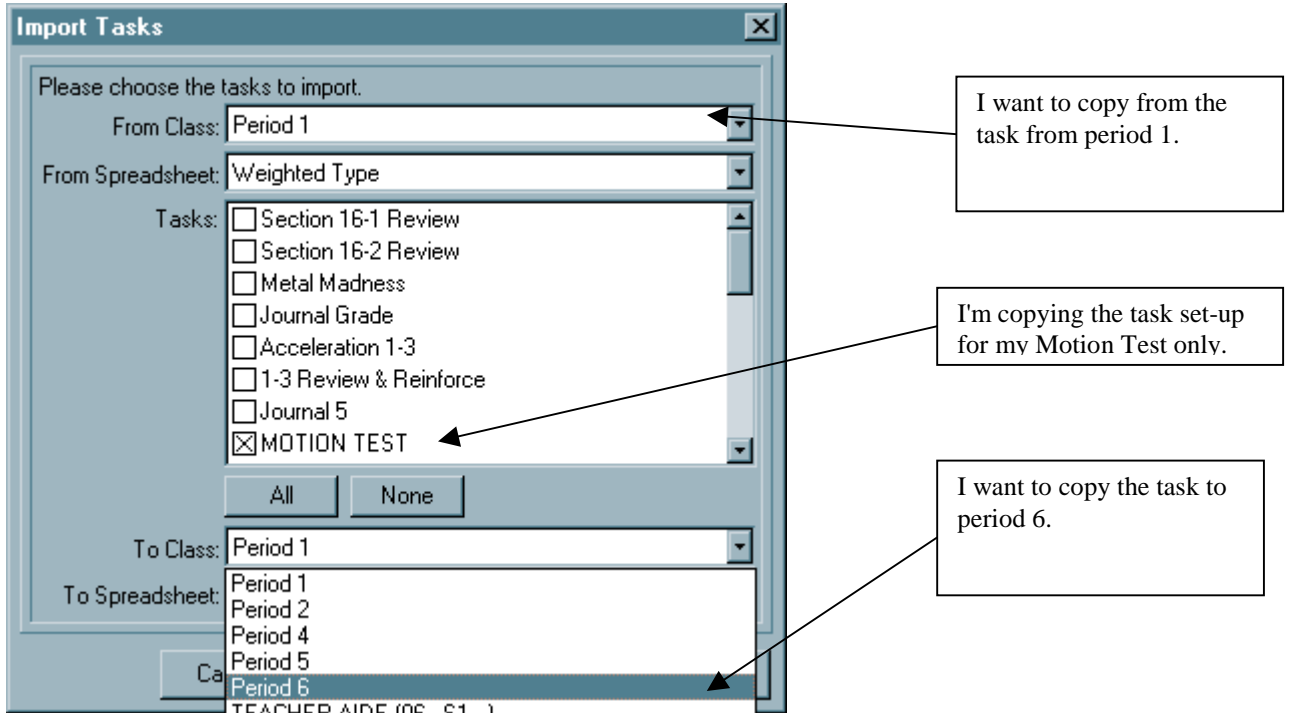
3. On the Import Tasks screen, click Save Gradebook Now, then click Next.



4. Select the gradebook file you want to import from and click Open.

5. Choose whether you want to import classes, spreadsheets, or tasks and click Next. You can import tasks only from numeric or skill spreadsheets.

6. Select the specific items you want to import from that gradebook to yours. Use the All and None buttons to quickly select and deselect.



7. Click I mport.

You can now view this task in period six. Now you can enter grades.