

SETTING UP FILES FOR EXPORTING

Before Exporting Your Grades:

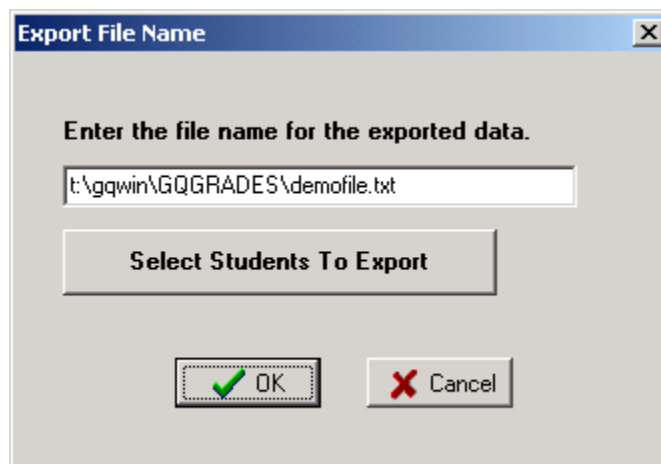
- Remove students who have been dropped from the class. These students will have DR in the grade column. You can see the grade by double-clicking on the DR. If the students are not removed, their grades will export. To delete a dropped student from your class: **first** click on the student name to select it, then **right-click** on the student name and select **Delete Student** from the drop-down menu.
- Make sure that all students have an ID. This was imported automatically when you first imported your rosters. Students who do not have an ID cannot be identified in MMS, the student management system that generates the report cards.
- Be sure you have entered your comment codes for each student.
- Make sure that all students have correct grades in the SubTotal column. (NOTE: If a grade needs to be overwritten, it can be overwritten in the **Subtotal** column. Just click in the **SubTotal** column (not the **Grade** column) and type the new grade. It will appear in Green to let you know it was overwritten). The new grade will be exported.

Exporting Your Grades

The quarter you are exporting determines the selection you make when you send your grades. If you are exporting **Quarter 1 grades**, select **1st 9-weeks Grades**; if you are exporting **Quarter 2 grades**, select **2nd 9-weeks Grades**, etc.

To export 1st quarter grades:

1. Open one of your Gradequick files
2. From the menu bar, select **File, Send**
3. Select **1st 9-weeks Grades**
 - Do not change any of the information in the textbox.
 - By default, all students will be automatically selected.
4. Click **OK**
 - You should get an **“Export is complete”** confirmation message.
5. Perform the above steps for each of your Gradequick files.



NOTE: If you sent your file and then realized that a grade or comment was wrong, you will need to make the correction and perform the export again (**File Send**). You should then choose **Overwrite** when prompted as shown.

NOTE: During your export, it may prompt you that there are no comments in fields C1, C2, C3, or C4 depending on which fields you used for comments. Just click **OK**.

