

# Exporting Names from PBSC Website Rosters to Grade Quick

1. Open blank **Excel** file
2. Open a specific class roster from PBSC website
  - Once roster is opened, click on "**Print/Download**"
  - Click on "X" to remove all columns except student name
  - Highlight all the names then right click with mouse to copy
3. Return to open blank Excel file
  - In cell "**1A**", right click to paste names into file
  - Click on Office Button (upper left corner)
    - o Open "**Save As**"
      - "Other Formats"-save box will open
        - Give your file a name specific to the class
        - Save types as: "**Formatted text (Space delimited)**"
        - Click "Ok", then click "Yes" in the next to boxes that open
        - Note: **Remember where you saved the text!**
        - **Close Excel....**
4. Reopen pre-created Grade Quick file
  - Click tab "File" → "**Import**"
  - "**Import ASCII Delimited Roster/Data**"
    - o Click "**TAB**"
    - o Click "**OK**"
    - o Find File- **Make sure you change tab to find all files**
      - Click "Open"
      - Mark "**Add New Students**"
        - Click "OK"