

# 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"