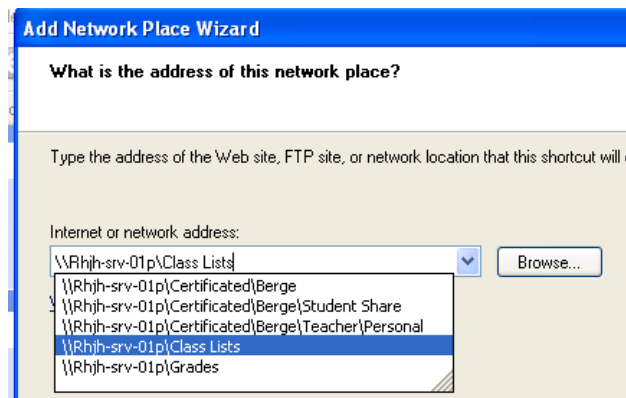


Importing Student Information into Grade Machine AKA Downloading Class Lists

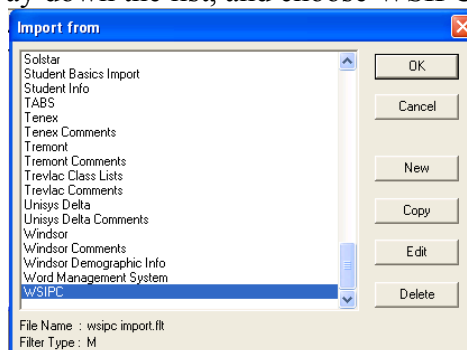
There are two ways to get class lists. You can go to the WebWise website (<http://168.99.194.16:8000/stu/bin/login>) and look at or print your class lists, and then type in names individually into Grade Machine. Or, you can IMPORT the information directly into Grade Machine. This goes through a different process, which is outlined here. But remember, in order to IMPORT the information, the Counseling Office must first EXPORT the information to our network. So please wait until Barb announces that class lists have been EXPORTED to our server for download.

Instructions for Importing Class Lists Directly Into Grade Machine.

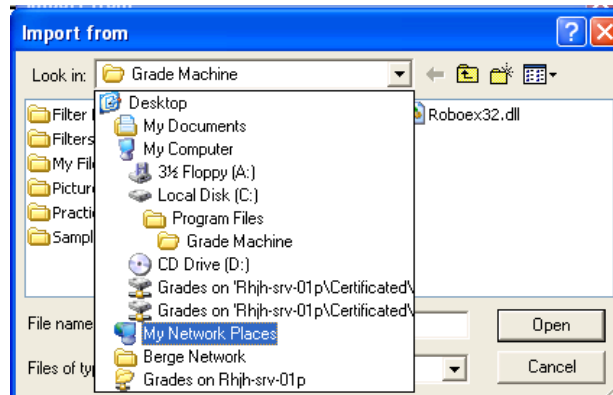
1. First, make sure you have a network shortcut to the <\\RHJH-SRV\01P\Class Lists> Folder.
 - a. Go to My Network Places and choose “Add A Network Place”.
 - b. Type in the address above as shown in the picture.



2. Now open up Grade Machine.
3. Select **New Class**.
4. Click on **File** and then **Import**.
5. Scroll all the way down the list, and choose WSIPC. Then click OK.



6. In the next dialog box, select My Network Places in the “Look In” box. Then select the **Class Lists** folder.



7. Open up the “1st Quarter” folder. Scroll down until you see your name, and double-click on it.
8. You should see the names for one of your classes fill into the new class created in Grade Machine.
9. Please note that although the file might have been given a number on the network, it doesn’t necessarily correspond to the class period that that class is taught. You must go to **Class**, and then **Class Information**, to actually see which course it is you have downloaded.
10. Save this class and close it. Then create a new blank class and repeat the process for your next class.

Feel free to email Jill Berge with any questions.