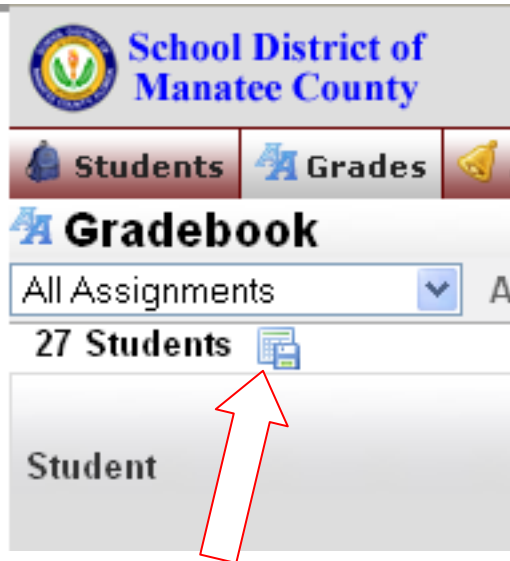
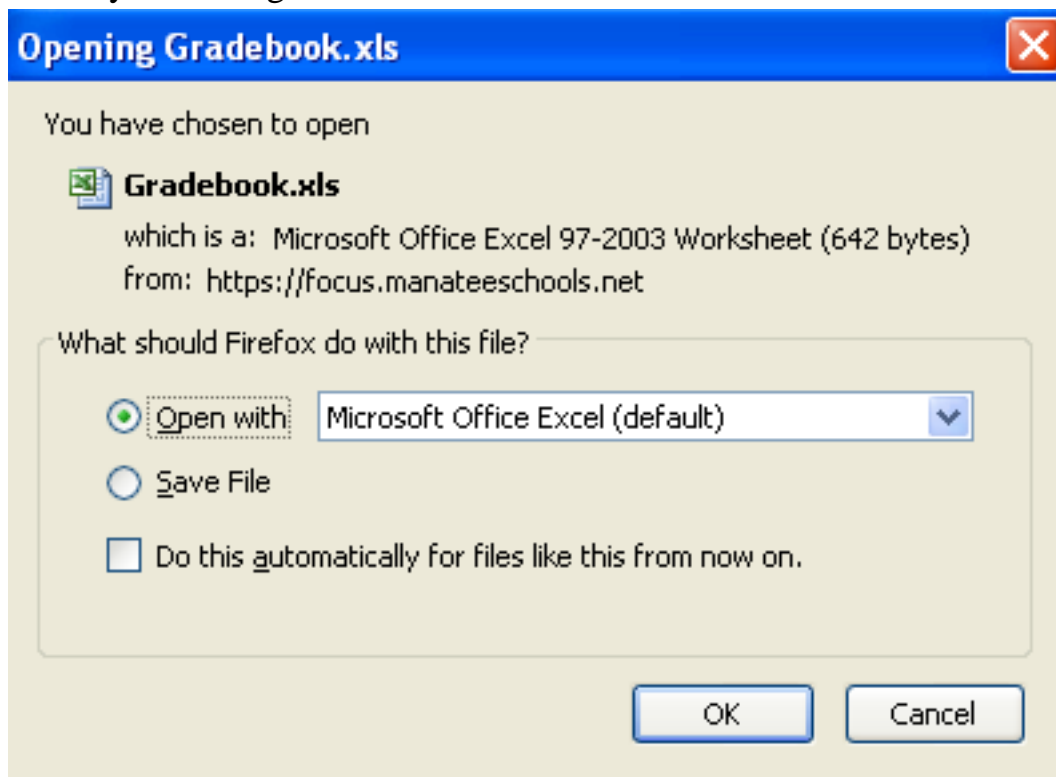


How to Import Your Roster for The Clock 3 from FOCUS

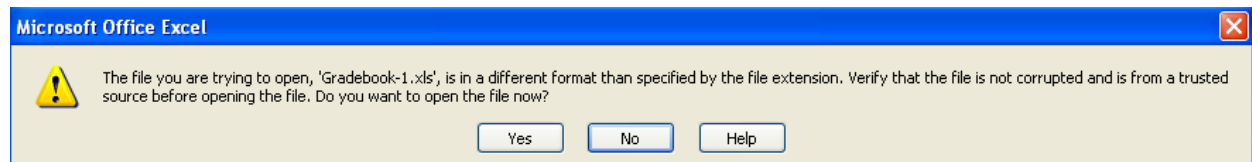
1. You will need
 - a. Your Clock computer
 - b. Your teacher computer (to access FOCUS)
 - c. A thumbdrive
2. Go to a GradeBook page in FOCUS using your teacher computer



3. Click on the floppy disk icon above
4. Match your settings with these below and click OK



5. Click Yes

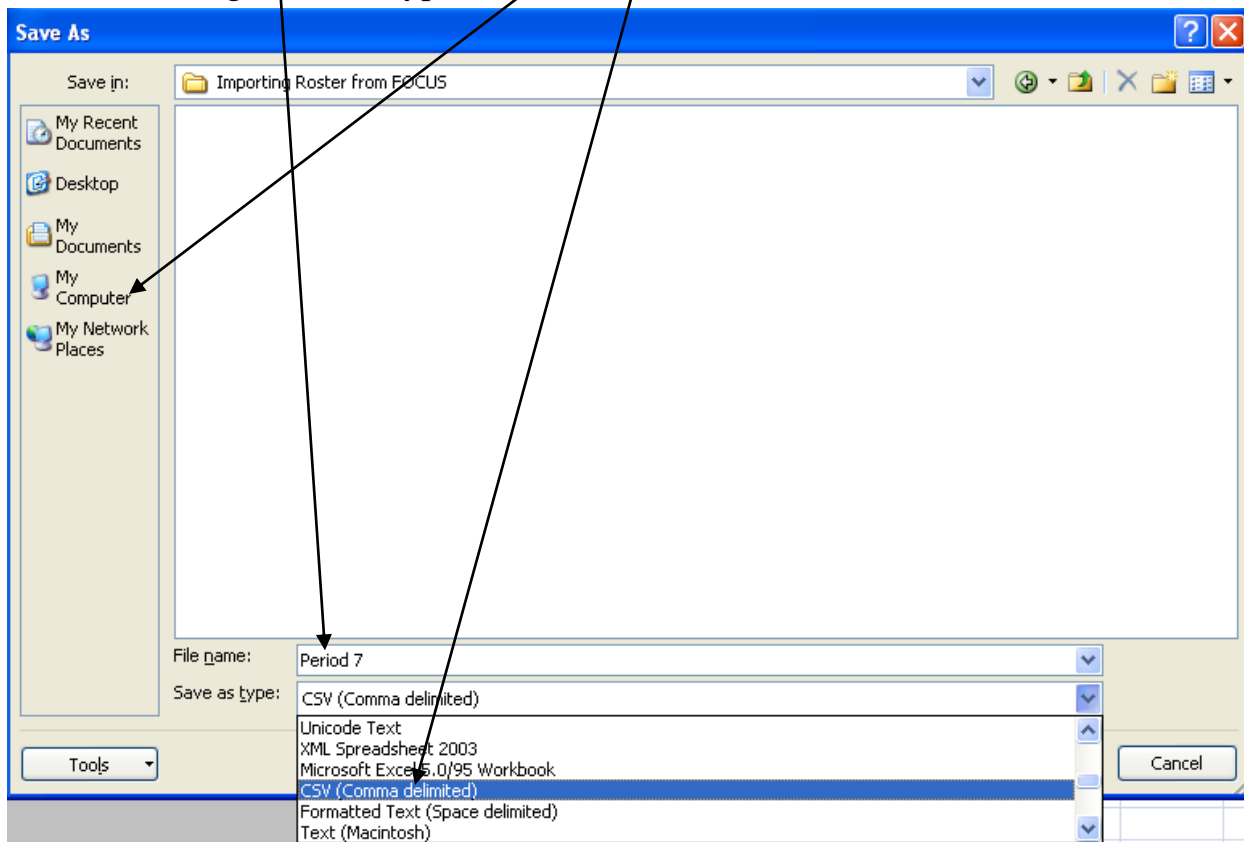


6. You will get an Excel screen similar to this

The screenshot shows the Microsoft Office Excel interface with the "Gradebook-1" workbook open. The "Home" tab is selected in the ribbon. The formula bar shows "Student" in cell A1. The spreadsheet contains a gradebook with columns for Student, Grade, Grade, Favorites, and Class Rules. The data is as follows:

	A	B	C	D	E
1	Student	Grade	Grade	Favorites	Class Rules
2	Anthony	90% A	90% A	85 B	95 A
3	Audrey	98% A	98% A	95 A	100 A
4	Battle	98% A	98% A	95 A	100 A
5	Bell	98% A	98% A	95 A	100 A
6	Brown	100% A	100% A	100 A	100 A
7	Carter	83% B	83% B	85 B	80 B
8	Carter	95% A	95% A	89 B	100 A
9	Carter	95% A	95% A	95 A	95 A
10	Carter	98% A	98% A	95 A	100 A

7. Insert a thumbdrive into your computer
8. In Excel, go to Save AS and do each of the following
 - a. Direct Excel to save your file to a thumb drive
 - b. Enter a File Name
 - c. Change Save as type: CSV (Comma delimited)



9. Complete steps 2-8 for each class you would like to import
10. Once finished, remove your thumb drive and insert it in the clock computer
11. Before continuing, you may want to erase the old Roster and Hall Passes in the clock program
 - a. Using The Clock 3 Program
 - b. Click on the **Roster** menu
 - c. Select **Erase Roster**
 - d. Click on the **Hall Pass** menu
 - e. Select **Clear Pass List**
12. Using The Clock 3, click on the Roster menu and select Import Roster Names from File
13. Direct the program to the appropriate files on your thumb drive and click Open
14. Repeat steps 12-13 for each file you saved