

# Help Guide



## MicroGrade 6.1.3 – Course Roster Importation

This process is to be completed only after you have created a class in MicroGrade 6.1.3. It will assist you in entering your class roster into the application.

1. Open any web browser
2. Go to <http://luminusdev.accd.edu/eforms/gradebook.aspx> to open the Course Roster Request Form
3. Complete the required information

- College – example SAC
- Course Name – example BIOL1301001
- Faculty E-mail Address – example [jdoe@mail.accd.edu](mailto:jdoe@mail.accd.edu)
- Faculty PALS ID – example [jdoe](#)

4. Click the SUBMIT button

**NOTE:** You should receive two e-mail messages. The first one stating that your request has been received, the second one stating that your request is completed. It should also contain an attachment of the requested class roster. When you receive the second e-mail message you may proceed with the following instructions.

5. Save the attachment to your hard drive (You must remember where you saved the file).
6. Open your created class using the MicroGrade 6.1.3 application
7. Select **STUDENTS** from the menu bar
8. Select **IMPORT STUDENTS...** then select **MICROGRADE...**
9. Click the down arrow to the right of the **LOOK IN** text box.
10. Browse to locate the text file containing your requested class roster and select it
11. Click **OPEN**
12. Click **NO** to the dialog box stating “Automatic Ids is selected, replace Ids in import file?”
13. Click **OK**
14. Click **FINISHED**