Student names and information can be added manually to a class in MimioStudio Gradebook, but if you have an existing list of students, the information can be imported quickly. You can import students from a Unicode text file (TXT) or from a comma delimited file (CSV). To be imported, each student must have at least a first or last name assigned to him or her.

The following fields are supported for importing into Gradebook:

- StudenId
- FirstName
- MiddleName
- LastName
- Gender
- Birthdate
- Address
- City
- State
- Zipcode
- Country

To begin, set up your Excel document:

1. At a minimum, you will need the student names. Label the column headers FirstName and LastName (see Figure 1).

2. The field headers in the Excel document cannot contain spaces. If you are importing a file that was exported from another application, you may need to edit the column headers.

   TIP: Each student added to the MimioStudio Gradebook is automatically assigned a MimioVote number, based upon the order of your list. It is recommended that your list be alphabetically sorted by last name.

3. To enter other student information, use the fields identified above as your Excel headers (for example: StudentId, Birthdate, etc).

4. When you have your Excel file prepared, choose "Save as type" and select "CSV" or "Unicode Text" from the drop-down menu (see Figure 2).

   Note: CSV (comma delimited) is preferred.
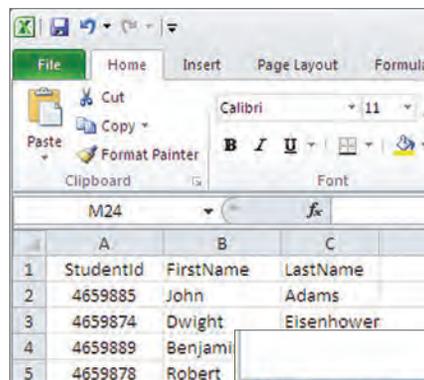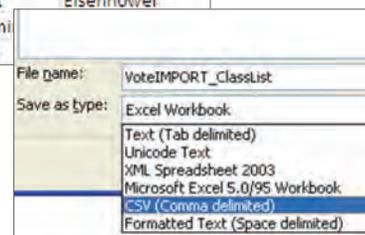
5. Close the Excel file.

Figure 1

Figure 2

To import your Excel class list:

1. Open MimioStudio Gradebook and select the class into which you want to import the student list. If you don't have any classes, you will need to create a class by clicking the "Add Class" icon.

2. From the File menu in MimioStudio Gradebook, choose "Import" and then choose "Students" (see Figure 3). The Open dialog box appears.

3. Navigate to and select the Excel file (CSV or TXT) that you want to import, and then select "Open." The list of students will be imported and displayed in MimioStudio Gradebook.
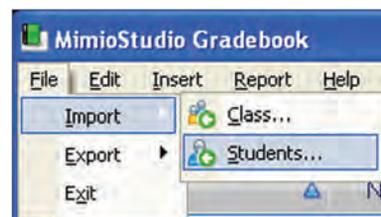

Figure 3

For a demonstration of how to import Excel files into MimioStudio Gradebook, please visit http://www.mimioconnect.com/content/qa/ask_master_setting_mimiostudio_gradebook_and_importing.

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