

## Importing New Classes to GradeMachine



After opening the program, choose “new class” from the toolbar.



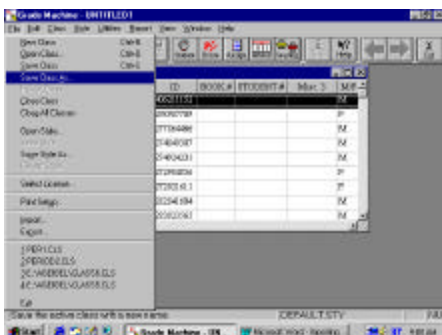
From the “file” menu, choose “import.”



From the “import from” list, choose “tvls.”



Be sure the “h” drive with your name on it is selected in the “drives” box. This should bring up a list of files on the left side under the “file name” box. Select any file with a .exp extension and double click on it.



Your class will be imported. Select the “file” menu and choose “save class as.” You may rename your class to any name that is convenient for you.

Repeat these steps for each class that you wish to import.