

# Importing Rosters into GRADE and GMADE

Rosters can be used in GRADE and GMADE to pre-fill answer sheets with demographic information (also known as 'preslugging') and to create barcodes for use in streamlining the scanning process. Rosters can either be manually created or a roster file can be imported into the program by clicking the "Rosters" tab in Administration setup.

The file to be imported must be a text file in comma-separated format with the following information:

**Roster ID, Test Date, School ID, Class ID,Teacher ID,Student ID**

The fields need to be in the exact order indicated above. Extra fields will be ignored.

**All of the entities being referenced (schools, classes, teachers, students) must already exist in the database.** If the entities are not already in the system, they will need to be manually entered [or imported](#).

Column headers are not needed. If they are included in the file, they will be reported as an error and not imported.

ID numbers cannot contain characters or be longer than ten digits.

Test dates should be in the format MM/DD/YYYY The month needs to have the leading zero if it is less than 10. For example, a test date of September 1, 2012 would have to be entered as: **09/01/2012**

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