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• Mark				
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(Optional) On the **Import** tab, select **Yes** beside the **Override existing marks?** option as desired. If an assignment was previously marked as Missing, when you save the imported marks file, the assignment is no longer Missing. Saving the imported marks file, however, does not overwrite an assignment that was previously Excluded or has comments associated with it.

**10** After reviewing the information on the screen, click **Import**.

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