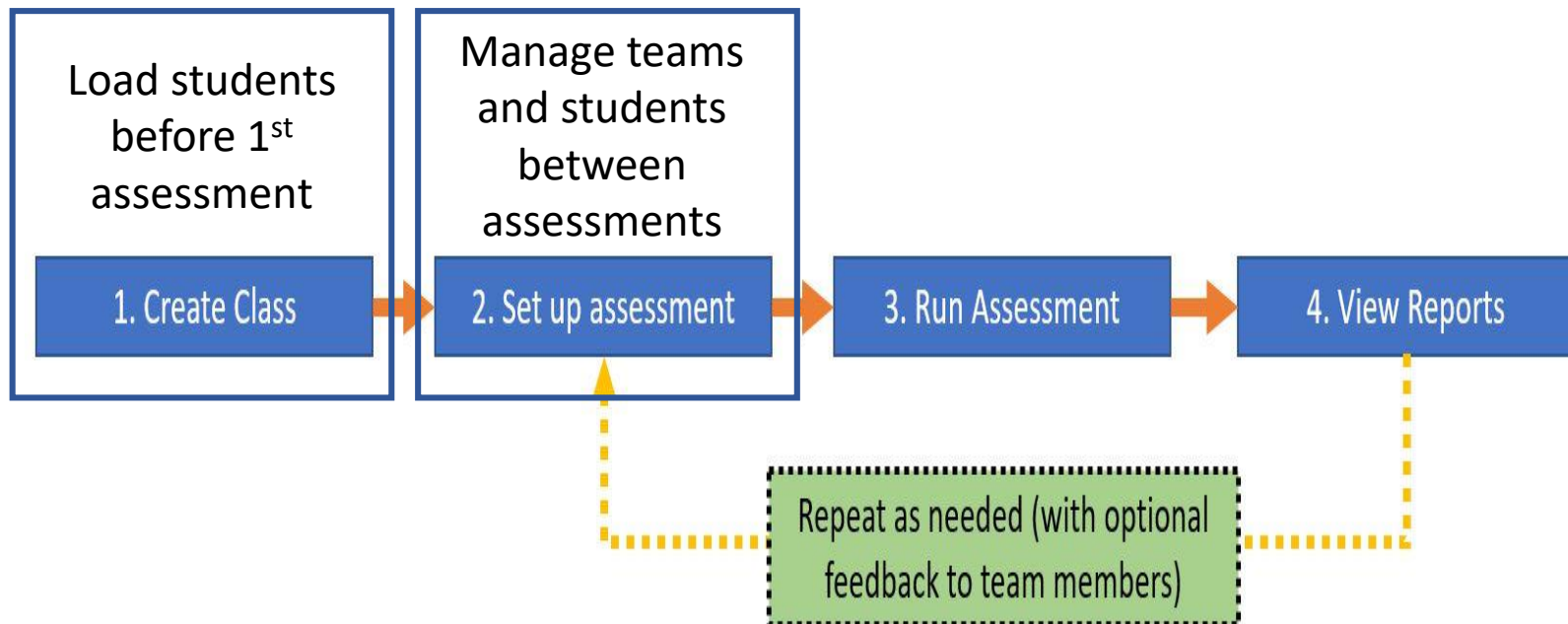


Load from a Standard CSV File:

- * Build and Load Student Information from a standard CSV File
- * Managing Students Using the Manage Teams Feature

There are 4 methods to load students using Import Data File

- Use Excel to create a Standard CSV file
- Quick-Load from Blackboard Gradebook *(see separate presentation)*
- Quick-Load from Blackboard Groups *(see separate presentation)*
- Quick-Load from Canvas Gradebook *(see separate presentation)*



A. Preparing to Build Your Student file

If you use Blackboard or Canvas, please see the Quick-Load options designed for these LMS

- The easiest way to build a student file is by starting from an available electronic listing of your students
 - Can you export the gradebook from your Learning Management System (eg. Desire2Learn, Moodle, etc)?
 - Can you download a class roster from your Student Management System?
- If you can obtain a listing, open it in Excel
 - You will need Name and Email address (Student ID is optional)
 - Then clean up the spreadsheet:
 - Remove all unnecessary columns
 - Move the First and Last names into separate columns (do NOT use the middle name)
 - Make sure you have the full Email addresses
 - If you only have the username (to the Left of the @), you will need to add the student's school domain (to the Right of the @).
- If you don't have an electronic listing of your students, you will need to enter the information by hand

B) Building Your Student File in Excel

Your final file should look like this:

	A	B	C	D	E	F
1	First Name	Last Name	Email	Team	StudentID	
2	Bill	Smith	BillSmith@college.edu	Team-A	12345	
3	Susan	Jones	SusanJones@college.edu	Team-A	23456	
4	Kim	Steele	KimSteele@college.edu	Team-A	34567	
5	Jane	Anders	JaneAnders@college.edu	Team-B	45678	
6	Liam	Hill	LiamHill@college.edu	Team-B	67890	
7						

These two columns are optional

Steps to Build the CSV File:

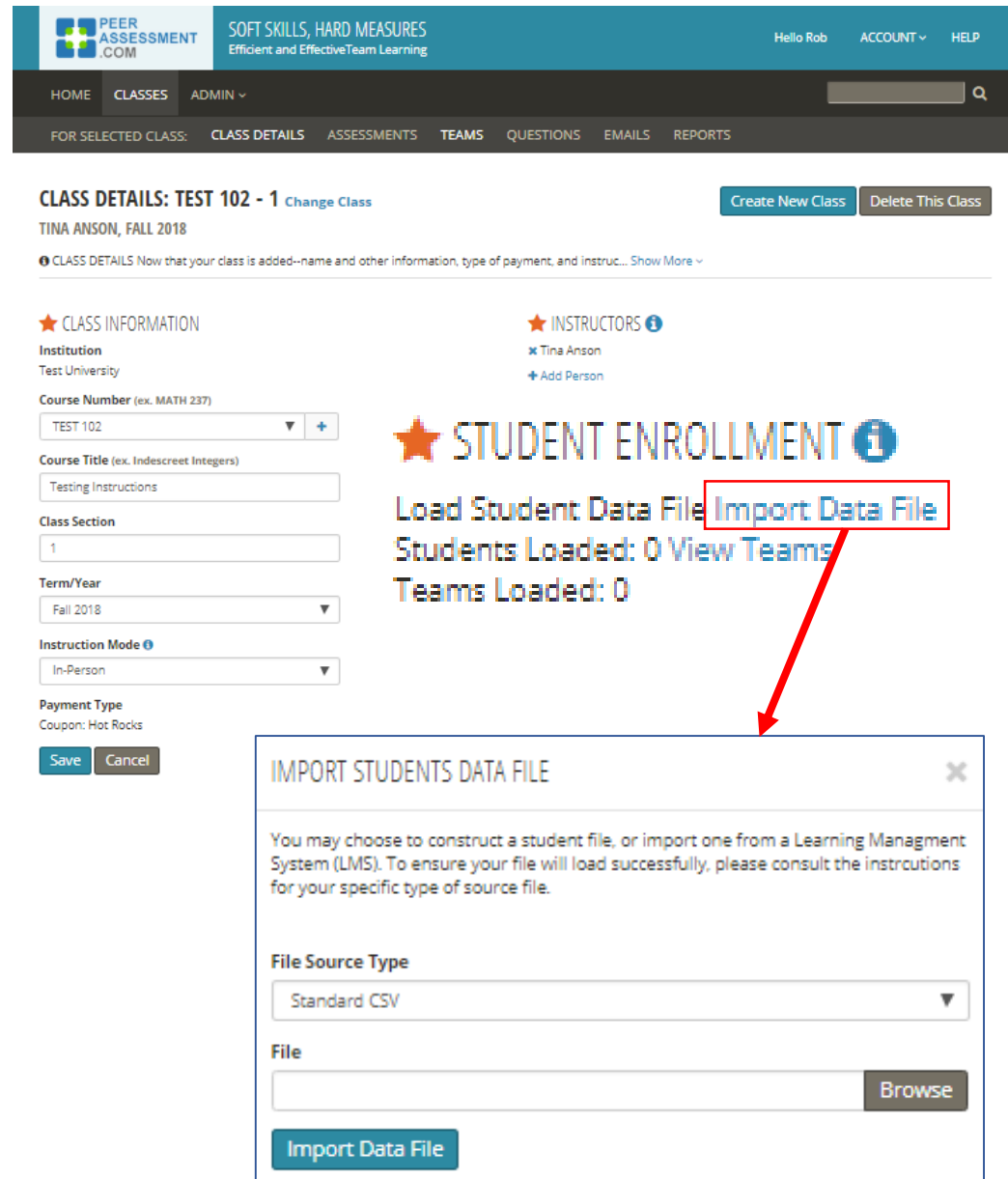
1. Create Excel Spreadsheet
2. Enter column labels in Row 1 (A-E)
 - First Name, Last Name, Email, *Team*, *StudentID*
 - Remove any other columns from spreadsheet
3. Start Students in Row 2
4. Save your spreadsheet as a CSV file
 - Change 'SAVE AS TYPE' to 'CSV (Comma Delimited) (*.csv)'

Need to Know:

- **Names** – separate First & Last. Do not include Middle.
- **Email** -- must be the full student's school email account
- **Team** – optional to include in this file
 - You may assign student to teams using the 'Manage Teams' feature
- **StudentID** – optional
- No blank rows or columns inside of the data

C) Load Students using Import Data File

1. On the Class Details Page
 - After Class Information and Payment Type have been Saved
2. Click Import Data File
 - Choose Standard CSV
 - Browse, Select File
 - Press Import Data File



The screenshot displays the PEER ASSESSMENT .COM interface. The top navigation bar includes the logo, 'SOFT SKILLS, HARD MEASURES', and user information. The main navigation menu has options like HOME, CLASSES, ADMIN, ASSESSMENTS, TEAMS, QUESTIONS, EMAILS, and REPORTS. The current page is 'CLASS DETAILS: TEST 102 - 1' for 'TINA ANSON, FALL 2018'. The page is divided into sections: CLASS INFORMATION (Institution: Test University, Course Number: TEST 102, Course Title: Testing Instructions, Class Section: 1, Term/Year: Fall 2018, Instruction Mode: In-Person, Payment Type: Coupon: Hot Rocks) and INSTRUCTORS (Tina Anson). A 'STUDENT ENROLLMENT' section shows 'Load Student Data File' and 'Import Data File' links, with 'Students Loaded: 0' and 'Teams Loaded: 0'. A red arrow points from the 'Import Data File' link to a modal window titled 'IMPORT STUDENTS DATA FILE'. The modal provides instructions on file source types and includes a 'File Source Type' dropdown set to 'Standard CSV', a 'File' input field with a 'Browse' button, and an 'Import Data File' button.

D) Review data: Confirm & Import



TEST 102 - 1: CONFIRM STUDENT IMPORT [Change Class](#) [Create New Class](#)

TINA ANSON, FALL 2018

Team	Email	First Name	Last Name	School Id
Team-A	BillSmith@boisestate.edu	Bill	Smith	12345
Team-A	SusanJones@boisestate.edu	Susan	Jones	23456
Team-A	KimSteele@boisestate.edu	Kim	Steele	34567
Team-B	JaneAnders@boisestate.edu	Jane	Anders	45678
Team-B	LiamHill@boisestate.edu	Liam	Hill	67890

[Confirm & Import](#) [Cancel](#)

Result:
Class Details Page

 **STUDENT ENROLLMENT** 

[Load Student Data File](#) [Import Data File](#)

[Students Loaded: 5](#) [View Teams](#) | [Clear Students](#)

[Teams Loaded: 2](#)

Managing Teams and Students after Loading

Use Manage Teams to adjust your Teams & Students

- Assign students to teams if Teams were not in your Load File
- Add or remove students as enrollments change
- Between Assessments, change the teams and team rosters

Assessments Page

ASSESSMENTS Back

ASSESSMENTS Here you will build each of the assessments to run in your class. Your assessments can a... Show More

Assessment 1 Assessment 2 Assessment 3 + New Assessment

ASSESSMENT STATUS: SCHEDULED
COMPLETED: 0/8

★ **ASSESSMENT SCHEDULE**

Start Date	2/16/2019 - 6:30am MST
Reminder Date 1	2/18/2019 - 6:30am MST
Reminder Date 2	2/20/2019 - 5:00pm MST
End Date	2/22/2019 - 11:55pm MST

ASSESSMENT OPTIONS

Manage Questions

Manage Email Messages

Report Distribution:

Automatically distribute

TEAMS FOR ASSESSMENT #3

Manage Teams View Team Roster

Team: Blue Team Assessment Completed

Paul Baxter
Duncan Daniels
Amy Parker
Wendy Turner

Team: Red Team Assessment Completed

Brandon Edwards
Sarah Johnson
Julie Smith
David Wilson

Manage Teams page

[DASHBOARD](#)
[CLASSES](#)
[ADMIN ▾](#)

[ART 100 - 002 \(NELSON, FALL 2018\)](#)
[CLASS](#)
[ASSESSMENTS](#)
[REPORTS](#)

MANAGE TEAMS

Back

TEAMS This page allows you to manage the students and teams related to a given assessment. If studen... [Show More ▾](#)

Assessment: 3 ▾

Download Team Roster

Reassign Teams

Create New Team

Add New Student

Click student name or team name to edit.

Displaying 1-8 of 8

Team ↕	Student ↕	Email ↕
Blue Team	Wendy Turner	WendyTurner@gmail.com
Blue Team	Duncan Daniels	DuncanDaniels@gmail.com
Blue Team	Paul Baxter	PaulBaxter@gmail.com
Blue Team	Amy Parker	AmyParker@gmail.com
Red Team	Sarah Johnson	SarahJohnson@gmail.com
Red Team	Julie Smith	JulieSmith@gmail.com
Red Team	David Wilson	DavidWilson@gmail.com
Red Team	Brandon Edwards	BrandonEdwards@gmail.com

View 35 per page ▾

MANAGE TEAMS

Functional View

TEAMS This page allows you to manage the students and teams related to a given assessment. If studen... [Show More](#) ▾

Assessment: 3 ▾

Changes will affect this assessment

Download Team Roster

Reassign Teams Create New Team Add New Student

Click student name or team name to edit.

ADD TEAM

Team Name

Notes

Save Save & Add Another Cancel

ADD STUDENT

Email

First Name

Last Name

Student ID

Team

Notes

Active

Save Save & Add Another Cancel

REASSIGN TEAMS

Assessment: 1 ▾

Team	Student	Email
Team-A	Bill Smith	BillSmith@boisestate.edu
Team-A	Susan Jones	SusanJones@boisestate.edu
Team-A	Kim Steele	KimSteele@boisestate.edu
Team-B	Jane Anders	JaneAnders@boisestate.edu
Team-B	Liam Hill	LiamHill@boisestate.edu

Save Team Assignments Cancel

To Remove student from this assessment(s), uncheck box.

Summary

- **During Create Class, load students**
 - Easiest! Import with Canvas Gradebook or Blackboard Group Export
 - Next is to pull student data from an LMS, and use Excel to build a Standard CSV File in Excel
 - Remember when importing:
 - Use your school's student email addresses
 - Student ID is entirely optional
 - Team can be entered after import
- **Between assessments, you may change students and teams**
 - Use Manage Teams to
 - Reassign students to teams
 - Add (or remove) students to class
 - Remove students from teams