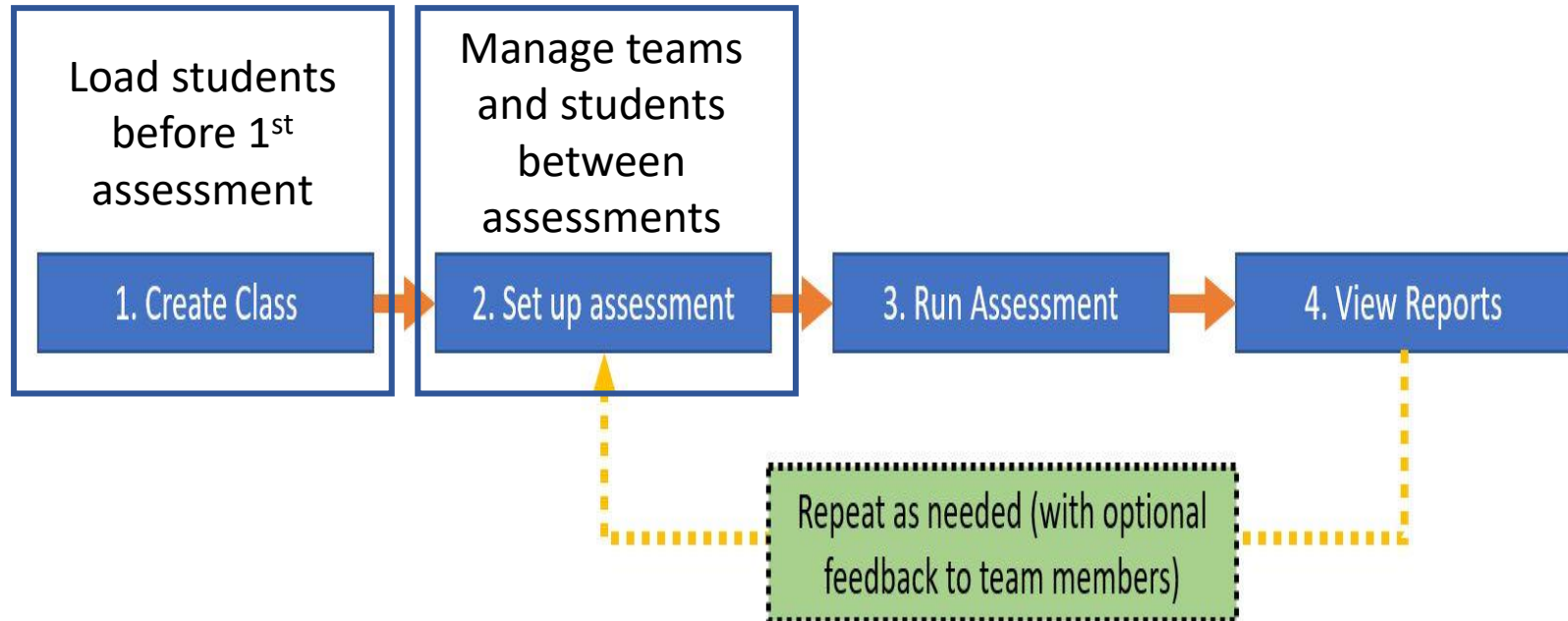


# Quick-Load from Aula People:

- \* Loading Student Information from Aula People Export
- \* Managing Students Using the Manage Teams Feature

Part 1 will walk you through the **Aula People Export method**.

Part 2 shows you how to use the Manage Teams and Students feature after loading the file.



## Steps to Load Students

1. Create Student File (CSV)

Open Aula, and **Download** the Groups or Participants People file to your local drive.

2. Open Class in PA.Com

In PeerAssessment.Com, open the Class.

3. Import Students

On the Class page, click **Import Data File**. Select the import type and data file name then **Submit**. You can review the data before confirming the import.

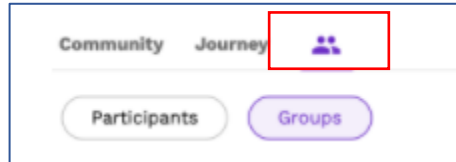
4. Assign Teams

Finally, open **Manage Teams** to assign students to teams. If needed, reassign students to teams for each assessment, and add and remove students from the class.

# Aula People Export

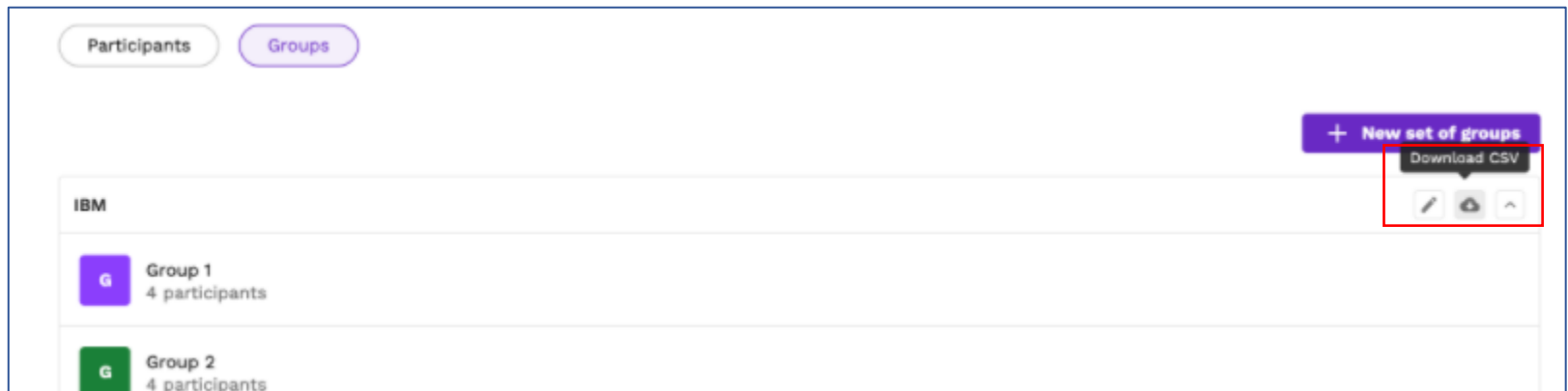
## 1. Create Student File (csv)

**Step a. Open your class in Aula, and go to People section.**



**Step b. Select Groups or Participants**

- i. **Groups** -- If you have assigned students to groups in Aula, then select Groups. This way the Quickload process will import students AND the teams in which they are working.
- ii. **Participants** – This will load all of the individual student information into PA. There you can use the tool called Manage Teams to assign students to teams.



**Step c. Click the Download CSV icon**

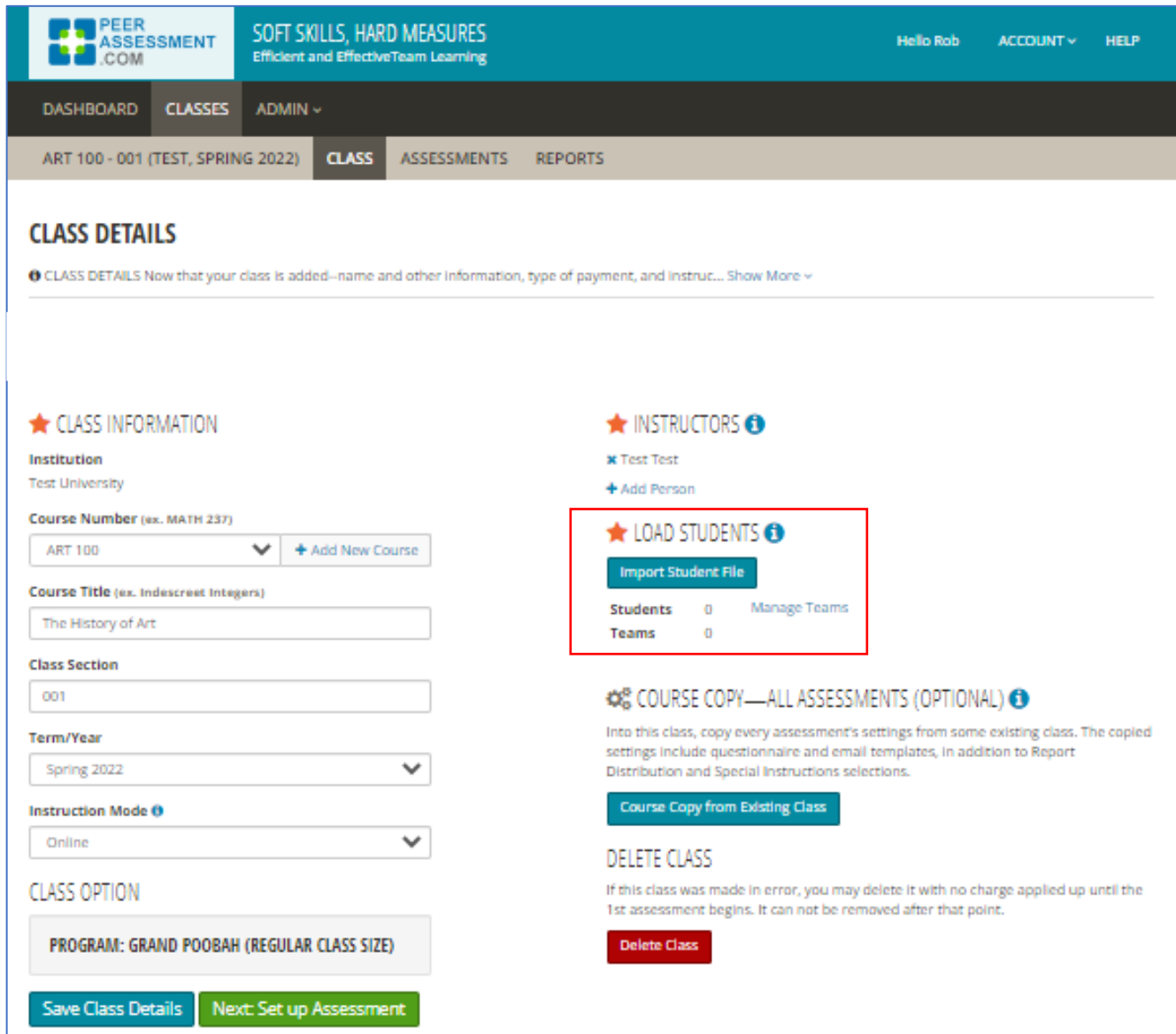
This will save the file to your local drive



**Do not open  
the file.**

# Aula People Export

## 2. Open Class in PA.com



**PEER ASSESSMENT .COM** SOFT SKILLS, HARD MEASURES  
Efficient and Effective Team Learning

Hello Rob ACCOUNT ▾ HELP

DASHBOARD CLASSES ADMIN ▾

ART 100 - 001 (TEST, SPRING 2022) **CLASS** ASSESSMENTS REPORTS

### CLASS DETAILS

CLASS DETAILS Now that your class is added--name and other information, type of payment, and Instruc... Show More ▾

#### ★ CLASS INFORMATION

**Institution**  
Test University

**Course Number** (ex. MATH 237)  
ART 100 ▾ + Add New Course

**Course Title** (ex. Indescreet Integers)  
The History of Art

**Class Section**  
001

**Term/Year**  
Spring 2022 ▾

**Instruction Mode** ⓘ  
Online ▾

**CLASS OPTION**

PROGRAM: GRAND POOBAH (REGULAR CLASS SIZE)

Save Class Details Next: Set up Assessment

#### ★ INSTRUCTORS ⓘ

✕ Test Test  
+ Add Person

#### ★ LOAD STUDENTS ⓘ

Import Student File

Students	0	Manage Teams
Teams	0	

#### ⚙️ COURSE COPY—ALL ASSESSMENTS (OPTIONAL) ⓘ

Into this class, copy every assessment's settings from some existing class. The copied settings include questionnaire and email templates, in addition to Report Distribution and Special Instructions selections.

Course Copy from Existing Class

#### DELETE CLASS

If this class was made in error, you may delete it with no charge applied up until the 1st assessment begins. It can not be removed after that point.

Delete Class

# Aula People Export

## 3. Import Students

- i. On the Class page, click **Import Student File**.
- ii. Select File Source Type “Aula Export File”, and data file, then **Import Data File**.

The image illustrates the process of importing students into the Aula system. It is divided into two main sections:

- Left Panel (Class Page):** Shows the 'LOAD STUDENTS' section. The 'Import Student File' button is highlighted with a red box. Below it, there are statistics for 'Students' (0) and 'Teams' (0), and a 'Manage Teams' link.
- Right Panel (Import Students Data File Form):** Shows the 'IMPORT STUDENTS DATA FILE' form. The 'File Source Type' dropdown menu is highlighted with a red box and set to 'Aula Groups Export File'. Below this, a file named 'AULA group export testfile.csv' is selected in the 'File' field, with a 'Browse' button next to it. At the bottom of the form, there is a prominent 'Import Data File' button.

Below the form, there are instructions for each file source type:

- ▶ Excel Spreadsheet--CSV (Comma Delimited)
- ▶ Blackboard Gradebook Export File
- ▶ Blackboard Groups Export File
- ▶ Canvas Gradebook Export File
- ▶ Aula Groups Export File

# Aula People Export

## 3. Import Students

iii. Review the data before confirming the import.



Check to make sure the data are in the correct columns, and the emails are ok.

### CONFIRM STUDENT IMPORT Back

Valid student email domains for this institution include: <gmail.com>, <gmail.com>, <yahoo.com>, <yahoo.com>, <peerassessment.com>, <peerassessment.com>, <boise.edu>, <coventry.ac.uk>

Team	Email	First Name	Last Name	School Id
Group 1	432432@coventry.ac.uk	Speedy	Gonzales	
Group 1	ytrfg@coventry.ac.uk	Minnie	Mouse	
Group 2	fdsfds@coventry.ac.uk	Donald	Duck	
Group 2	hgfhgf@coventry.ac.uk	Wiley	Coyote	
Group 3	hjfghgwer4@coventry.ac.uk	Road	Runner	
Group 3	534fdgfd@coventry.ac.uk	Count	Duckula	

Confirm & Import
Cancel

Class Details Page

★
LOAD STUDENTS i

[Import Student File](#)

Students	6
Teams	3

[Manage Teams](#) | 
 [Clear Students](#)

- i. Students and Team amounts will reflect the import.
- ii. Mistake? Use Clear Students to start over.

# Managing Teams and Students after Loading the File

Use Manage Teams to adjust your Teams & Students

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

## Assessments Page

DASHBOARD CLASSES ADMIN

ART 100 - 001 (TEST, SPRING 2022) CLASS ASSESSMENTS REPORTS

### ASSESSMENTS

Back

ASSESSMENTS Here build each assessment to run in your class. Your assessments can all be exactly the... Show More

Assessment 1 + New Assessment

ASSESSMENT STATUS: NO SCHEDULE SET

STUDENT RESPONSES: 0/6

★ ASSESSMENT SCHEDULE

Start Date 06 : 30 am

Reminder Date 1 06 : 30 am

Reminder Date 2 05 : 00 am

End Date 11 : 55 am

ASSESSMENT OPTIONS

Manage Questions

Manage Email Messages

Report Distribution:

Automatically distribute

TEAMS FOR ASSESSMENT #1

Manage Teams View Team Roster

Team: Unassigned

Stazz7 Anson

Stazz8 Anson

Team: Test Team 1 Assessment Completed

Stazz1 Anson

Stazz2 Anson

Stazz3 Anson

Team: Test Team 2 Assessment Completed

Stazz4 Anson

Stazz5 Anson

Stazz6 Anson

In this example, Assessment 1 includes 8 students, placed in 2 teams, with 2 students Unassigned.

## Manage Teams page

### MANAGE TEAMS Back

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

---

Assessment:  ▾

1. Create Teams

  
Click on Team Name to Edit/Delete Team

2. Assign Students To Teams

Add New Student To Class

  
Click on Student Name to Edit/Delete Student

Download Team Roster

Displaying 1-8 of 8

Team ▾	Student Name ▾	Email ▾
Unassigned	Stazz7 Anson	stazz7anson@gmail.com
Unassigned	Stazz8 Anson	stazz8anson@gmail.com
Test Team 1	Stazz1 Anson	stazz1anson@gmail.com
Test Team 1	Stazz2 Anson	stazz2anson@gmail.com
Test Team 1	Stazz3 Anson	stazz3anson@gmail.com
Test Team 2	Stazz4 Anson	stazz4anson@gmail.com
Test Team 2	Stazz5 Anson	stazz5anson@gmail.com
Test Team 2	Stazz6 Anson	stazz6anson@gmail.com

▾



## Use Manage Teams to:

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

*i. Create Teams* to enter the team names

Assessment: 1 ▾

**1. Create Teams**  
Click on Team Name to Edit/Delete Team

**2. Assign Students To Teams**

Displaying 1-8 of 8

Team	Student Name	Email
Unassigned	Stazz1 Anson	stazz1anson@gmail.com
Unassigned	Stazz2 Anson	stazz2anson@gmail.com
Unassigned	Stazz3 Anson	stazz3anson@gmail.com
Unassigned	Stazz4 Anson	stazz4anson@gmail.com
Unassigned	Stazz5 Anson	stazz5anson@gmail.com
Unassigned	Stazz6 Anson	stazz6anson@gmail.com
Unassigned	Stazz7 Anson	stazz7anson@gmail.com
Unassigned	Stazz8 Anson	stazz8anson@gmail.com

**ADD TEAM** ✕

**Team Name**

**Notes**

*ii. Assign Students* to select each student's team from the dropdown.

*iii. Save Team Assignments*

**REASSIGN TEAMS**

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

Assessment: 1 ▾

Team	Student	Email
Test Team 1	Stazz1 Anson	stazz1anson@gmail.com
Test Team 1	Stazz2 Anson	stazz2anson@gmail.com
Unassigned	Stazz3 Anson	stazz3anson@gmail.com
Unassigned	Stazz4 Anson	stazz4anson@gmail.com
Test Team 1	Stazz5 Anson	stazz5anson@gmail.com
Test Team 2	Stazz6 Anson	stazz6anson@gmail.com
Test Team 1	Stazz7 Anson	stazz7anson@gmail.com
Unassigned	Stazz8 Anson	stazz8anson@gmail.com

## Use Manage Teams to:

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

Add New Student To Class

Click on Student Name to Edit/Delete Student

ii. **Add New Student to Class**

iii. Enter information.

iv. **Save**

### MANAGE TEAMS

TEAMS This page allows you to manage the students and teams related to a given assessment

Assessment: 1

Displaying 1-8 of 8

Team	Student Name	Email
Unassigned	Stazz7 Anson	stazz7anson@gmail.com
Unassigned	Stazz8 Anson	stazz8anson@gmail.com
Test Team 1	Stazz1 Anson	stazz1anson@gmail.com
Test Team 1	Stazz2 Anson	stazz2anson@gmail.com
Test Team 1	Stazz3 Anson	stazz3anson@gmail.com

Add New Student To Class

Click on Student Name to Edit/Delete Student



- Select Student** to edit or remove
- Save** or **Remove from Class**

### STUDENT INFORMATION

**Add Student to Class:** Enter information in all fields for this student. Check Active box. Press 'Save'.

**Edit Student:** Click on Student Name in the list, and make changes. Press 'Save'.

**Remove Student From Class:** Click on Student Name in the the list. Press 'Remove From Class' button, and confirm.

Email: stazz2anson@gmail.com

First Name: Stazz2

Last Name: Anson

Student ID (optional): 11400

Notes:

Save Remove From Class

### ADD STUDENT

**Add Student to Class:** Enter information in all fields for this student. Check Active box. Press 'Save'.

**Edit Student:** Click on Student Name in the list, and make changes. Press 'Save'.

**Remove Student From Class:** Click on Student Name in the the list. Press 'Remove From Class' button, and confirm.

Email: stazz8anson@gmail.com

First Name: Stazz8

Last Name: Anson

Student ID (optional):

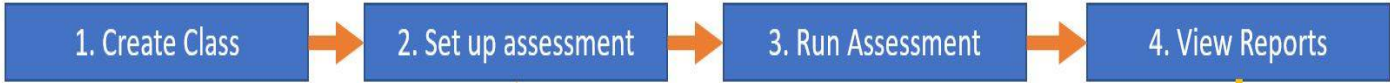
Team (optional): Test Team 2

Notes:

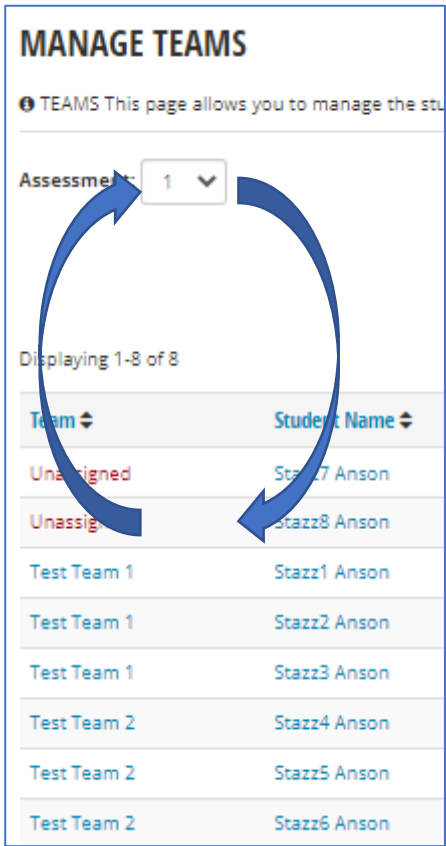
Save Cancel

**Use Manage Teams to:**

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



Repeat as needed (with optional feedback to team members)



**MANAGE TEAMS**

TEAMS This page allows you to manage the stu

Assessment: 1

Displaying 1-8 of 8

Team	Student Name
Unassigned	Stazz7 Anson
Unassigned	Stazz8 Anson
Test Team 1	Stazz1 Anson
Test Team 1	Stazz2 Anson
Test Team 1	Stazz3 Anson
Test Team 2	Stazz4 Anson
Test Team 2	Stazz5 Anson
Test Team 2	Stazz6 Anson

With short-term group assignments, you can mix up team membership between assessments.

Or with longer team projects, you can keep teams intact to conduct iterative assessments.

**Tip for Iterative Assessments**

It's easy to create multiple iterative assessments to check-in on teams periodically during a project. These check-ins usually involve the same questions, emails, and teams. The way PA works is, when you create a new assessment, it copies over the questions, emails and teams from the previous assessment.

To create iterative assessments, start by setting-up the first assessment completely—prepare the questions, emails, and teams, plus set report distribution and special instructions. Then click **' + New Assessment '** for as many more assessments as you will need- each is identical to the prior one. Finally, fill in the dates/times for each and you are done!