

Instructions for Creating Class Lists for Smart Response System
Five pages

Open Power School **Dan Calhoun**
Homer Middle
Open Power Teacher Gradebook

Select the class period you want to import into Smart Teacher Tools
Select the "Reports" tab from the top menu
Select the last report "Student Roster", complete the form as follows and select "Run Report" at bottom

Name: Student Roster
Description: Student demographic information listed one row per student
Output Type: PDF Export (CSV)
Sections: Selected Class Active Classes
Students: All Enrolled Selected Groups and/or Students
Student Info: Student Name Student Number Birthday Gender Grade Level
Parent Info: Mother's Name Father's Name Home Phone Guardian Email Emergency Contacts
 blank1 blank2 blank3 blank4 blank5 blank6
Sort: Gradebook Preference Student Last Name Student First Name Student Number Birthday

Report Preview:
Student N... Student Num...

Select "Open Report" and click "OK" in the "Report Complete" box
You should now have a CSV file with your class roster. It will open in Excel. I keep it in the CSV format because my Smart Teacher Tools will not import the file if saved in an Excel format.

Your data should now be in Excel in the CSV file type
Time to "clean up" the data

Clean up the Excel files

It is now time to "split" Column A into two columns so we will have columns for First Name and Last Name

Left click on Column B to select it, then right click and select "Insert". You now have space to split Column A

Delete the information in rows 1 and 2

Left click on Column A to Select it

Choose Menu item "Data" and select "Text to Columns"

You should now see Wizard box Step 1. Be sure the "delimited" circle is checked and click "next"

The names are separated by "," so select the comma box, uncheck the tab box, then click "next"

Be sure "general" is selected and you should be ready to go, click "finish"

Your names for 1st period should now be in two columns

Put the following labels above the appropriate columns IN ROW "1"; Student Id, First Name & Last Name. **Smart Teacher Tools will be looking for these column headings.**

Click "Yes" on the two information screens that appear.

Save this file to a "known location" so you can find it and name it so you can tell which class period it belong to.

Some Smart Response teacher tools will NOT import Excel files????? Therefore you need to keep the files in the CSV file type when you save them.

Duplicate the above process for all class periods

Import into Smart Response Teacher Tools

Start Smart Response from the systems tray, start menu or from All Programs-Smart Technologies-Smart Response-Teacher Tools

Smart Teacher Tools

Click "Add a Class", Fill in Data Boxes, then click "Add"

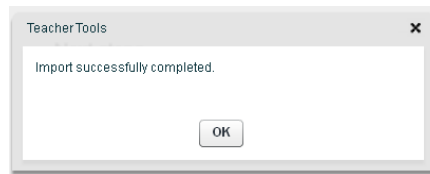
Select "Add Students to your class"

Select class to Import Students into Then "Next"

Select the appropriate CSV file

Go find the appropriate data file for that class period, select and "open"

You should get



Click "OK"

The student should now be added to your appropriate class in the Smart Response System. Select the "Students" tab to verify. Hopefully :)

Repeat the process for the rest of your classes

Good Luck :)

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