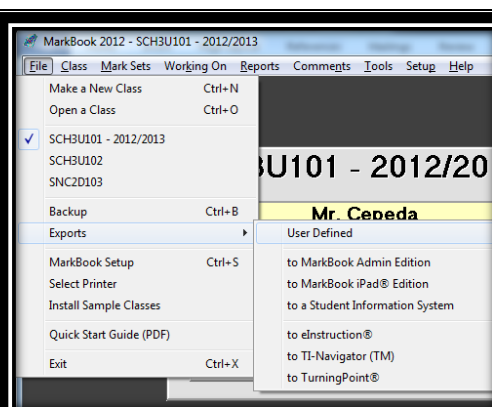


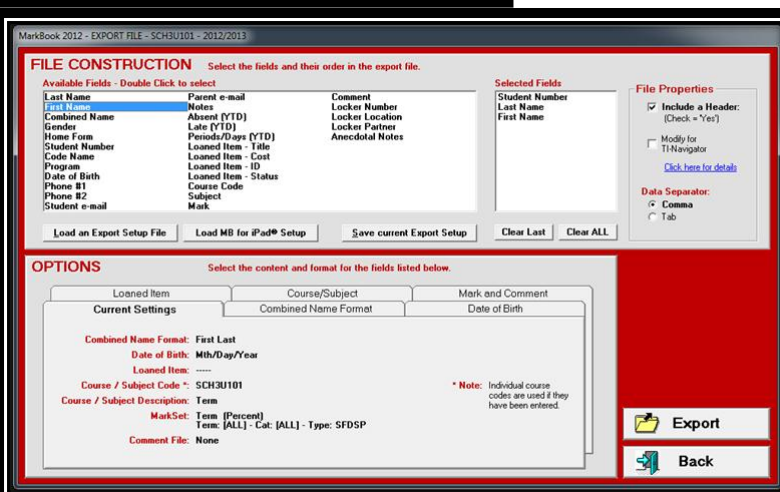
# Creating a Student List



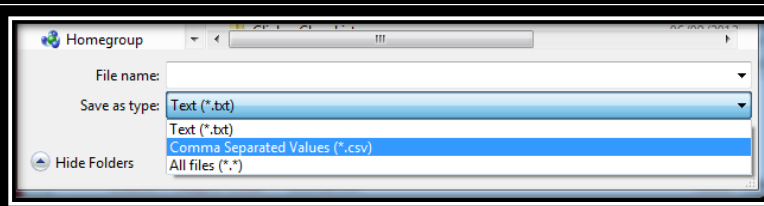
1) Open your class in "Markbook" and click on "File," then select "Exports" then click on "User Defined."



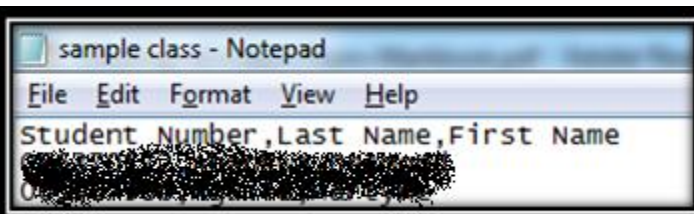
2) This screen allows you to export data by double clicking on the desired fields. Double click on the following fields in this order: i) Student Number, ii) Last Name, iii) First Name. Then click on the Export button found at the bottom of the window.



3) Chose a location to save the file by navigating through your different folders (directories). Name your file and change the file type by selecting "Comma Separated Values (\*.csv)." Click Save.



4) Open the .csv file you created. It will open as a text file (open through your computer's notepad program).

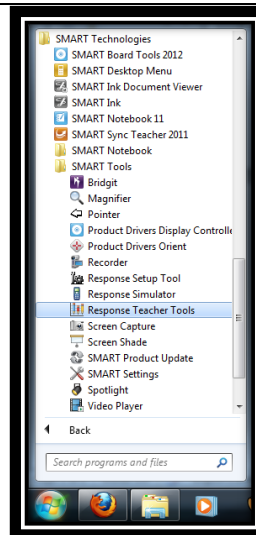


5) Change the word "Student

Number” to “Student ID”.  
6) Click “File” and “save.”

7) Close the file. This is an important step.

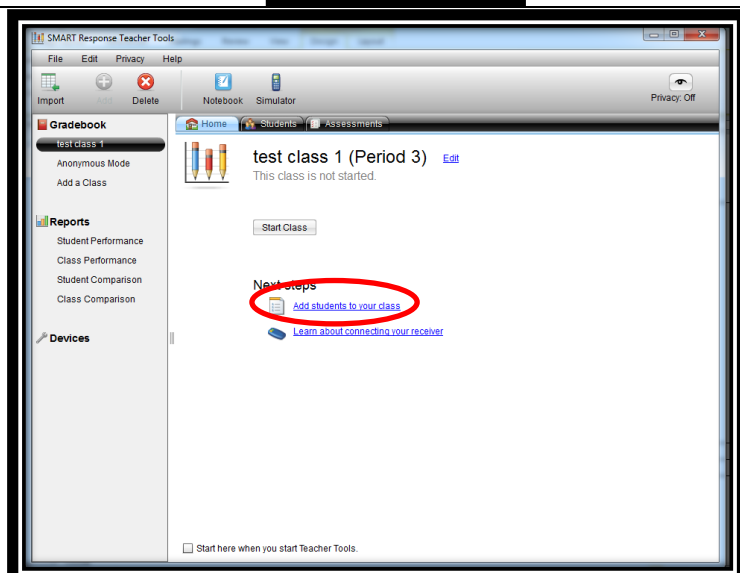
8) Open the “Response Teacher Tools” program from your “Start Menu.”



9) Select your class from the side bar and click “Add students to your class.”

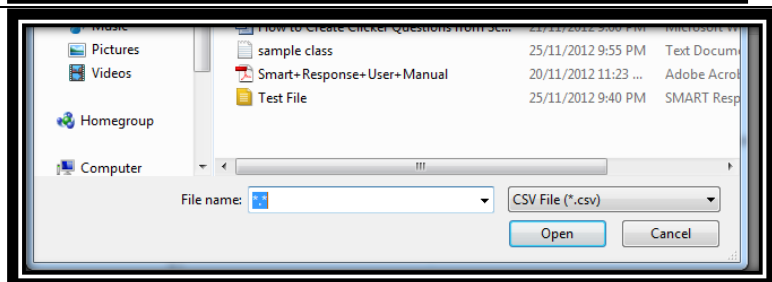
10) A list of classes will appear if you have created more than one. Select the class that needs a student list and click “Next.”

11) Next, a window will appear that asks you to select the type of file you are using to import the list. Select “Comma Separated Values (CSV)” and click “Next.”



12) Find the location of the file you exported from Markbook. Even though you have selected the correct folder, the program will not immediately be able to display the file.

13) In the “File Name” field type “\*.\*” This tells the program to display all files in the folder. You



should be able to now see your exported file.

14) Select the file and click “Open.”

15) Your list has now been imported. Double check by making sure you have selected the class you created and click on the “students” tab.

