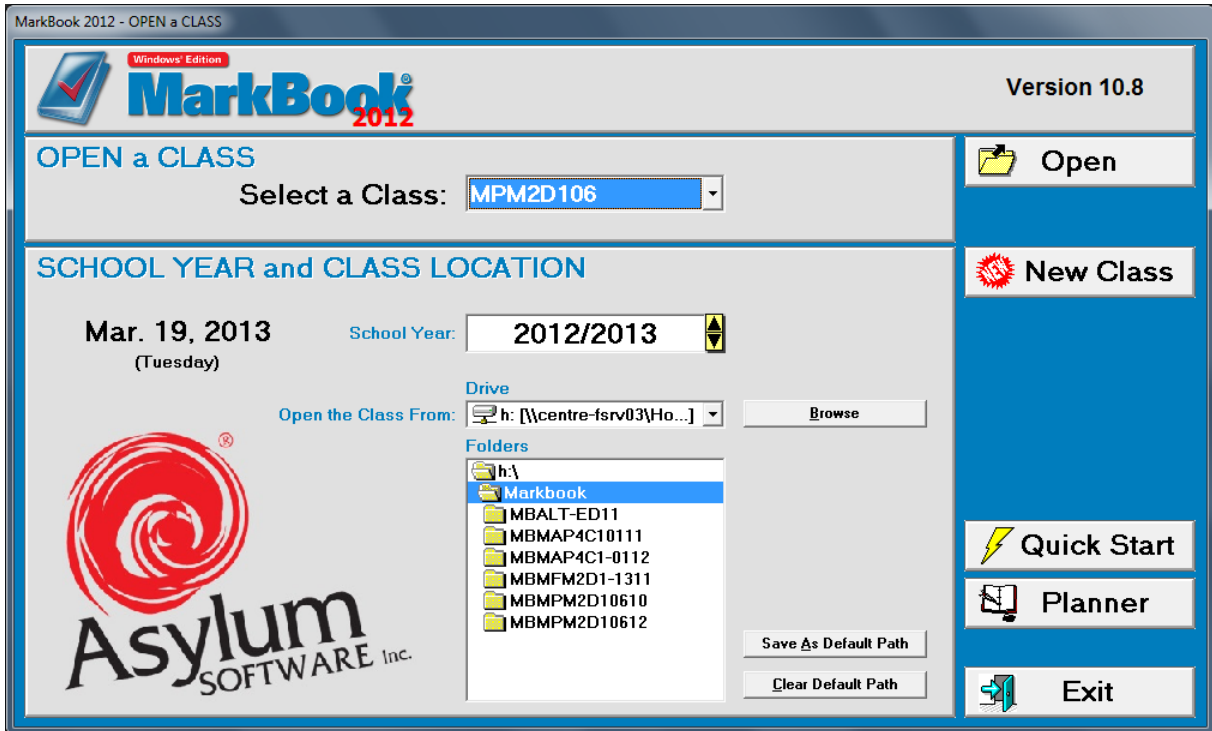
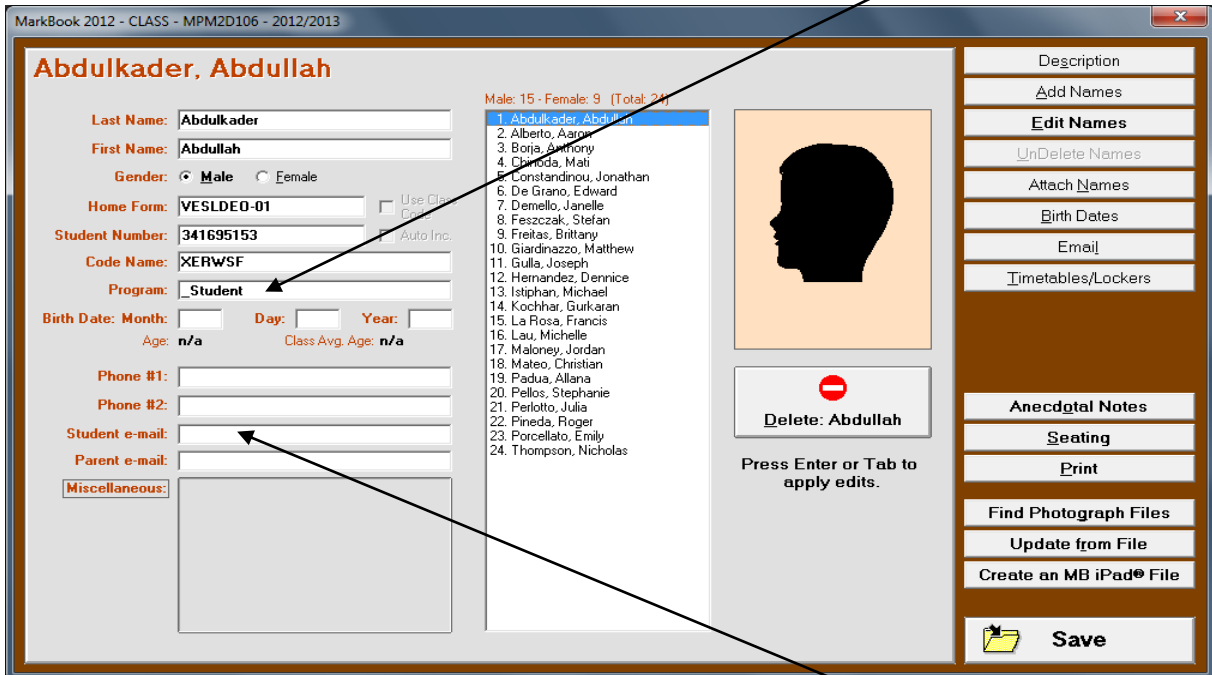


Tricks of the trade: In today's activity we will use a work around to add an entire class using Markbook into your D2L course. To do this, we must first prepare a file within markbook.

1. Open up your class that you want to use for D2L in Markbook.

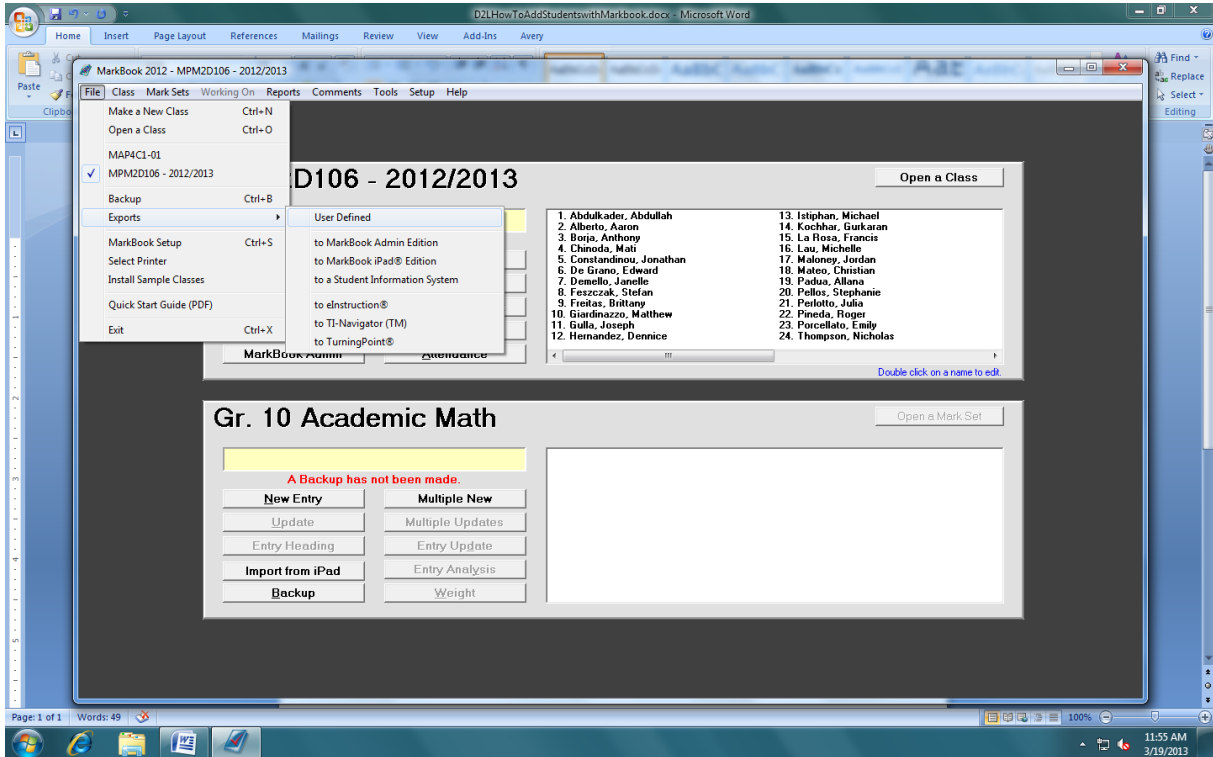


2. You will need to do some preparation first before you export the information you require. In Markbook, go to CLASS and for each student I type in `_Student` in the `Program` Field (copy and paste works best here. Lol)

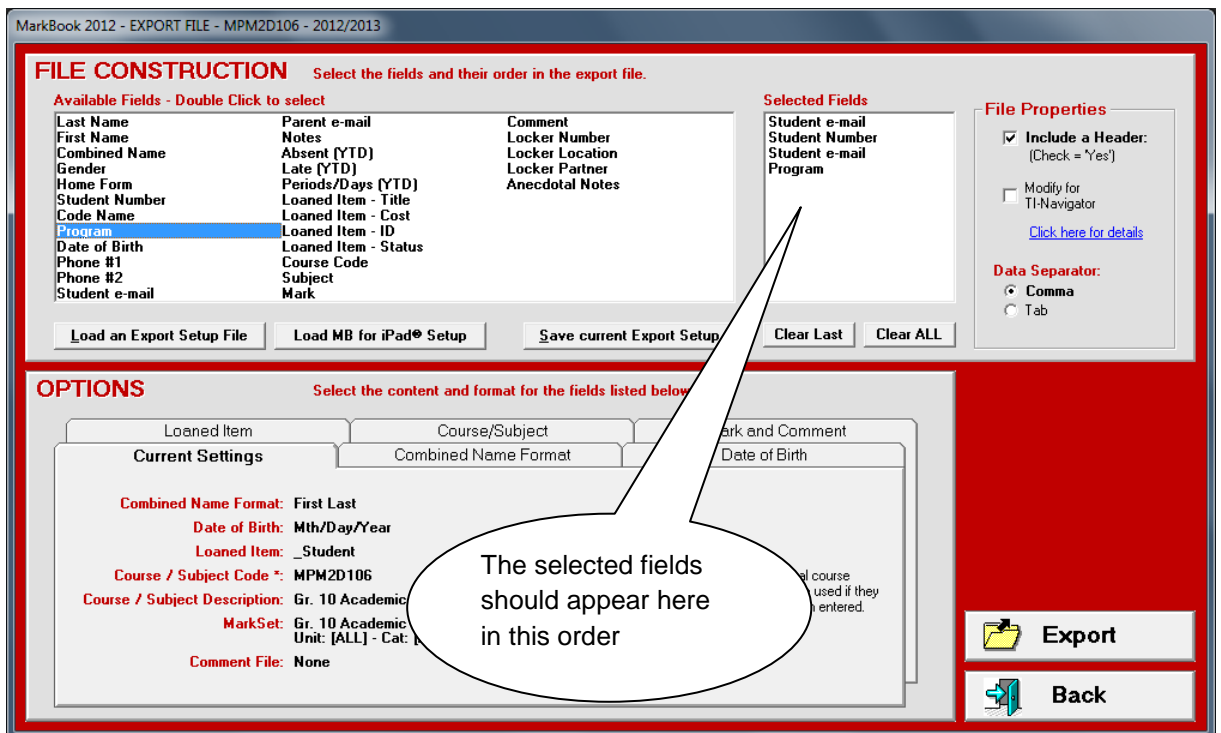


You will need this information for the D2L import, I also make sure `STUDENT EMAIL` is EMPTY for each student.

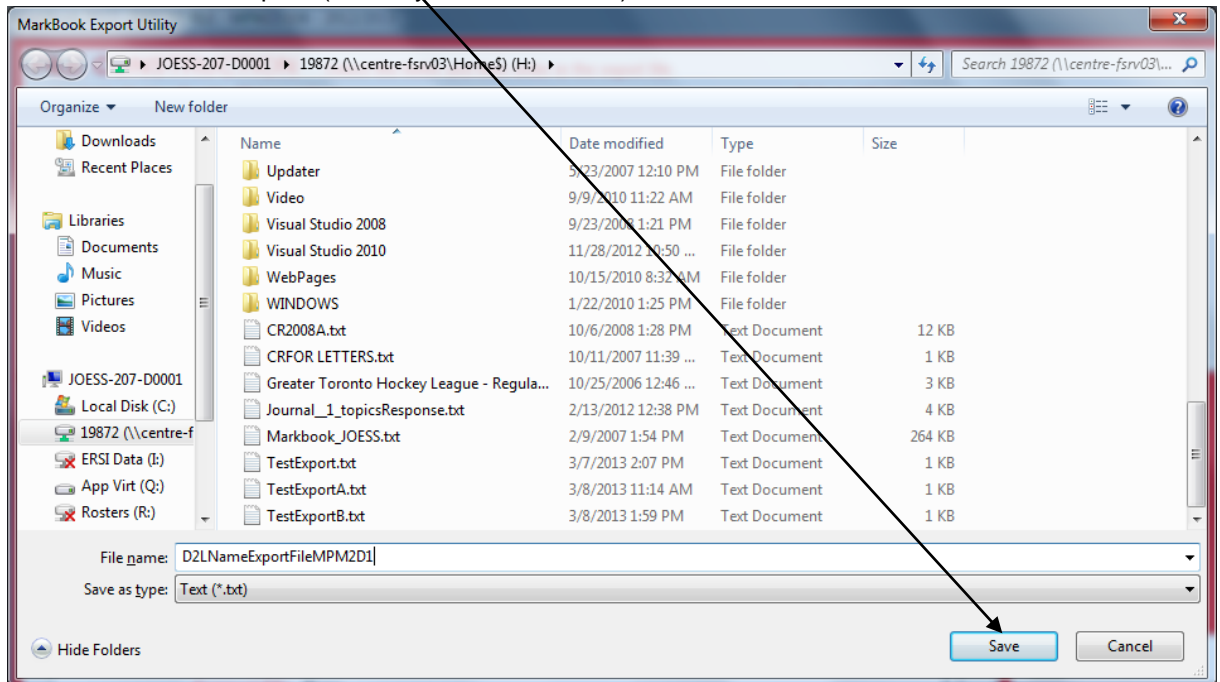
- To use our newly created info, we will need to EXPORT the information into a file that can be used by D2L (ie. IMPORTED by D2L). To create that file go to FILE-->EXPORTS-->USER DEFINED.



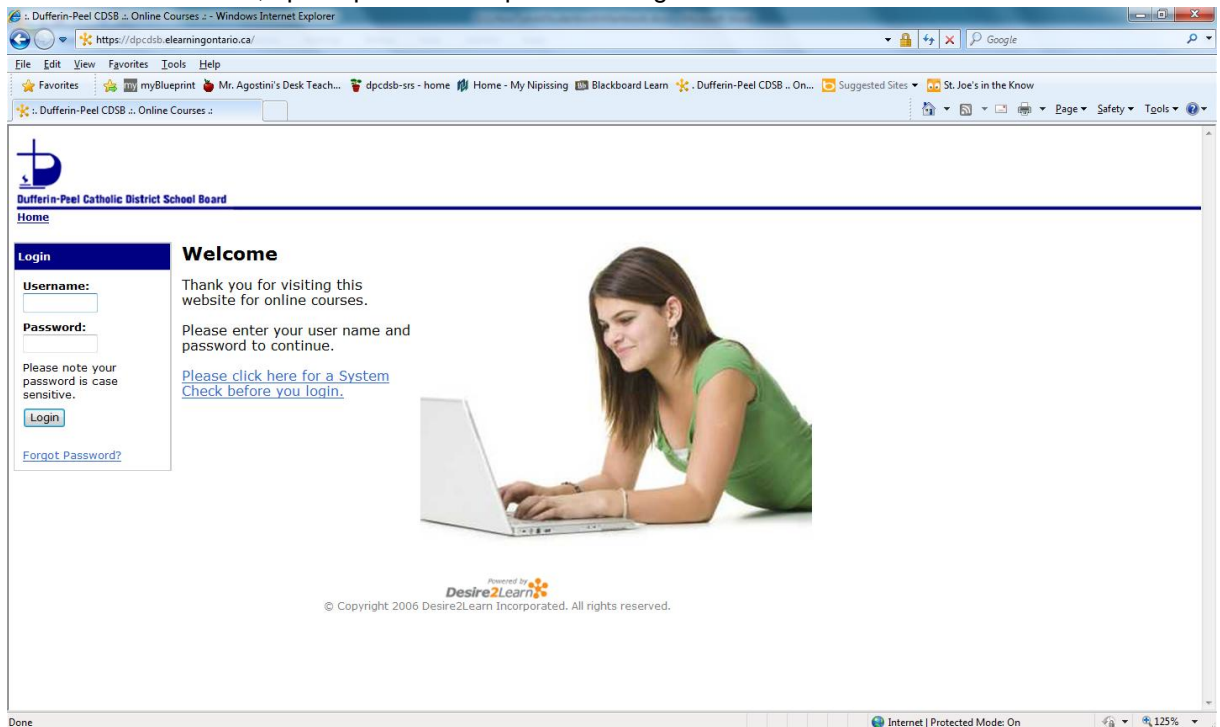
- D2L requires a specific format to IMPORT information, we will duplicate this format with our export file. In the User Defined Export area, select the following fields by double clicking on them in this particular order, Student Email, Student Number, Student Email, Program. (Remember, Student email is empty and Program contains _Student)



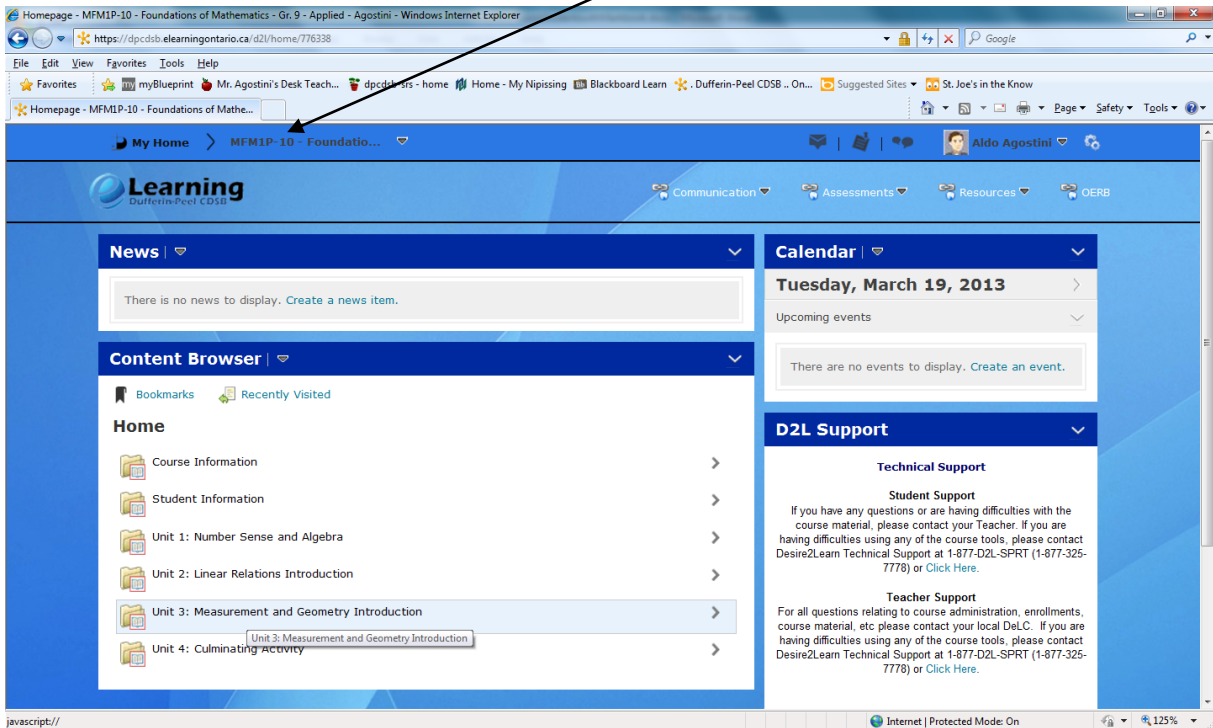
- Click the EXPORT button and SAVE the file that you can remember, because you will need this file for the D2L import. (I usually save on H drive)



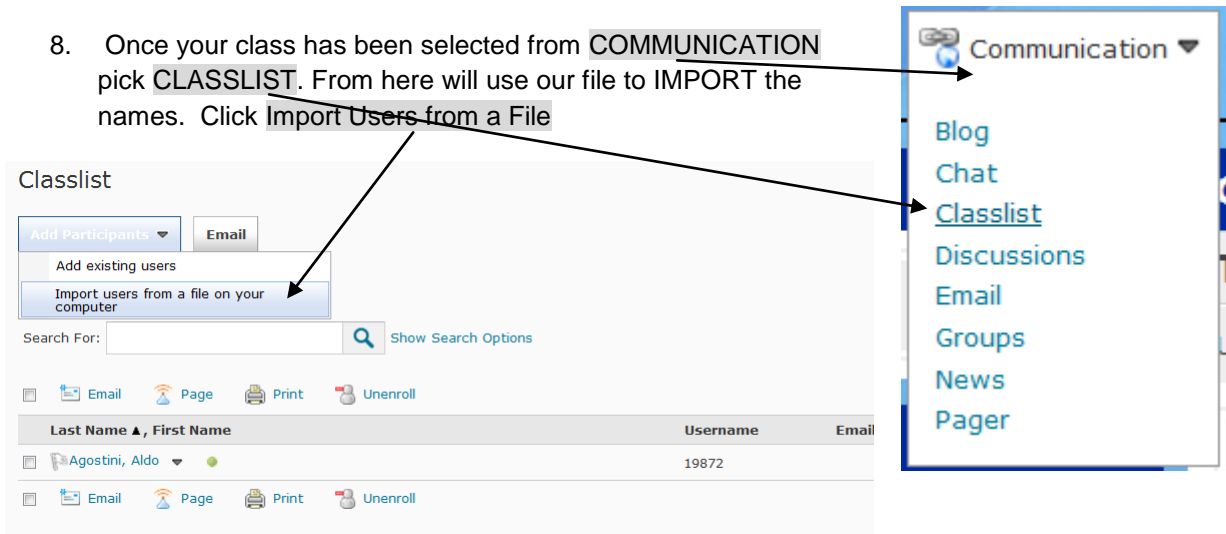
- Once the file is saved, open up Internet Explorer and log into D2L



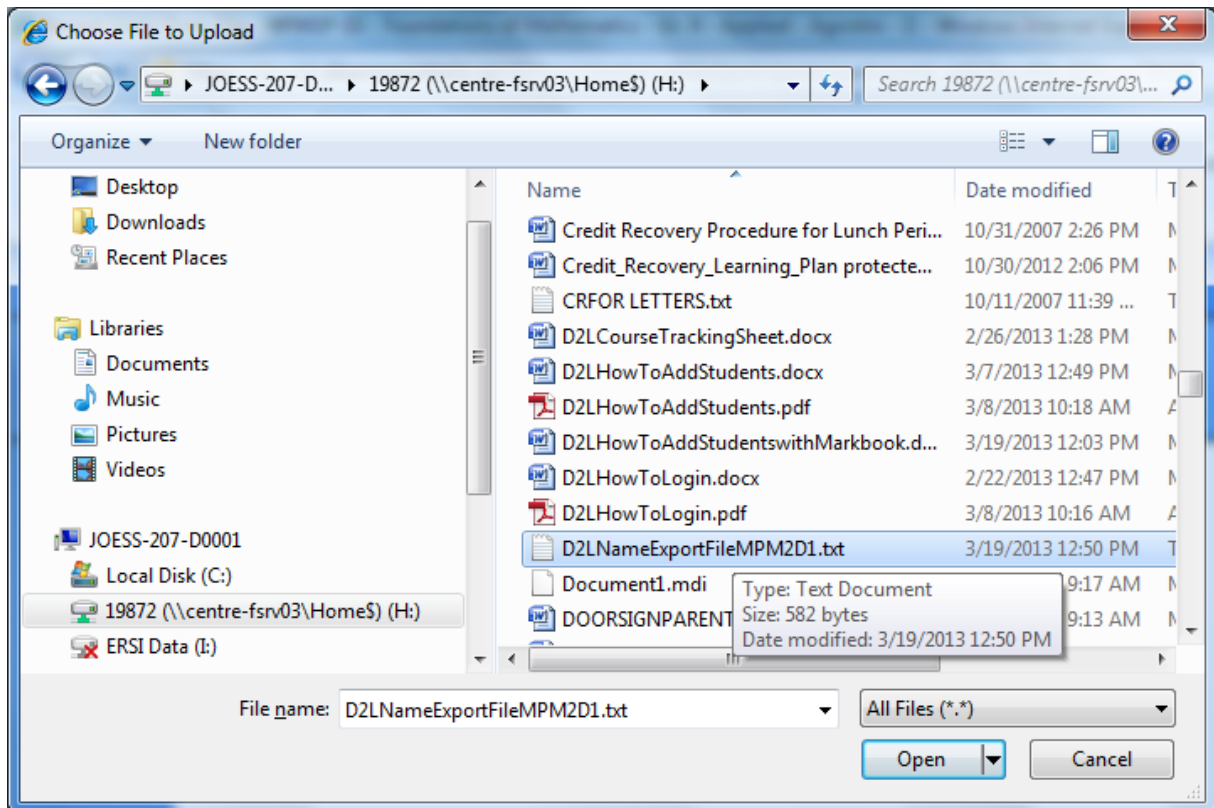
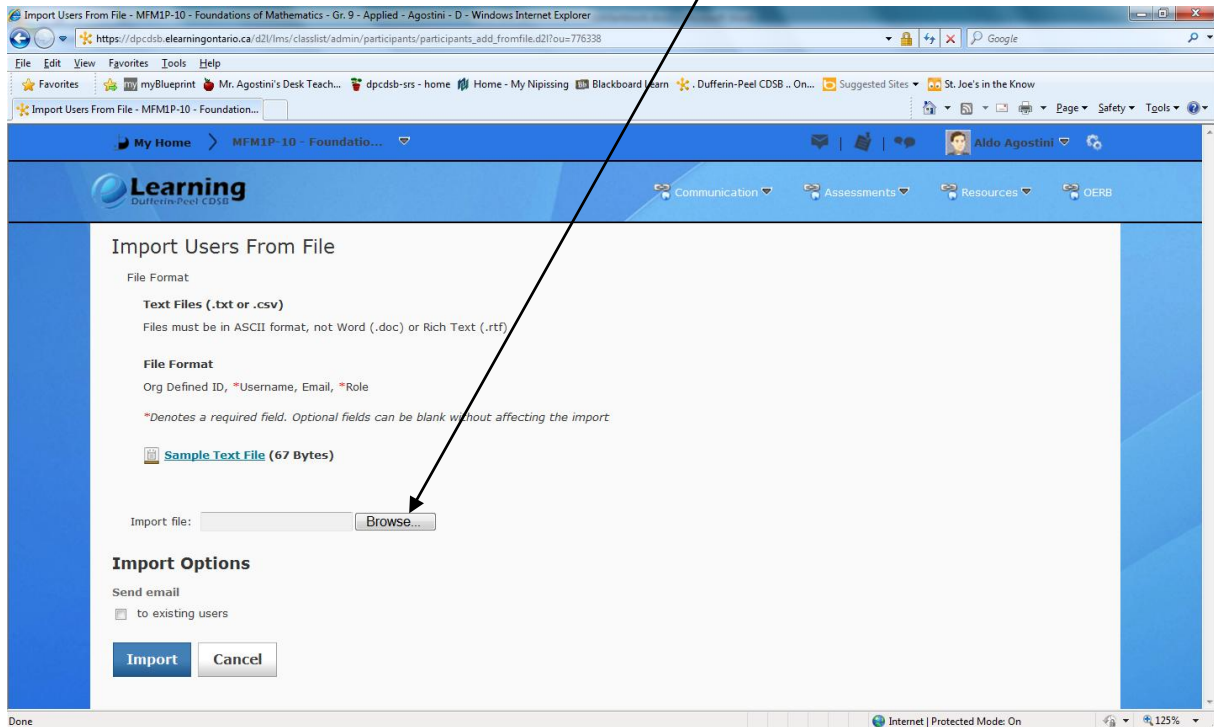
7. Select the class you wish to import the names into.



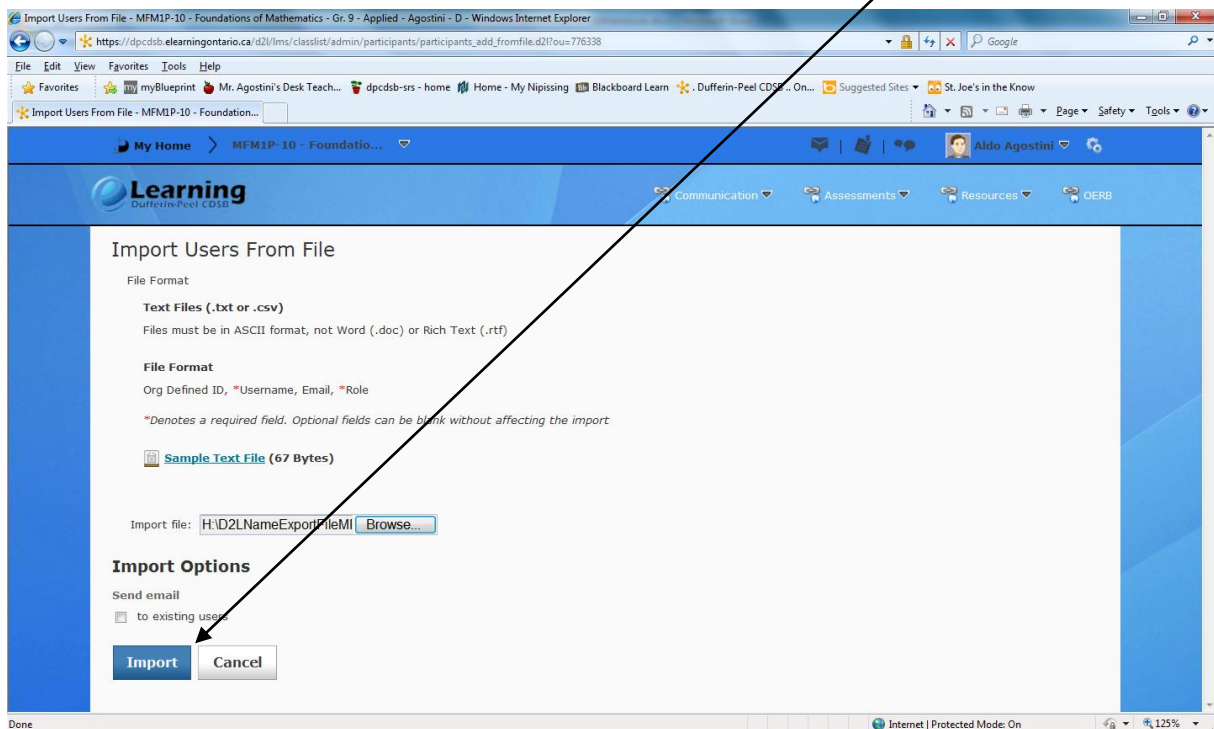
8. Once your class has been selected from **COMMUNICATION** pick **CLASSLIST**. From here will use our file to **IMPORT** the names. Click **Import Users from a File**



9. Once you click on Import Users from a file on your computer, the screen will refresh and present you with a BROWSE button to find that file. Click on the **BROWSE** button and find the file you saved from Markbook. Select it by clicking OPEN.



9. The file should now appear in the Import File field. Next select **IMPORT**



10. The names in your class should then be imported. Check over the list, you may need to add some names manually.

