




Import a Class Roster (.csv file)

You can import classes from spreadsheets or other applications as a *.csv (comma delimited or comma separated values) file.

1. **Prepare the .csv file** from the original software application. Make sure the following naming conventions are used for each heading. (*Note:* CPS headings are in all capital letters with no spaces.)

Data Field	Required Heading in CPS
First Name	FIRST
Last Name	LAST
Pad ID #	PADID
Student ID #	STUDENTID
Ethnicity	ETHNICCODE
Gender	GENDER
Economically Disadvantaged	ECONDISADVANTAGED

2. Click the **Prepare>Classes and Students** tab.
3. Click Import . The CPS Import Class Wizard appears.
4. Choose **Comma Separated Values (*.csv)** from the list
5. Click **Next**.
6. Click **Browse**. An Open dialog box appears.
7. Navigate your computer to **select the .csv file** you want to import.
8. Click **Open**.
9. **Select an Instructor** from the Select Instructor window.
10. Click **OK**.
11. **Select the class name** by clicking the check box before the class name from the list that appears. To select all available classes, click the box next to the Select All option, so that a checkmark appears.
12. Click **Next**. CPS imports your class roster.
13. Click **Done**.

