

Importing Class Rosters

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You can import a class roster for an individual teacher using a CSV file (comma separated values). If your class roster is in Excel, you can save it as a CSV file from Excel. **Import File Specifications**

Comma delimited with no header record

Import fields: Student ID, First Name, Last Name, Middle Name, Email Address

Optional fields: Middle Name, Email Address

Strings containing commas should be quoted Â 1. **Select the class.** 2. **Click Edit** next to Class Roster. 3. Select **Import my students from an existing file.**Â 4. Click **Import Students.** 5. Choose the CSV or Microsoft Excel file. 6. Click **Import Students.**

Note: Students are tracked using their student ID in Remark. If there is duplicate data that is different for a particular student ID, it is flagged here and you can determine whether to overwrite the data. Student IDs must be unique at all times (even if you change terms). 7. When back in the main window, click **Save Class** to complete the import.

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Online URL: <https://support.gravic.com/remark/kb/article/importing-class-rosters-212.html>