

CREATING, LOADING, AND IMPORTING CLASSES INTO QWIZDOM FROM ISIS

A. RETRIEVING STUDENT NAMES AND CLASSES FROM ISIS.

Download each class from ISIS databank to your desktop as a .csv file.

To do this:

1. Access LAUSDnet
2. Log into your ISIS account
3. Choose - Reports/Teacher/5 column report

Designate **one period at a time** (change from default 'ALL') on the pull-down menu on the "5-column report"

Note: Make sure "Merge Roster" is checked at the bottom of the form.

4. Click "Generate"

The file will look like this:



5. In the ISIS header (not the Internet browser header), choose 'Export' (fourth icon from left – see arrow above)
6. In "Select Format" window, choose CSV
7. Click 'Export' and export file to your desktop

The student files for the period chosen will be on the desktop. Do this for each period.

NOTE: Be sure to rename each class (per1isis, etc), before importing the next class, as all downloaded classes from ISIS will bear the same name (RPT0024.csv) as default.

B. CREATING CLASSES AND STUDENT LOGIN NUMBERS AUTOMATICALLY:

1. Download each class from ISIS databank to your desktop as a .csv file. Be sure to rename each class before importing the next class. (See procedure above)
2. On your desktop, click a .csv class period student list you wish to import.
(I am using a period 4 class for an example).

The file will open up as a .csv in Excel and will look like this:

	A	B	C	D	E	F	G	H
1	MUNIZ, PAUL	4	222	S283/1	111002001	ACHGNU, MARY	11/10/02	08A
2	MUNIZ, PAUL	4	222	S283/1	011002002	ALVARADO, DAVID	01/20/02	08A
3	MUNIZ, PAUL	4	222	S283/1	011002003	BENAVIDEZ, CONNIE	03/27/01	08A
4	MUNIZ, PAUL	4	222	S283/1	011002004	CALAMBA, CESAR	01/10/02	08A
5	MUNIZ, PAUL	4	222	S283/1	111002005	CARRANZA, KAREN MATEO	11/08/02	08A

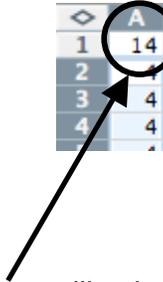
3. Delete columns A,C,D,D,G,H (highlight, Edit/ Delete).
4. (You will not need these columns, but leave the original columns B and F in tact- they become new column 'A' and 'B').

The file will now look like this:



	A	B
1	4	ACHGNU, MARY
2	4	ALVARADO, DAVID
3	4	BENAVIDEZ, CONNIE
4	4	CALAMBA, CESAR
5	4	CARRANZA, KAREN MATEO
6	4	CASTANEDA, JOSE
7	4	CASTRO, CLAUDIA
8	4	COREAS, REBECA
9	4	CRUZ, AMALIA
10	4	ESPAT, JAEMESON
11	4	GAN, BRIANA
12	4	GARCIA-RANGEL, JUAN CARL
13	4	GRUBBS, JESSICA NICOLE
14	4	GUERRERO, ELIAS A

	A	B
1	14	ACHGNU, MARY
2	24	ALVARADO, DAVID
3	34	BENAVIDEZ, CONNIE
4	44	CALAMBA, CESAR
5	54	CARRANZA, KAREN

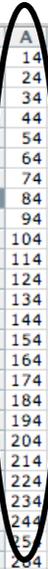


5. CREATE STUDENT LOGIN NUMBERS AUTOMATICALLY:
 - a. Change the value of cell 'A1' to read 14 to match student rollbook place and period number (in this case, student 1, period 4).
 - b. TO FILL THE REMAINDER OF COLUMN A WITH A SEQUENCE OF STUDENT NUMBERS:
 1. Highlight column A from row 1 to the last student only. (*not the entire column*)
 2. From the 'Edit' dropdown menu, choose 'fill' then 'series'.
 3. Change the 'step value' to 10
 4. Click 'OK' and student logins will be generated.
 5. Click 'Save as' and save the file and change the name (per1qwz, etc) so you can tell the importable file from the ISIS export already on your desktop.
 6. Bypass any warnings and close Excel

When complete, student 1 in Period 4 cell A1 will read 14,
 student 2 in Period 4 cell A2 will read 24,
 student 3 in Period 4 cell A3 will read 34, etc.

The Qwizdom importable file should now look like this (for period 4):

	A	B
1	14	ACHGNU, MARY
2	24	ALVARADO, DAVID
3	34	BENAVIDEZ, CONNIE
4	44	CALAMBA, CESAR
5	54	CARRANZA, KAREN
6	64	CASTANEDA, JOSE
7	74	CASTRO, CLAUDIA
8	84	COREAS, REBECA
9	94	CRUZ, AMALIA
10	104	ESPAT, JAEMESON
11	114	GAN, BRIANA
12	124	GARCIA-RANGEL,
13	134	GRUBBS, KRISTEN
14	144	GUERRERO, ELIAS
15	154	GUTIERREZ, ANTHONY
16	164	GUZMAN, AMAN
17	174	HERNANDEZ, ASHLEY
18	184	HERNANDEZ, MARK
19	194	HUGHES, DENNY
20	204	KAUR, ALEJANDRO
21	214	KEMP, ANNA
22	224	KIM, DINA
23	234	LINGAD, ROGER
24	244	MARES, MAIRA
25	254	MC CARTY, ANTONIO
26	264	MCDANIEL, JESSICA



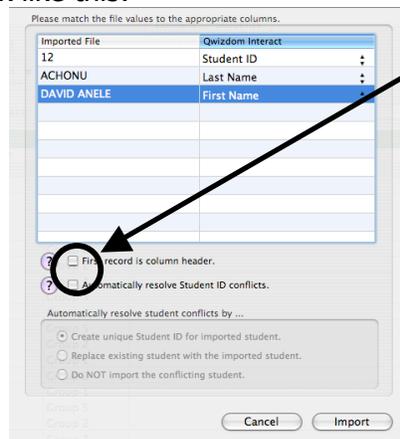
Notice that column 'A' now contains first a student's roll-book position and then the period #.
Do this for every class you wish to import into Qwizdom.

SETTING UP TEACHER AND CLASS PROFILES:

1. OPEN INTERACT
2. **(If you already have set up a teacher profile, skip to step 6.)**
3. To create a teacher profile:
4. On the menu bar, choose 'Class' then 'Manage Teachers'.
5. Fill out the information and click 'Done'.
6. To create classes:
 - a. From the menu bar, choose 'Class' then 'New Class' and **find your name** in the first dropdown menu.
 - b. Fill in a name for a class period i.e. "Period 1". Leave the "Log in by Id" box **CHECKED**.
7. Repeat for each class.

IMPORTING STUDENTS INTO PERIODS:

1. WITH INTERACT OPEN, Choose 'Students' tab.
2. In the scroll box named 'Class', bring up the name of the class for which you wish to import students.
3. From the 'File' dropdown menu, choose 'Import' then 'Students'
4. Find the .csv file on your desktop (*see 3 a-c above*) that corresponds to the class you have chosen and click 'Open'.
5. In the dialog box, open the first 'blue' scroll box using the up/down arrows.
6. Choose 'Student ID'.
7. In the second 'blue' scroll box, choose 'Last Name'.
8. In the third 'blue' scroll box, choose 'First Name'.
9. **IMPORTANT NOTE:** Be sure the "First Record is Header" box is **UNCHECKED**. Otherwise your student login IDs and student names will not match.
10. The dialog box will now look like this:



11. Click 'Import' (*Note: the Qwizdom page will revert to the "Sample" class. To see your newly imported students, choose your name and class from the dropdown box.*)
12. Repeat for each class.
13. Classes are now imported and students have been assigned login numbers.
14. With this procedure, it will not matter what remote any student picks up. Students' scores will be recorded in your computer according to their login numbers, if you choose it as an option in "Present" mode.
15. **NOTE:** As new students enroll in the class, they can be added individually along with IDs by clicking the 'Add Student' icon and choosing on the lower button.