

## Acquiring/Formatting/Saving Class List for i>Clicker

In MyKU, navigate to **Records and Enrollment > KU Custom > Get Class Roster with E-mail**

Fill out all fields and click **View Results**

For Download results, click **Excel Spreadsheet** then Open to open the file in Excel

**PZSR\_EMAIL\_CLASS\_ROSTER - Get Roster Email Addresses**

Term:

Subject:

Catalog:

Section (Optional):

Session:  ▼

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(35 kb\)](#)

[View All](#)

Class Nbr	Class	Student ID	First Name	Middle Name	Last Name	Studen
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The file will open in Excel. There will be more columns than needed.

Remove Columns A, B, E, and all columns after Last Name.

	A	B	C	D	E	F
1	Get Roster	23				
2	Class Nbr	Class	Student ID	First Name	Middle Name	Last Name
3	5512	ANT 215 - 010	000000000	Joe	H	Somebody
4	5512	ANT 215 - 010	000000000	Eric	S	Hill

You should then have the following:

	A	B	C	D
1				
2	Student ID	First Name	Last Name	
3	000000000	Joe	Somebody	
4	000000000	Eric	Hill	

Columns have to be reordered for Last Name, First Name, Student ID  
 Cut Column B and Paste in Column D  
 Cut Column A and Paste in Column E  
 Delete Columns A and B  
 Delete Row 1

	A	B	C	D	E
1					
2			Last Name	First Name	Student ID
3			Somebody	Joe	000000000
4			Hill	Eric	000000000

You should then have the following:

	A	B	C
1	Last Name	First Name	Student ID
2	Somebody	Joe	000000000
3	Hill	Eric	000000000

Save your file as a .CSV type file onto your desktop

Rename file to **roster.txt**

Copy this file to the Classes folder on the iClicker Flash drive

**Note:** The file must be placed in the correct class folder inside the Classes folder on the USB flash drive. If you have more than one class, be careful that you don't mix up your classes. It is easy to do because the file name for each class needs to be Roster.txt. Only the file location determines which class it is.