

Classroom Plus to SMART Response

1. Log into Classroom Plus

2. Click on the Reports tab



3. Click on "GBK CLS ROSTERS"



4. Select the necessary class

5. Click Preview

6. Using the mouse, select everything from the "1" in front of the first student to the YIS for the last student

1	██████, Denis ██████	██████3	09
2	██████, Jose	██████8	09
3	██████, Marvin ██████	██████	09
4	██████, Ryan ██████	██████	09

7. Press CTRL + C on the keyboard

8. Open Microsoft Excel

9. Press CTRL + V

10. Right-click on column heading A

11. Click Delete

12. Right-click on column heading C

13. Click Delete

14. Right-click on column heading B

15. Click Cut

16. Right-click on column heading A

17. Click "Insert Cut Cells"

18. Click on the column heading B to select the whole column

19. Click the Data tab at the top of the page

20. Click on "Text to Columns"

21. Select Delimited on the wizard that appears

22. Click Next

23. Check the Comma box under Delimiters

24. Click Finish

25. Right-click on the row heading 1

26. Click Insert

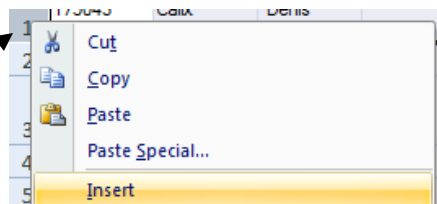
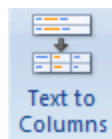
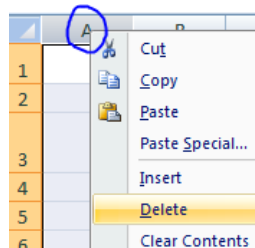
27. In cell A1 type: Student ID

28. In cell B1 type: Last Name

29. In cell C1 type: First Name

30. Click the File menu

31. Click Save As



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32. Change the “Save as type:” to “CSV (Comma delimited) (*.csv)”

33. Save to a location you will remember

34. Close Excel

35. Start up SMART Response Teacher Tools

36. Click “Add a class”

37. Named the class (i.e. 1st period)

38. Period, Location, and Passing grade are optional

39. Click Add



40. Click the Import button (top-left corner)

41. Click Students

42. Select the class from the list

43. Click Next

44. Select Comma Separated Values (CSV)

45. Browse to and Open the file from step 32

46. If an error occurs, repeat steps 1-31

47. Click the Students tab to verify the students imported

