


# Adding Students with Their Student ID to CPS/eInstruction

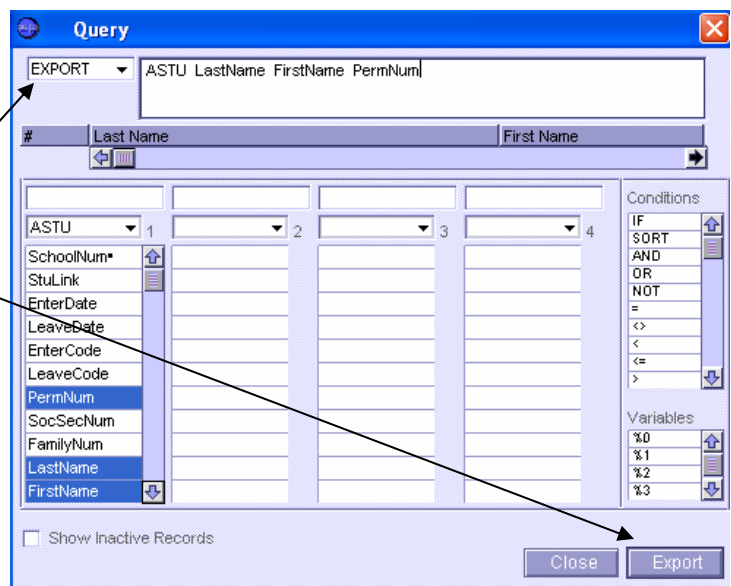
## Class XP

1. Open **Class XP** and log in.
2. Click on the class of your choice, then click OK.
3. Display the **Query Atom**. (You only need to do this once.)
  - a. You probably cannot see the **SASI Modules** icon in the upper left corner. You will need to click and drag whatever dialog box is in that corner to uncover that icon.

- b. Double click on **SASI Modules**. 
- c. Double click on **Utilities**.

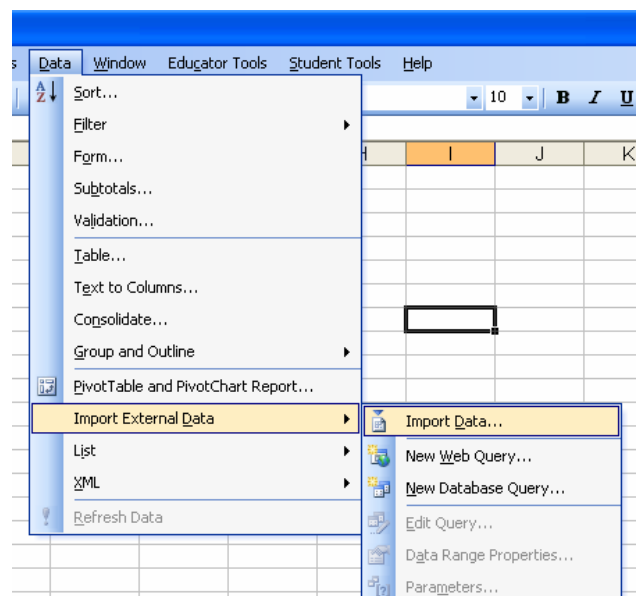
- d. Click and drag **Query**  to the left onto one of the blank buttons.

4. Now click on the **Query** button.
5. This opens the Query dialog box. Click on **LastName, FirstName** and **PermNum**.
6. Click the dropdown to the right of **DISPLAY** and select **EXPORT**.
7. Click on **Export** in the lower right corner.
8. Click **OK**.
9. Browse to where you want to save your file.
10. Type a name for your class in the **File name** box.
11. Click on **Save**.
12. Click on **OK**.



## Excel

1. Open **Excel**
2. Click on **Data > Import External Data > Import Data**.
3. Click the dropdown to the right of **Files of type** and select **All files**.
4. Browse to where you saved your file, select it and click on **Open**.
5. **Delimited** should be selected. Click on **Next**.
6. **Tab** should be selected. Click on **Next**.
7. Click on the column heading above the **StudentID** numbers.
8. Select **Text**.
9. Click on **Finish**.
10. Click **OK**.



## *Adding Students with Their Student ID to CPS/eInstruction*

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11. Click anywhere in the first row.
12. Click on **Insert > Row**.
13. Click in cell **A1** and type **Last**.
14. Click in cell **B1** and type **First**.
15. Click in cell **C1** and type **StudentID**.
16. Save your Spreadsheet as **CSV**.
  - a. Click on **File > Save**.
  - b. Navigate to where you want to save this file.
  - c. Type a name for your class in the **File name** box
  - d. Click the dropdown to the right **Save as Type**, scroll down and select **CSV (Comma delimited)**.
  - e. Click on **Save**.
  - f. Click **OK**, then **Yes** to the next two dialog boxes.
17. Close the file.

### **eInstruction**

1. Open **CPS**.
2. Click on **Import**.
3. Click on **Comma Separated values (\*.csv)**.
4. Click on **Next**.
5. Browse to where you saved your Excel file and click on it.
6. Click on **Open**.
7. Click in the box before your class name so there is a check.
8. Click on **Next**.
9. Click on **Done**.