

Importing Students

Overview

This tour details the importation of student data, contained in a comma or tab-delimited file, to create student accounts in TI-Navigator™ system. The Import Student function is useful when you have student data files at your disposal, or when you wish to enter a large group of students.

1. Prepare the data file to be imported

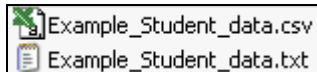
TI-Navigator accepts both .CSV and .TXT files that are comma or tab-delimited.

The following fields are accepted:

First Name, Last Name, User Name, Password, Display Name and User ID.

Of the above, only First Name, Last Name and User Name are required. If no password is specified, the password will be set to “Student Chooses”. If no Display Name is specified, one will be created using the First Name.

Refer to the example files provided on the TI-Navigator software installation CD.



You can examine and customize these files in a spreadsheet program, such as Microsoft® Excel, or in a text editor, such as Microsoft® WordPad.

If a header is NOT specified in your import file, the data must be in exactly this order.

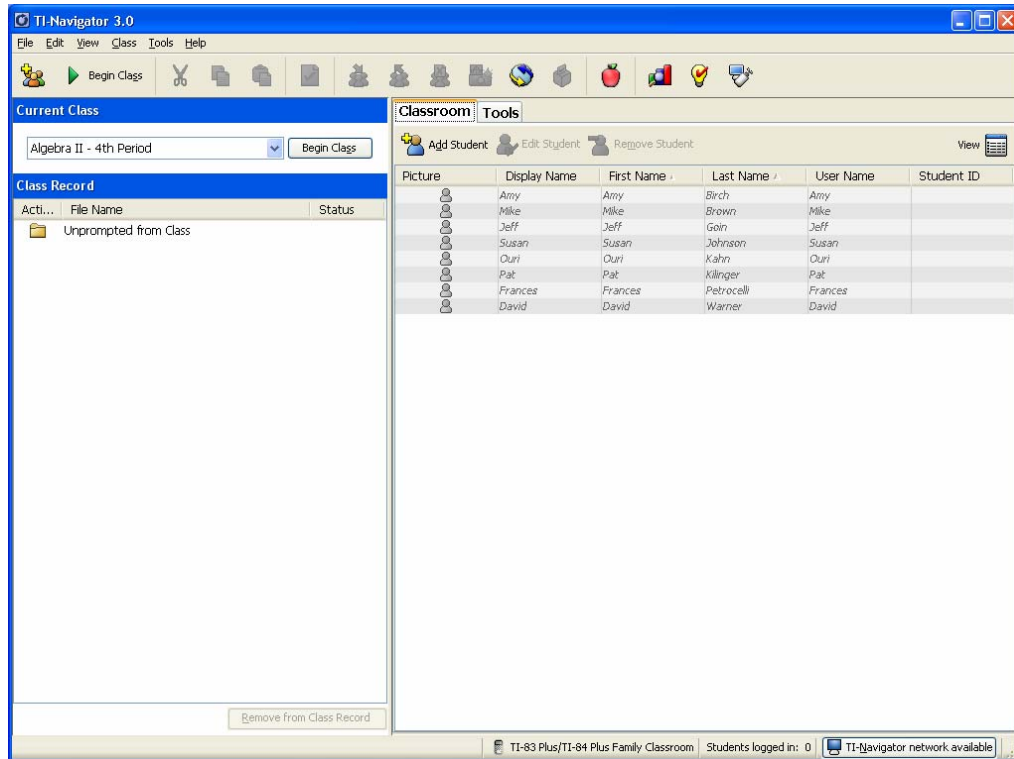
First Name	Last Name	User Name	Password	Display Name	Student ID
James	Jones	Jjones	123	Jjones	555-1212
Cindy	Albert	Calbert	456	Calbert	444-1212

Before proceeding to the next step, use a provided example file as a template to create a new data file. You may type your student data in the appropriate order – or – may copy and paste it from an existing student data file (e.g. from a grade management program).

2. Launch the TI-Navigator™ Software

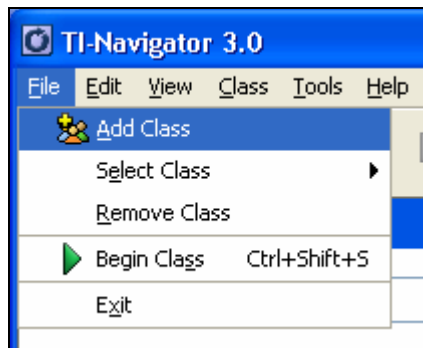
Click **Start > Programs > TI Tools > TI-Navigator > TI-Navigator.**

The TI-Navigator computer home screen opens.

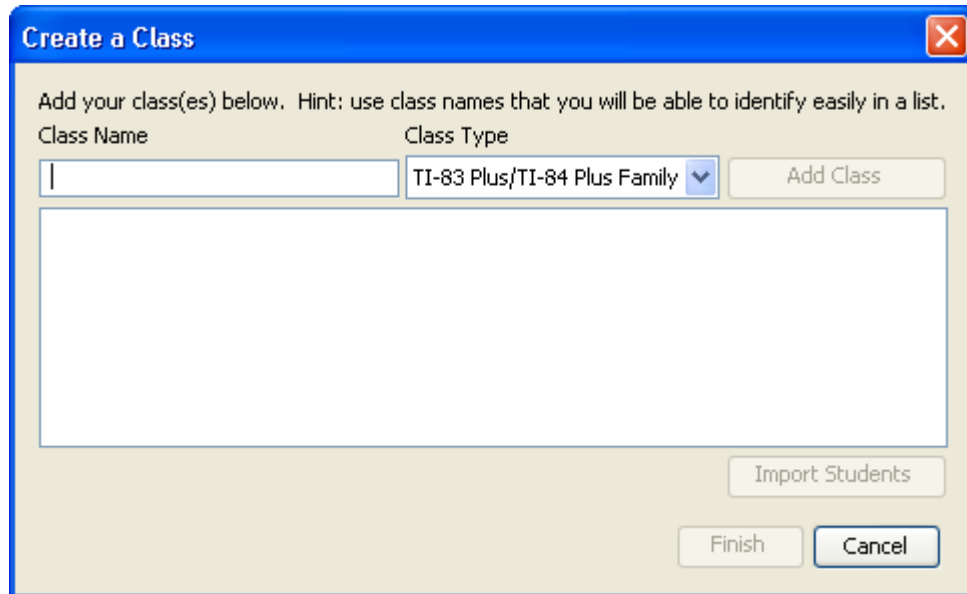


3. Open the Create a Class dialog box

Click **File > Add Class.**



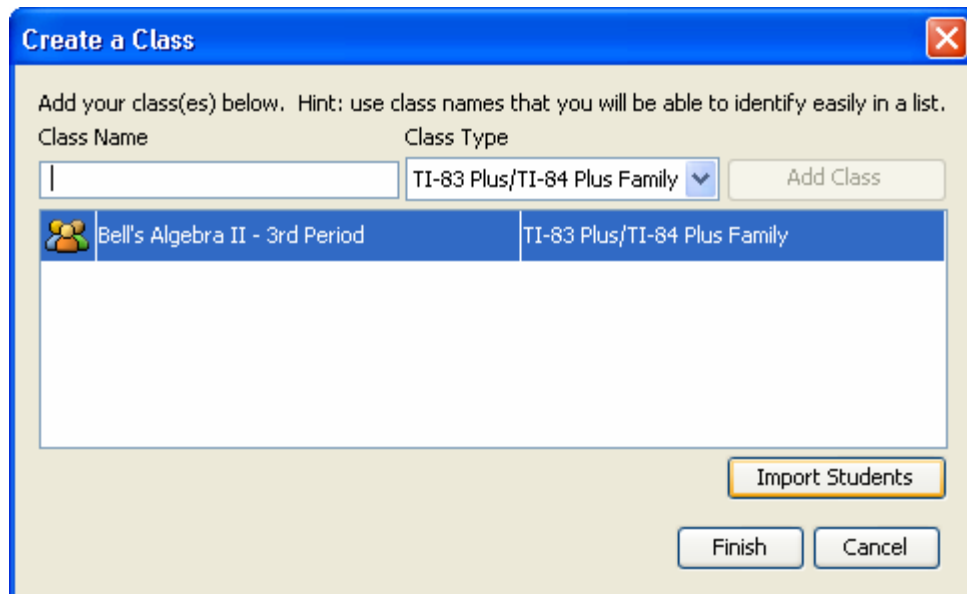
The **Create a Class** dialog box opens.



4. Add a Class and Import Students

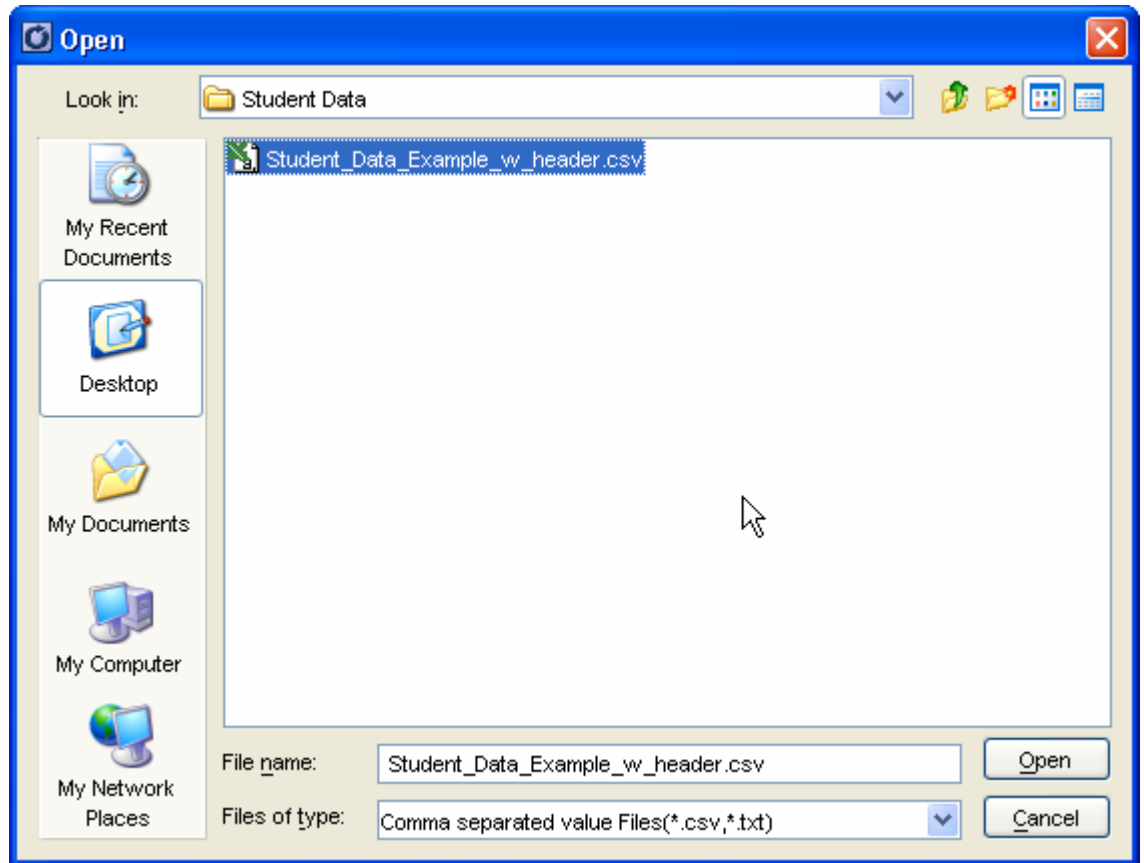
A. Enter a **Class Name**.

B. Click **Add Class**.



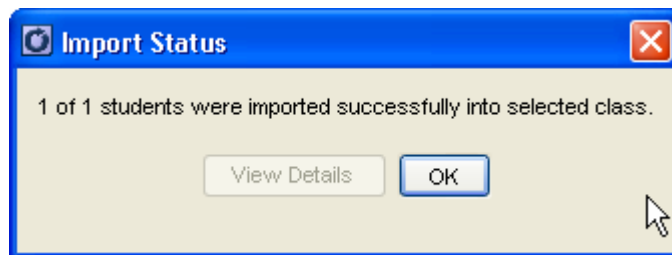
C. Click **Import Students**.

A File Open dialog box will open.



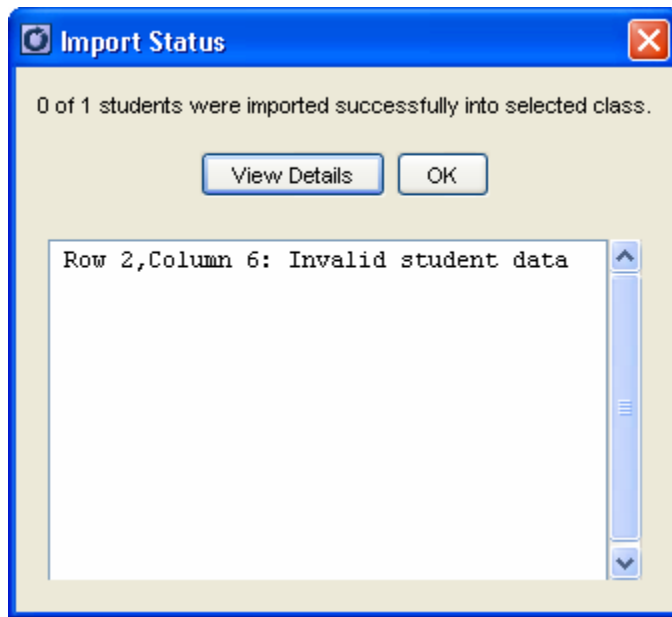
D. Browse to the location where your student data file is located, select it and click **Open**.

Import Status will be displayed.



Note: If there is a problem with the import process, the **View Details** option will be available.

If a problem does occur in the import process, these details can be helpful in locating the problem in the data file.



5. Examine the new Class and verify that the students were added as expected

Double-click a Student in the **Classroom Tab** to view the **Student Properties**. Note: this is a non-essential step, included for orientation only.

