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Office of Support for Effective Teaching
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How to Make
an iClicker
Roster File

The association (or registration) of a student's ID or name with a particular transmitter (the serial number on the back of each iClicker remote) is required before a student can receive individual credit for voting in class. You must create a text file for you iClicker class folder that contains your class roster. This file is named "Roster.txt" unless you are linking your students' iClicker scores to your WebCT gradebook, in which case you name the file "Class.txt." This text file is then place in the same folder as your class files and synchronized with student clicker registration by one of several procedures described in the iClicker QuickStart Guide (http://www.iclicker.com/support/userguides/).

The Roster.txt (or Class.txt) file must have one line for each student in your class, with each line containing the student's Last Name, First Name, and a Student ID string that is unique for each student.

There are two ways to obtain your class list and convert it to the appropriately formatted text file. The first option is easiest, but WebCT Vista users who wish to post clicker scores in their WebCT gradebook will want to use the second option.

- All users can use the class list provided in "Exportable Class List" via LoboWeb
- WebCT Vista users can use their WebCT class list

Important note for Windows users: It is important that you see the file extensions (e.g., .csv, .txt) on the files that you edit and create in the process. If you cannot see these extensions in your file Explorer window: Choose Tools, Folder Options, View, and be sure that "Hide extensions for known file types" is not checked.

1. Making a Roster.txt file from Class List Services

A simple export feature within Class List Services within LoboWeb allows you to export your class list directly to Excel, where it can be modified to meet the requirements of the Roster.txt file. The last step will be to rename that file to roster.txt. The student ID will be the student's NETID.

a) Log into MyUNM as usual and select LoboWeb from the Faculty Life Tab.
b) Scroll down to "Class Section Functions" and select "Exportable Class List."
c) You will be met by another login window that leads you to the "Class Lists" page.
d) Select the "Class lists" link and then select your course section from the list.
e) Click "Create EXCEL Spreadsheet" and save the ClassRoster.xls file to your computer
f) Open ClassRoster.xls in Microsoft Excel
g) Select and delete all columns *except* C and J. To do this, hold down the CTRL key while clicking on each of the column letters for the columns you want to delete. Then, click on the Edit menu and select delete.
h) Insert two columns between columns A and B (highlight column B, open the Insert menu at the top of the screen, and select Columns; repeat to insert the second column).
i) You now need to break up the student name and initials into separate columns. Here are the steps:
   - Highlight column A
   - Choose the Data menu at the top of the page and then select "Text to Columns."
   - In the Step 1 task window, check "Delimited" and click "Next."
   - In the Step 2 task window, check "Comma" *and* "Space," and click "Next."
   - In the Step 3 task window, check "General" for the column data format and click "Finish"
j) Select and delete column C, which contains students' middle initials
k) Type in these labels: "Last name" in cell 1A, "First name" in cell 1B, and "Student ID" in cell 1C.
l) From the menu bar, select File, Save As.

m) Change the Save as the location of your other course files for iClicker and change the file type to CSV (comma delimited). Keep the default file name, "ClassRoster.csv." *Resist all temptations to save as a *.txt file.*

n) Press the Save button.

o) You will receive a warning from Excel that only the active sheet will be saved; click OK.

p) Next, you will get a warning from Excel, "Do you want to keep the workbook in this format?" Your answer is Yes.

q) Close Excel. When prompted to save changes, answer No.

r) The last step is to rename this file to what the iClicker software needs.

- Open your course folder
- Delete the (sample) file "Roster.txt". (Highlight, press Delete key, and answer Yes).
- Right click file ClassRoster.csv, Select Rename, and type: Roster.txt
- Press Enter
- You will get a warning, "Are you sure you want to change it?" Press Yes.
- Now you should be able to start registering your students, using one of the methods in the iClicker Quick Start Guide or the iClicker User's Guide.

2. Making a Class.txt file from WebCT

A simple export feature wthin WebCT Vista allows you to export your class list directly to a CSV file. The last step will be to rename that file to class.txt. The student ID will be the student's NETID.

a) Log in to WebCT (vista.unm.edu) and select your class.

b) Choose the Teach tab and then select Grade Book from the Instructor Tools.

c) Select your students. This process is easiest if you use the Members tab in the Grade Book.

- Be sure that all of your students are visible by adjusting the selection in the Page window at the bottom right of the web page.
- Either individually click in the box in the left column for each student, or more efficiently, click the box at the top of the left column.

d) At the bottom of the web page, click on Export to Spreadsheet.

e) Leave ALL radio buttons in their default choices (selected members, visible columns, comma-delimited, UTF-8)

f) Press the Export button.

g) In the File Download box select Open, and an Excel spreadsheet will now open.

h) Delete any data in column D or higher, retaining only columns A, B, and C.

i) From the menu, select File, Save As.

j) Save the default file name, "exportedcourse.csv," into your course folder. *Do not change the file name or the file type.*

k) Next you will get a warning from Excel, "Do you want to keep the workbook in this format?" Your answer is Yes.

l) Close Excel. When prompted to save changes, answer No.

m) The last step is to rename this file to what the iClicker software needs.

   a) Open your course folder
   b) Delete the (sample) file "Roster.txt". (Highlight, press Delete key, and Yes).
   c) Right click file exportedcourse.csv, Select Rename, and type: Class.txt
   d) Press Enter
   e) You will get a warning, "Are you sure you want to change it?" Press Yes.
   f) Now you should be able to start registering your students, using one of the methods in the iClicker Quick Start Guide (#3), or Section 2 of the more complete iClicker User's Guide.