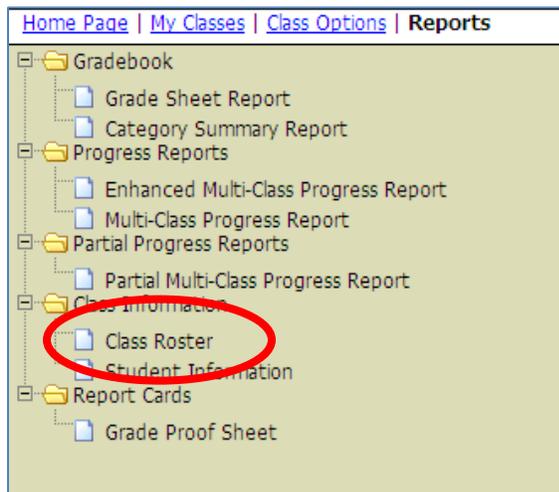


## Importing your Students into Google Apps Contacts

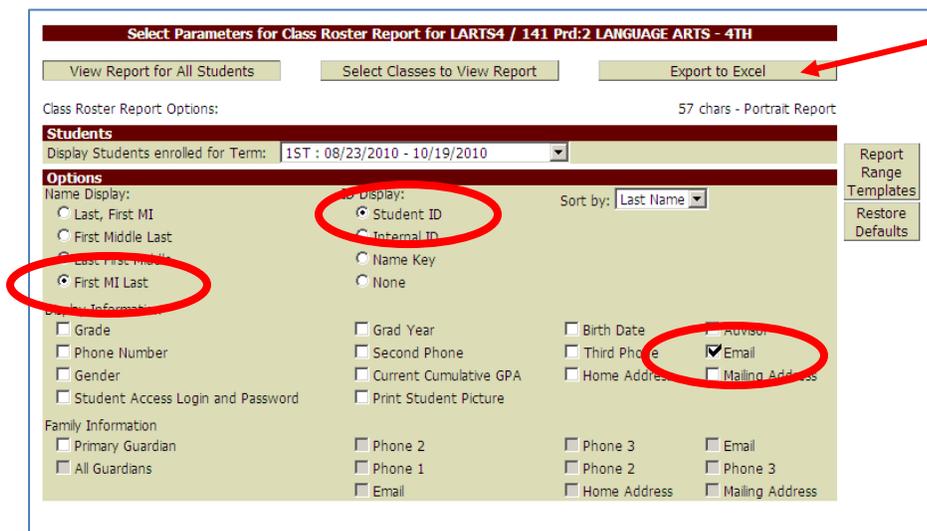
Google Apps makes it really easy to share files. However, since students are in a separate domain from teachers, student emails aren't populated in your SBISD-Educators Google Apps account. So, we need to import them!

In Skyward, find the Class Roster Report. My Classes>Class Options>Reports



Open the Class Roster Report. Select the following fields to appear in your report:

- Name Display – Any are fine. I would use the First MI Last
- ID Display – Select Student ID since this is their password. Importing this will give you easy access to their passwords.
- Email – The most important!

A screenshot of the 'Select Parameters for Class Roster Report' form. The form title is 'Select Parameters for Class Roster Report for LARTS4 / 141 Prd:2 LANGUAGE ARTS - 4TH'. There are three buttons at the top: 'View Report for All Students', 'Select Classes to View Report', and 'Export to Excel'. Below these are 'Class Roster Report Options' and 'Students' sections. The 'Options' section has two columns of radio buttons. In the first column, 'First MI Last' is selected. In the second column, 'Student ID' is selected. In the third column, 'Email' is selected. There are also checkboxes for various fields like Grade, Phone Number, Gender, etc. A red arrow points to the 'Export to Excel' button.

Now, select Export to Excel.

The report will open in Excel.

	A	B	C	D	E	F	G	H
1	1serst06 p			BUNKER I			Date: 09/08/2010	
2	04.10.06.0			Class Ros			Time: 8:07 AM	
3								
4	Teacher: J				School Year: 2010-2011			
5	Course: LA		Sec: 141		Period: 2		Room #:	
6								
7	First MI	La	Student ID	Email				
8	Aidan C. E							
9	Lindsay K							
10	Marcelo N							
11	Lauren D							
12	Sarah El S							
13	Chloe A. F							
14	Beau B. F							
15	Jason R. C							
16	David C. J							
17	Ross W. J							
18	Katherine							
19	Colin Liu							
20	Anabelle C							
21	Maya Miur							
22	Caroline F							
23	Molly M. S							
24	Yuki Suzu							
25	Meghan L							
26	James W.							
27	Taylor M.							
28								

Google Apps wants the information in a certain way so we need to modify the report.

	A	B	C	D	E
1	First MI	La	Student ID	Email	
2	Aidan C. E				
3	Lindsay K				
4	Marcelo N				
5	Lauren D				
6	Sarah El S				
7	Chloe A. F				
8	Beau B. F				
9	Jason R. C				
10	David C. J				
11	Ross W. J				
12	Katherine				
13	Colin Liu				
14	Anabelle C				
15	Maya Miur				
16	Caroline F				
17	Molly M.				
18	Yuki Su				
19	Meghan				
20	James				
21	Taylor				
22					

	A	B	C	D	E
1	Name	Student ID	E-mail Address		
2	Aidan C. E				
3	Lindsay K				
4	Marcelo N				
5	Lauren D				
6	Sarah El S				

First, delete the first 6 rows of data. Hover over the Row Heading 1 and right click Delete. Repeat until all 6 rows are gone (or click and drag over the 6 rows and right click Delete once).

Now, we need to rename the column headings so Google Apps will recognize the information:

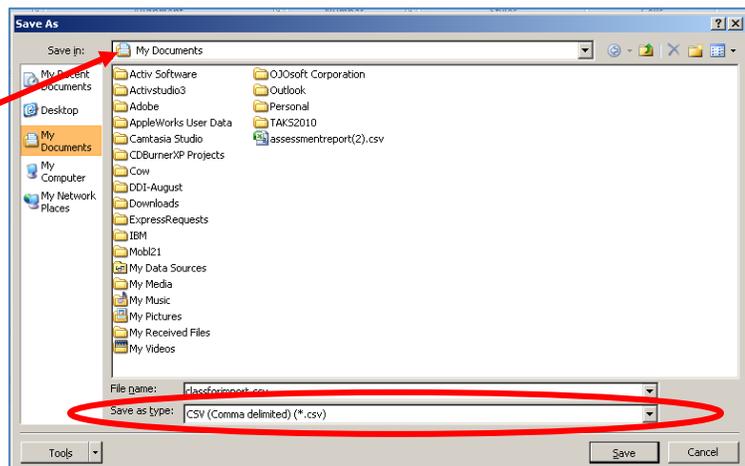
- Column A: **Name**
- Column B: **Student ID**
- Column C: **E-mail Address (MOST IMPORTANT)**

Lastly, the file needs to be saved as a .CSV (Comma Delimited) file.

File>Save As

Change the **Save as type** from Excel to **CSV**.

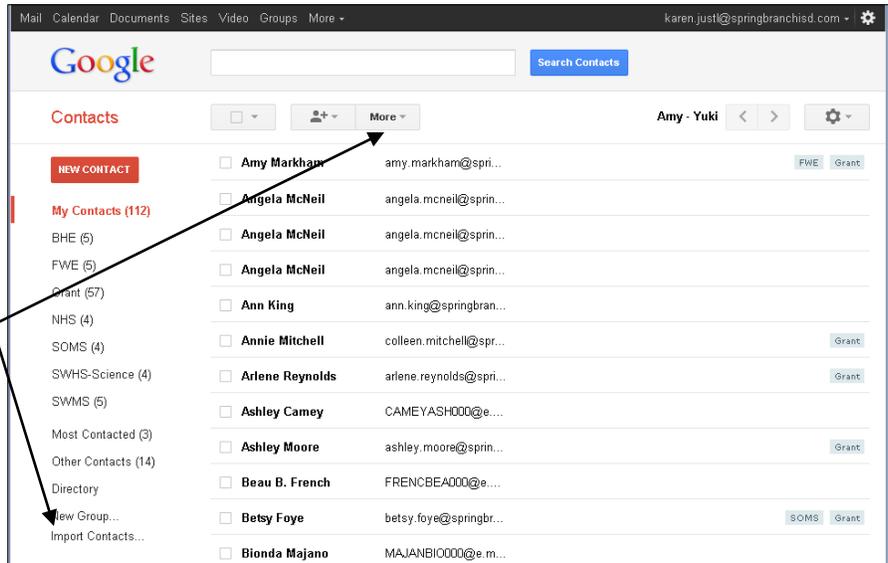
Give the file a name and save to a location where you can find it!



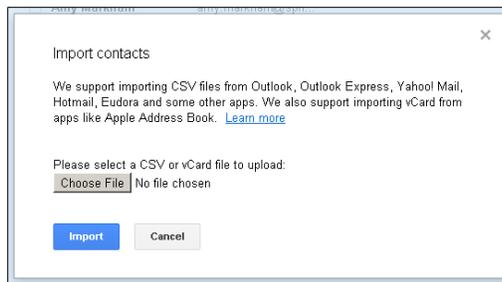
To Google Apps!

Log into your Google Apps account and navigate to Contacts (under more).

Now, select Import Contacts either from the bottom of the list on the left or by selecting Import from the More drop down menu.



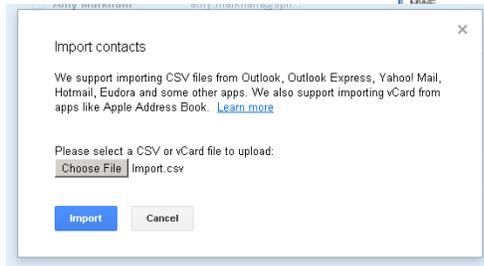
Select Choose File.



Navigate to your file (where you saved it), select it and select Open.

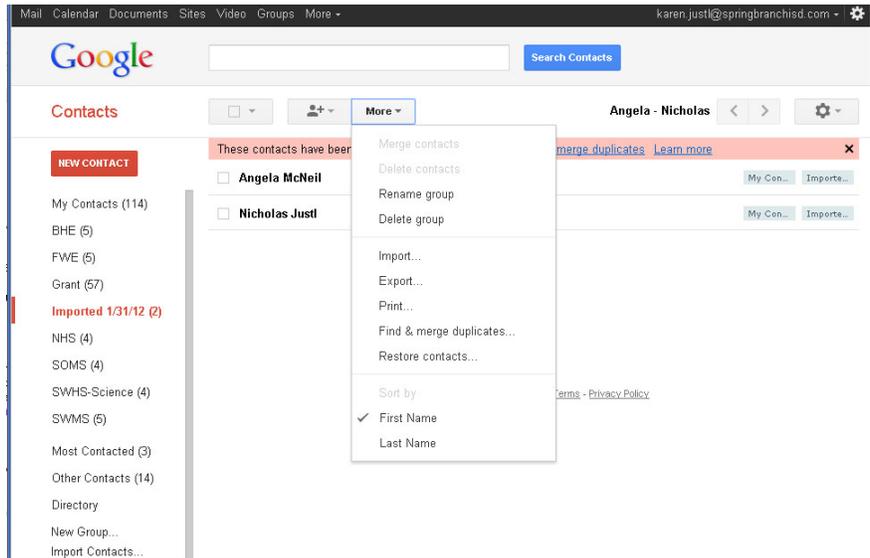


Select Import.

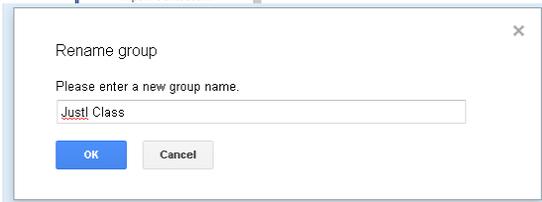


The group (and the contacts) will appear in your list of groups to the left as Imported with the date.

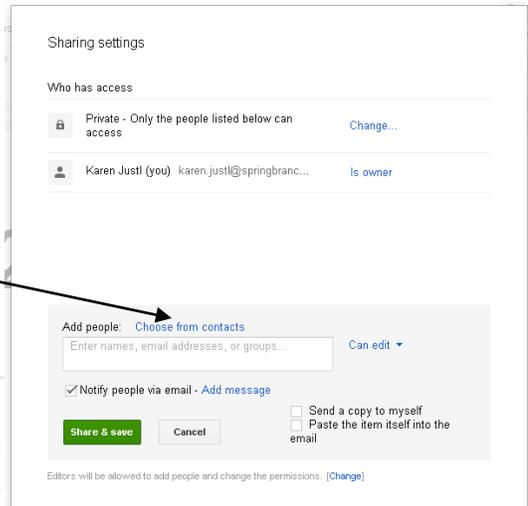
To rename the group, select the group, click on More in the Contacts menu and select Rename Group.



Enter the name desired and click OK.



Now, when you create a document and want to share it, select Choose from Contacts and you can add your entire class with a click!



Choose the desired group from the list and select Done.

