Science

Team Shake
Exporting Student Information using EDUGENCE
Check List

GravityKills.net

Exporting Student Information

_____ 1. Login into Edugence; select ⭐ Semester Exams ; then select the Year, Semester and Class.

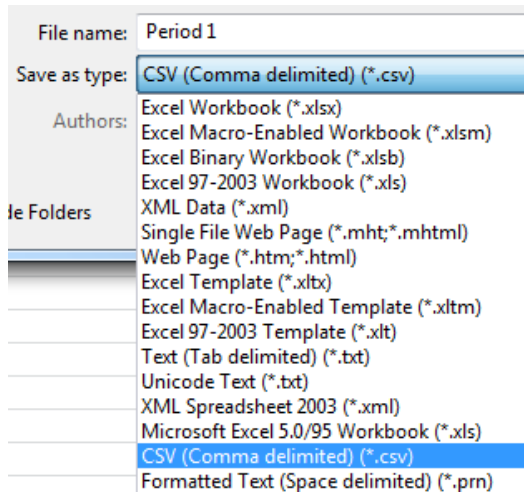_____ 2. Export the student roster by clicking on the Excel icon in the top right corner, 📊.

_____ 3. Open the exported Excel find:
  _____ Delete the first row on the spreadsheet. (describes the content of the spreadsheet)
  _____ Delete all the columns EXCEPT the Student ID and Name. (columns A and B)

_____ 4. Select the contents in column B. (student name)

_____ 5. Select "Text to Columns" found on the data tab.

_____ 6. The convert text to columns wizard will open.
  _____ Step 1 of 3; Delimited should be selected; select Next
  _____ Step 2 of 3; Select comma ONLY; select Next
  _____ Step 3 of 3; General should be selected; select Next
  _____ Message "Do you want to replace contents of the destination cells" comes up; select OK
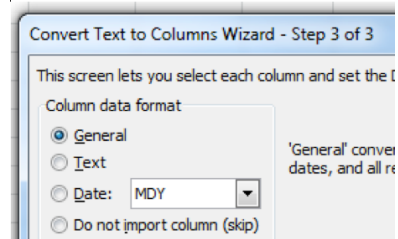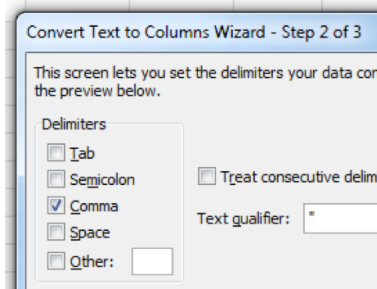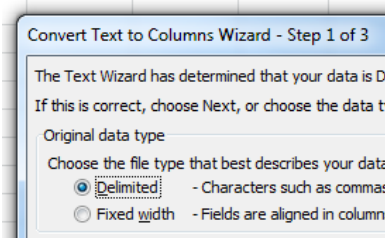
_____ 7. You should now have a spreadsheet with:
  • Student ID in column A
  • Last Name in column B
  • First Name is column C

_____ 8. Copy and paste column **B** into column **B** (on the Team Shake spreadsheet) and column **C** into column **C** (on the Team Shake spreadsheet). The first and last names will be merged together in column A. **DO NOT** paste anything into column A on the Team Shake spreadsheet. Go to the URL below for a copy of the importing spreadsheet.
http://gravitykills.net/Curriculum/Import_Team_Shake.xlsx

Continued on Next Page

_____11. Save the file as a CSV (Comma delimited). Suggested file name is the class period.

File name:	Period 1
Save as type:	CSV (Comma delimited) (*.csv)
Authors:	Excel Workbook (*.xlsx)
	Excel Macro-Enabled Workbook (*.xlsm)
	Excel Binary Workbook (*.xlsb)
	Excel 97-2003 Workbook (*.xls)
le Folders	XML Data (*.xml)
	Single File Web Page (*.mht;*.mhtml)
	Web Page (*.htm;*.html)
	Excel Template (*.xltx)
	Excel Macro-Enabled Template (*.xltm)
	Excel 97-2003 Template (*.xlt)
	Text (Tab delimited) (*.txt)
	Unicode Text (*.txt)
	XML Spreadsheet 2003 (*.xml)
	Microsoft Excel 5.0/95 Workbook (*.xls)
	CSV (Comma delimited) (*.csv)
	Formatted Text (Space delimited) (*.prn)

_____12. Using an email account that is accessible on your phone/ipad, email the file to yourself.

_____13. Select the file on your device then "Import with Team Shake".

_____14. Define the "List Name" as the class period.

_____15. **Repeat** the above steps for **EACH** class you want to import into Team Shake.

_____16. After all classes/students have been imported into TEAM SHAKE, you will need to delete the student named *FIRST NAME copied here LAST NAME copied here* from each class.