



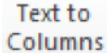



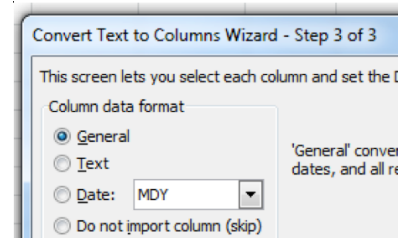
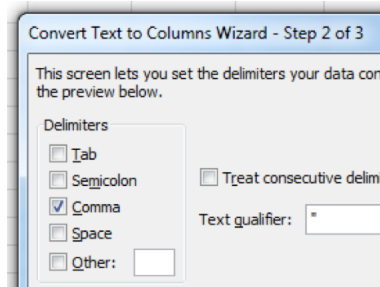
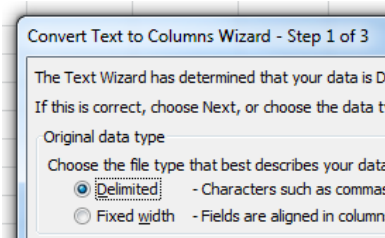


# Team Shake

## Exporting Student Information using EDUGENCE Check List

### Exporting Student Information

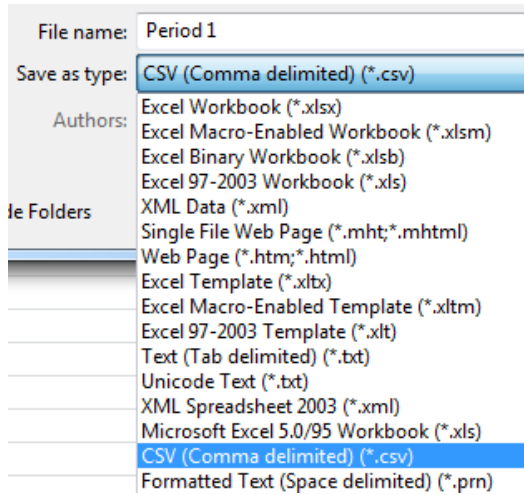
- \_\_\_\_\_ 1. Login into Edugence; select  **Semester Exams** ; select a class period then click on 
- \_\_\_\_\_ 2. Export the student roster by clicking on the Excel icon in the top right corner, .
- \_\_\_\_\_ 3. Open the exported Excel find:
  - \_\_\_\_\_ Delete the first row on the spreadsheet. (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](http://gravitykills.net/Curriculum/Import_Team_Shake.xlsx)

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\_\_\_\_\_ 11. Save the file as a CSV (Comma delimited). Suggested file name is the class period.



\_\_\_\_\_ 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.