

How to import student roster into CommuniCoach class section:

- First create CSV file with first and last names, VSU email address, and student PID, first part of email address. Columns can be in any order.
- Next, after creating the Class Section in CommuniCoach, select from the Setup menu: Students>Import Students>From CSV File.
- Then in the form provided:
 1. Choose the appropriate Class Section
 2. Browse for the CSV file on your computer
 3. Indicate the order of the columns on the CSV file
 4. Select option “Add the user to my class section.”
 5. Select the appropriate response, yes or no, as to whether the CSV file has headers (no in this case).

	A	B	C	D
1	Adams	Stacey	sradams@valdosta.edu	sradams
2	Bezemes-	Nancy	nabezemesfarley@valdosta.edu	nabezemesfarley
3	Binns	Cherrita	clbinns@valdosta.edu	clbinns
4	Brown	Renata	rkbrown@valdosta.edu	rkbrown
5	Childers	Laurie	lschilders@valdosta.edu	lschilders
6	Chitwood	Dustin	drchitwood@valdosta.edu	drchitwood
7	Copeland	Melissa	mlcopeland@valdosta.edu	mlcopeland
8	Fiddler	Brian	bhfiddler@valdosta.edu	bhfiddler
9	Funke	Abby	afunke@valdosta.edu	afunke
10	Gannaway	Bryan	bwgannaway@valdosta.edu	bwgannaway
11	Gasaway	Melissa	mjgasaway@valdosta.edu	mjgasaway
12	Geraghty	Susan	sgeraghty@valdosta.edu	sgeraghty
13	Greene	Rhonda	rggreene@valdosta.edu	rggreene
14	Harbert	Kimberly	kjharbert@valdosta.edu	kjharbert
15	Hill	John	jrhill@valdosta.edu	jrhill
16	McAdams	Lora	ljmcadams@valdosta.edu	ljmcadams
17	Melts	Maria	mamelts@valdosta.edu	mamelts
18	Newman	Paula	pjnewman@valdosta.edu	pjnewman
19	Oyler	Cami	cloyler@valdosta.edu	cloyler
20	Persons	Barry	bspersons@valdosta.edu	bspersons
21	Smith	Linda	lindsmith@valdosta.edu	lindsmith
22	Snow	Cassidy	csnow@valdosta.edu	csnow
23	Stewart	Kathleen	kgstewart@valdosta.edu	kgstewart
24	Towns	Pamela	pbtowns@valdosta.edu	pbtowns
25	Turner	Ryan	rjturner@valdosta.edu	rjturner

Import Students

You can import students into CommuniCoach by browsing to a CSV (Comma Separated Values) file on your computer containing a list of students.

Click [here](#) to view/download an example.

Choose a class section to import students into (leave blank to add students to CommuniCoach, but not place them in a class section).

Class Section: SEGC 6030: Integ Inst: Meth & Strat: 11 SPRING Y01

2) Choose a CSV file on your computer that contains the list of students.

CSV File: C:\Documents and Settings\lawpowell\Desktop\SEGC603011springy01.csv

3) Identify the fields that are included in the CSV file by entering their field number in the box provided (If you choose not to import email or password simply leave them set at 0).

User ID: * Required Email:

First Name: * Required Password:

Last Name: * Required

4) If a User ID is already in use in CommuniCoach should the imported user be rejected or should the existing user with the same User ID be added to your class section?

Add the user to my class section
 Reject the user as a duplicate

5) Does the file include column headers?

Yes
 No