

MAKE ROSTER

1. Make a template of All class rosters
2. Template should look
3. Last, first name and student ID
4. Export to Excel

MAKE FILE USABLE

1. Once in Excel Cut the column with student ID
2. Then insert in front of column with names
3. Open Data tab
4. click text to name columns
5. Use the delineation as comma (Now you should have an excel document with three columns.)
6. Add the following names to each column for each class. Last Name first name Student ID
7. I recommend making separate excel doc for each class.

Create SENTEO Class roster

(You now have six excel documents)

1. Open Smart Notebook (Click Icon)
2. Click on response tab and open teacher tools
3. Click to grade book view
4. Add a class
5. Add students
6. Click class you want to up load student list to
7. Click (comma separated values)
8. Find your file in folder you saved (desktop)
9. Upload. (Now you have your classes uploaded)