# Creating and Importing a Class List from Microsoft Excel

1. Open Microsoft Excel
2. Create 3 Columns
3. Student ID
4. Last Name
5. First Name

|  |  |  |
| --- | --- | --- |
| Student ID | Last Name | First Name |
|  |  |  |

\*\*It is very important that these columns follow this format for the list to import into SMART software.

1. Enter information for each student in the class.
2. Save document to a preferred file.

# Importing Class Into SMART Response System

**\*\*Before completing this step, make sure the SMART Response Receiver is connected\*\***

1. Open SMART Response Desktop Menu (This should be an orange icon on the taskbar at the bottom of your screen.)
2. If the icon is on your toolbar, skip to step 2. If the icon is not present, follow these directions:

* Click on Start Menu
* Click Programs
* Select SMART Technologies
* Select SMART Response
* Click Desktop Menu – This step should place the icon in your taskbar.

1. Click **Teacher Tools** (Could also say “click here to start a class” or “anonymous mode 0 students are signed in.”
2. When prompted, type in a classroom name for your receiver, then click **Begin.**

**\***If this step has already been completed, move on to the next step.

1. Click on **“Create a new SMART Teacher file”** and create your class information.
2. Enter all information as prompted and save to a preferred location on your computer.
3. Switch to “Gradebook View.”
4. Click **“Add a Class”**
5. Name class, period, and location.
6. Determine passing grade (60%)
7. Click on Created Class name.
8. Select **“Add students to your class”**
9. Select “**Import students into:**
10. Click on class
11. Click **Next**
12. Select **“Microsoft Excel”**
13. Click **Next**
14. Choose class list from file (should be an Excel file)
15. Click **Open.**

\*\*To view the class that was imported, click **“Students”** tab at the top of the page.