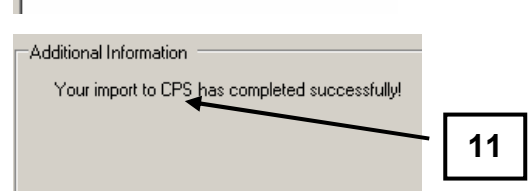
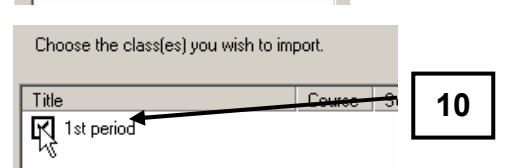
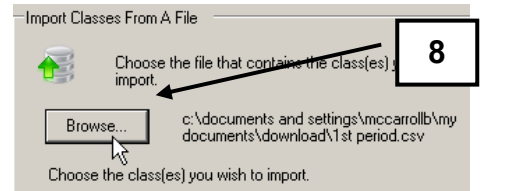
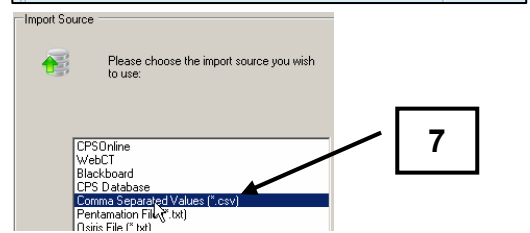
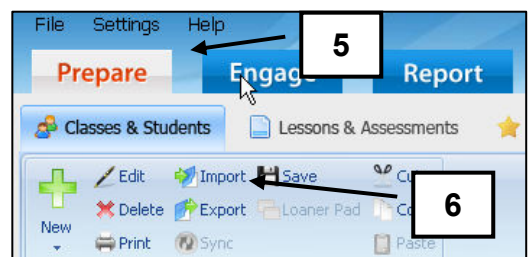
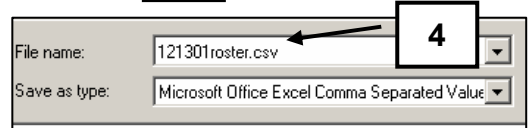
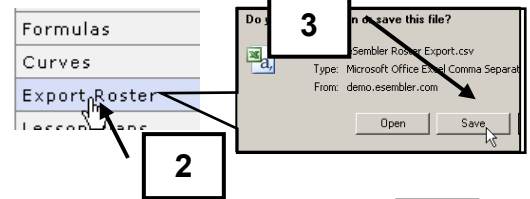
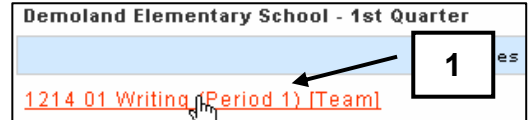


## Exporting the Roster from eSemblar

1. Select the class in eSemblar that you wish to create in the CPS software provided by elnstruction.
2. Hover over the **Tools** menu or click the button to open the list of tools. Select the option, **Export Roster**.
3. Choose **Save**. In the file search dialog box which appears, select the folder in the location of your choice to contain the exported file. It is recommended that you create a folder called "einstruction".
4. Change the file name to the course and section number with the word "roster" appended to it. Choose **Save**. Take note of the location where you saved the file.

## Importing the Roster in elnstruction

5. Open up your CPS program, select the **Prepare** tab and make the selection for **Classes&Students**.
  6. Choose the **Import** option in order to create a new class from the exported roster file. You do not have to create a class before importing students.
  7. In the "Import Source" dialog, select the option **Comma Separated Value**. Click **Next**.
  8. The next dialog box asks you for the file location. In order to locate the file select the **Browse** option and navigate to the location of the file you exported from eSemblar. Once you have located the file click **Open**.
  9. A dialog box requesting the "Instructor" for the course will appear. Select your name from the list. If you have not previously set yourself up as an instructor, a form will appear and allow you to set yourself up. Please follow the instructions in that form to add yourself as an instructor. Once you have selected yourself as the instructor for the course, click **OK**.
  10. A dialog allowing you to select a class import file will appear. Place a check in the classes you wish to import. Select **Next**.
  11. The file should import at this point. If it was successful, you should receive a confirmation message on the next screen. Choose **Done** to finish the import. **Repeat these instructions for additional classes.**
- NOTES: If you get a new student in eSemblar, you can repeat these steps for importing the roster. Importing again will add new students, but should leave existing students alone. Importing a new roster will **not** delete students if they leave your class. You can also add them to the list manually. You need to make sure you include the student ID in the record.



## Exporting Assessment Grades from eInstruction

1. After completing an Assessment using the CPS units, the grades will be available for importing into eSemblar. Select the **Report** tab in the CPS program.
2. Select the Session which contains the lesson which has been graded, that you wish to upload to eSemblar. Double click on the title of the session to open a list of report options.
3. To the left of the screen will be a list of the students to include in the report/export. Make sure the selection for **Select All** is indicated and take off the option for **Filter out students who did not respond**
4. A dialog box will appear with a list of possible reports relating to the session. Scroll down the list to the very bottom and select the report **eSemblar Export**.
5. Click on the **Preview...** button beneath the list.
6. A window will pop up and indicate the name of the exported file as well as the location. Take note of the location so you can find it later. Click the **Launch** button to start the export. Excel may open in the background with the file.

7. Find the file that was exported and rename it with the assignment name and period or some unique identifier for that assignment.

**NOTE:** Each time you export a file from CPS, make sure you rename the file with some unique name and put it in the same location each time.

## Importing Grades Into eSemblar

7. Create an assignment in eSemblar using the **Add Assignment** button located in the **Assignments** screen.
8. Return to the list of assignments and select the option at the end of the assignment description, **Grade**.
9. A list of students and a column for the grade will appear. This screen represents only the single assignment you selected from the list.
10. Choose the option at the top of the grade screen, **Import**.
11. Browse to the location of the renamed file you exported from CPS. Select the file and choose **Open**.
12. In the import box, click on the **Import** button to start the grade import. The import is checking the student ids in the file against the class roster in eSemblar. As long as the ids match, the scores will import. If you get an error message, you may have selected the wrong file to import. **Save** the Assignment before leaving this screen.

