


**WHAT YOU NEED TO DO TO HAVE A FILE READY TO IMPORT YOUR STUDENTS' FIRST NAME, LAST NAME,
PRN AND EMAIL ADDRESS IN ORDER TO USE CATME**

Overview: CATME requires a CSV file which is a format in which an Excel Spreadsheet can be saved, so we are working to getting this file together with these directions.

Note: You always can come see Karl or Susan for assistance!

1. Sign into Black Board and click into the course in which you will be using CATME.
2. Click on the chevron entitled "Grade Center" and from the menu that drops down, click on "Full Grade Center."
3. On right side about 1/3 of the way down in a blue box, click on "Work Offline" and a menu will drop down and you should click on "Download."
4. There will be circle choices under the categories of "Data" and "Options." Select "User information only" under the Data Category. Select "Comma" under the Options. Everything else can stay the same.
5. Click the blue "Submit" button in the upper or the lower right corner to proceed.
6. A screen will come up with a button labeled "DOWNLOAD." Click this button.
7. An excel spreadsheet will be created and moved into your download folder but the file name also should appear in the lower left hand corner. Click on this or open it up from your download folder. By the way if you get a warning that the file and format extension don't match, still click "yes" to open up the file.
8. You will have columns marked "last name," "first name," "username," "student ID," and several other columns. All columns E and on can be deleted so you end up with columns A through D.
9. CATME will be reading these columns so for consistency across the many institutions that use this software, the category names must be consistent, so change the column headers as follows:
 - Column A should just read Last (so delete the word name)
 - Column B should just read First (so delete the word name)
 - Column C can remain as is
 - Column D should just read ID (so delete the word student)
10. Now in order to get email addresses that CATME requires, we must add a new variable entitled Email, and because you have deleted columns E and on already, this could be Column E. Type in Email for the first cell—E1.

11. Now it would be tedious to type every email, SO we can devise a “formula” using the username that already exists since it is the first part of each of your student’s email address, but it does not have the @une.edu part. So,
Go to the first empty cell below where you typed in Email—this should be cell E2. Type in =C2&”@une.edu” exactly as it is typed here with the equal sign, the &, and the quotation marks, then hit return. Basically this is saying, take what is in cell C2 (which is the username that is the first part of each student’s email address) and add @une.edu. After you hit return the email address for the first person in your class list should appear.
12. Go back to this cell with the first student email (cell E2) and click on it, selecting it. As you scroll over the cell moving to the right lower corner this symbol  will turn to an “+” When this happens click and hold dragging your mouse down over the rest of the column and all cells below (E3, E4, E5, etc.) until you get to the end of your class list.
13. Presto, you should see each cell under Email populate with the correct student email address!
14. Now you must save the file in order to upload it into CATME. Go to the File tab in the upper left corner and click on it and in the menu that appears, click “Save as.”
15. Type in a name for your file and (**IMPORTANT**) look under where you typed the file name just now and you will see “Save as type.” Pull down menu and select file type CSV so the file will be .csv
16. Click Save, and if a pop up window appears, click that you wish to continue and keep that format.

**Now you have the file that you will need to import when you set up CATME!
Congratulations!**