

MarkBook for iPad - Importing Students

INTRODUCTION

Rather than entering a class list/roster via the keyboard, it may be done using a CSV file created for the purpose.

A CSV (Comma Separated Values) file is a text file with a very specific structure. All the data for one student is on one line with commas separating each item. This is repeated for each student in the class with each line identical in structure. That structure is described in the header (first) line of the file. The file must have the extension “.csv”.

“students.csv” is an example of a full file name. A separate file is needed for each class .

These files may be created using a text editor, word processor, spread sheet or as an export from MarkBook for Windows.

Once the file is created it must be made accessible to MB iPad. There are two possible locations, from an URL or from the MarkBook Documents folder accessible through App File Sharing in iTunes.

USING A CSV FILE TO ENTER A CLASS LIST/ROSTER

1. Create a new class on the Home screen
2. Tap on “Settings > Import Students”

If the file was put into the MarkBook Documents folder through iTunes, go to Step 4

3. Type its URL (e.g. <http://www.asyluminc.com/ipad/sampleclass/students.csv>) and tap “import students” (see below). The address is case sensitive



Note: If you swipe to the left across the URL, you may view, download and use the sample file at that address to create a sample class

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4. Type just its file name (e.g. students.csv) and tap “import students” . The file name is case sensitive.



5. If the URL/file name is correct, a spinning activity wheel will appear. When it stops the file has been imported. The results will be seen on the Students screen

CREATING THE CSV FILE

The CSV file is made up of a header line, followed by lines for each student with data for that student that matches the structure of the header.

The order of the fields in the header may vary and, other than “First Name”, “Last Name” and “Student Number”, not all are required. Header descriptions are listed below. If used they must be entered exactly as shown below including letter case and spaces all on a single line each separated by a comma.

Last Name	Date of Birth	Program	Phone #2
First Name	Gender	Code Name	Student e-mail
Student Number	Home Form	Phone #1	Parent e-mail

A simple file with four students as viewed in a text editor or word processor might look like this:

```
Last Name,First Name,Student Number,Date of Birth,Gender,Program,Phone #1,Phone #2
"Arkand","Samantha","000492","19980910","F","","555 8655","555 1175"
"Beach","Shelley","002837","19980618","F","ESL","555 3758","555 4243"
"Bell","Clarissa","001271","19981027","F","","555 3518",""
"Boame","Gerald","005069","19980206","M","ESL","","555 7300 x2013","",""
```

NOTE:

1. Fields which have no data are shown by empty quotes (“”)
2. Quotation marks are optional as long as the data within a field does not contain a comma.
3. Date of Birth must use the format: YYYYMMDD. (e.g. Aug 26, 2011 is 20110826)

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CREATING THE CSV FILE FROM MARKBOOK FOR WINDOWS

Starting with version 10.6.4, MarkBook for Windows has routines designed to create the CSV files required from class lists created in that program.

The links are:

- File Menu > Exports > to MarkBook iPad Edition
- Class Menu > Exports > to MarkBook iPad Edition
- Class Form > Create an MB iPad File button (lower right)

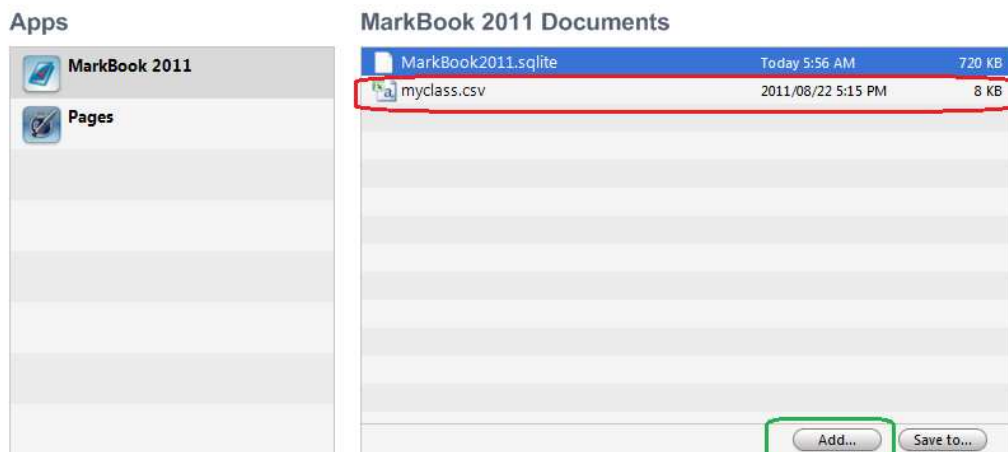
You may also create a User Defined file through that option in “Exports” in the File and Class menus.

COPYING A CSV FILE TO THE MARKBOOK FOR IPAD DOCUMENTS FOLDER

1. Attach your iPad to your computer. Start iTunes (This should happen automatically)
2. Click on your iPad’s name listed under “Devices” and then click on the Apps tab
3. Click on MarkBook in the File Sharing Section
4. Click on Add... , then use the dialog box that appears to locate and add the CSV file to the MarkBook Documents folder. You may also drag the file (or files) from a window on your computer’s desktop to the Documents folder in iTunes

File Sharing

The apps listed below can transfer documents between your iPad and this computer.



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IMPORTING STUDENT PICTURES

This routine imports and attaches photos for an entire class in one step. The files must be in the format *StudentNumber.jpg* or *StudentNumber.bmp* in a folder at the location specified by the URL.



NOTE:

1. As with the sample CSV file, if you swipe to the left across the URL for the picture folder, you may download pictures for the students in the sample class.
2. If you swipe vertically on the extension, it will switch between upper and lower case versions of "BMP" and "JPG" to match the extension used with your photos.
3. You may still use pictures copied to the iPad through iTunes. This process is described in detail in the full MarkBook for iPad manual.