

InterWrite PRS: Importing a Roster

Students can be added to a PRS roster either manually or by importing data in a comma-delimited format. This guide shows how to format MyUCLA roster data for import into PRS.

1. Open a browser to my.ucla.edu and login using your UCLA ID.

My Classes for Term 06W

Schedule of Classes

Print your classes in a weekly time grid.

Show 1 class with no enrollments.

INTRODUCTORY PSYCH (000-000-000)
PSYCH 10 - LEC 1
Total Enrolled: 12 UnEx Enrolled: 2

[Roster](#) [Gradebook](#) [Turnitin](#) [Textbooks](#)

2. Click **Roster** for the selected class.

Back to MyUCLA | Print | Schedule of Classes | Send E-mail to Class | Download Tab Format | Download Excel Format

BRUIN, J. PSYCH 10 INTRODUCTORY PSYCH LEC 1

Class Roster 000-000-000 06W M 10:00A-10:50A BOELTER 5273

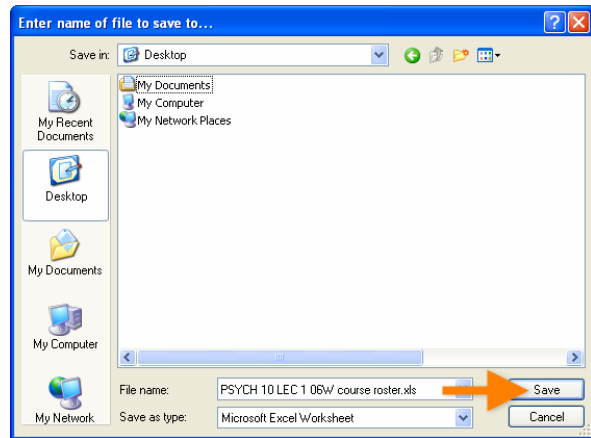
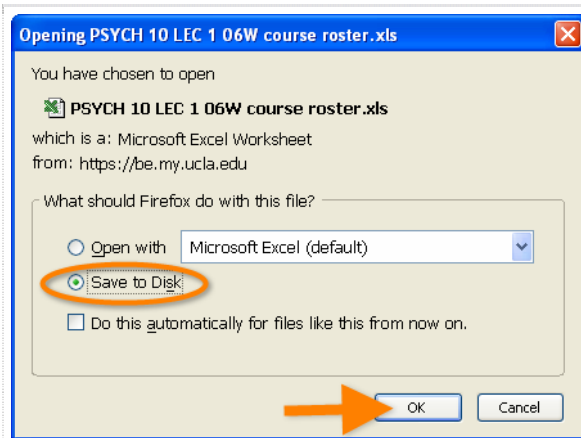
Section	Enrolled	UnEx	Wait-Listed	Held	Total (Dropped)	Time & Location
1A	2	1	1	0	4	F 2:00P-4:00P BOELTER 5273
1B	5	0	0	0	5	F 2:00P-4:00P BOELTER 5273
1C	5	1	0	0	6	F 2:00P-4:00P BOELTER 5273
Total	12	2	1	0	15 (2)	

NOTE: Information updated from official university records every two hours.

Last Name | Sort | Hide Drops | Go

UID	Name/E-mail	Major	Class	Grade Type	Status	Section
888-888-888	AIKMAN, TROY	BIOCHEM	UFR		W 1	1A
222-222-222	BRADLEY, TOM	ANTHRO	UFR		E	1A
000-000-000	BRUIN, JOSIE	MCD BIO	GD2	SU	E	1A
333-333-333	BURNETT, CAROL	ETHNOMU	UJR		P	1A
444-444-444	CLARK, MARCIA	LATIN	UJR		E	1B
110-000-005	COCHRAN, JOHNNIE	SOCIOL	UJR		E	1B
110-000-006	DRYSDALE, DON	LATIN	UJR		E	1B
555-555-555	FORD COPPOLA, FRANCIS	HISTORY	UFR	PN	E	1B

3. Click **Download Excel Format**.



4. Select **Save to Disk**, click **OK**, then click **Save**.

5. Open the roster file with Excel.

PSYCH 10 LEC 1 06W course roster.xls								
	A	B	C	D	E	F	G	H
1	BRUIN, JOE	999999999						
2	PSYCH 10 LEC 1: INTRODUCTORY PSYCH(00000000)							
3								
4	Term:	Schedule	Students:	Location:				
5	06W	M 10:00A - 10:50A	17	2817 BOELTER				
6								
7								
8	UID	Name	E-mail	Major	Classification	Grade Type	Status	Section
9	888-888-888	AIKMAN, TROY	test@ucla.edu	BIOCHEM	UFR		W	1A
10	222-222-222	BRADLEY, TOM	test@ucla.edu	ANTHRO	UFR		E	1A
11	000-000-000	BRUIN, JOSIE	test@ucla.edu	MCD BIO	GD2	SU	E	1A
12	333-333-333	BURNETT, CAROL		ETHNOMU	UJR		P	1A
13	444-444-444	CLARK, MARCIA		LATIN	UJR		E	1B
14	110-000-005	COCHRAN, JOHNNIE		SOCIOL	UJR		E	1B
15	110-000-006	DRYSDALE, DON		LATIN	UJR		E	1B
16	555-555-555	FORD COPPOLA, FRANCIS	test@ucla.edu	HISTORY	UFR	PN	E	1B
17	110-000-004	KIRALY, KARCH		LATIN	UJR		E	1B
18	666-666-666	LOCKLEAR, HEATHER	test@ucla.edu	LING	USO		E	1C
19	110-000-003	MANSFIELD, JANE		CS & E	UJR		E	1C
20	110-000-000	MANZEREK, RAY		LATIN	UJR		E	1C
21	110-000-001	NEVMAN, RANDY		LATIN	UJR		A	1C
22	110-000-002	SHEARER, HARRY		LATIN	UJR		E	1C
23	777-777-777	WALTON, BILL	test@ucla.edu	MATH	UJR		E	1C
24								

To add information to a PRS roster, you need only the **UID** and **Name** data from the MyUCLA roster. To simplify transferring the data, clear the extra columns:

6. Select columns **C-H** and click **Edit>Clear>Contents**.

PRS rosters require separate columns for first and last name. To split the Name column:

7. Select all entries in name column (excluding the Name label).

PSYCH 10 LEC 1 06W course roster.xls						
	A	B	C	D	E	F
1	BRUIN, JOE	999999999				
2	PSYCH 10 LEC 1: INTRODUCTORY PSYCH(00000000)					
3						
4	Term:	Schedule				
5	06W	M 10:00A - 10:50A				
6						
7						
8	UID	Name				
9	888-888-888	AIKMAN, TROY				
10	222-222-222	BRADLEY, TOM				
11	000-000-000	BRUIN, JOSIE				
12	333-333-333	BURNETT, CAROL				
13	444-444-444	CLARK, MARCIA				
14	110-000-005	COCHRAN, JOHNNIE				
15	110-000-006	DRYSDALE, DON				
16	555-555-555	FORD COPPOLA, FRANCIS				
17	110-000-004	KIRALY, KARCH				
18	666-666-666	LOCKLEAR, HEATHER				
19	110-000-003	MANSFIELD, JANE				
20	110-000-000	MANZEREK, RAY				
21	110-000-001	NEWMAN, RANDY				
22	110-000-002	SHEARER, HARRY				
23	777-777-777	WALTON, BILL				
24						

8. Click **Data>Text to Columns**.

Convert Text to Columns Wizard - Step 1 of 3

The Text Wizard has determined that your data is Delimited.
If this is correct, choose Next, or choose the data type that best describes your data.

Original data type

Choose the file type that best describes your data:

Delimited - Characters such as commas or tabs separate each field.
 Fixed width - Fields are aligned in columns with spaces between each field.

Preview of selected data:

4	AIKMAN, TROY
5	BRADLEY, TOM
6	BRUIN, JOSIE
7	BURNETT, CAROL
8	CLARK, MARCIA

Cancel **Next >** Finish

Convert Text to Columns Wizard - Step 2 of 3

This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

Delimiters:

Tab Semicolon **Comma** Treat consecutive delimiters as one
 Space Other: Text qualifier:

Data preview:

AIKMAN	TROY
BRADLEY	TOM
BRUIN	JOSIE
BURNETT	CAROL
CLARK	MARCIA

Cancel **Next >** Finish

9. Select **Delimited**, then click **Next**.

10. Check **Comma**, then click **Finish**.

The data in the MyUCLA roster is now ready to be copied into a pre-formatted spreadsheet which can then be imported into PRS.

11. Download the blank roster from the PRS tutorials page, and open it using Excel.

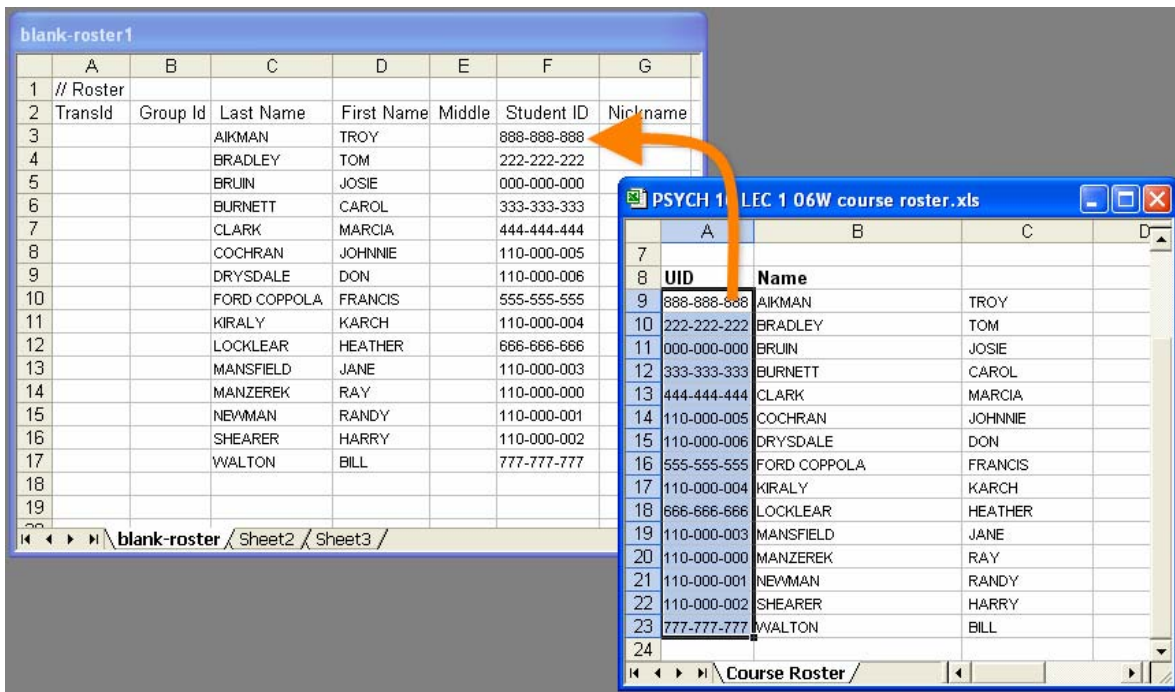
12. In the MyUCLA roster, select all the last names in column B (not including the "Name" header), then click **Edit>Copy**.

13. In the blank roster, place the cursor in first empty cell below the **Last Name** heading, then click **Edit>Paste**.

14. In the MyUCLA roster, select all the first names, then click **Edit>Copy**.

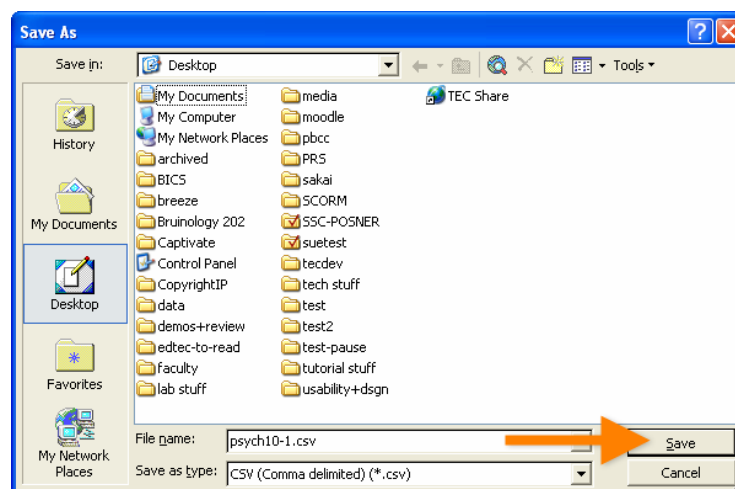
15. In the new roster, place the cursor in first empty cell below the **First Name** heading, then click **Edit>Paste**.

- In the MyUCLA roster, select all the UIDs (not including the "UID" header), then click **Edit>Copy**.
- In the new roster, place cursor in first empty cell below the **Student ID** heading, then click **Edit>Paste**.



Your roster now contains all the fields required for import into PRS. Be sure to verify that you have copied and pasted the data accurately by cross-checking a few student records on both spreadsheets.

- Save the spreadsheet in **Comma Delimited (.csv)** format. Click **OK** and **Yes** in the subsequent dialogs to complete the process.



Please refer to **PRS Classes** guide to learn how to import your roster into a PRS Class.