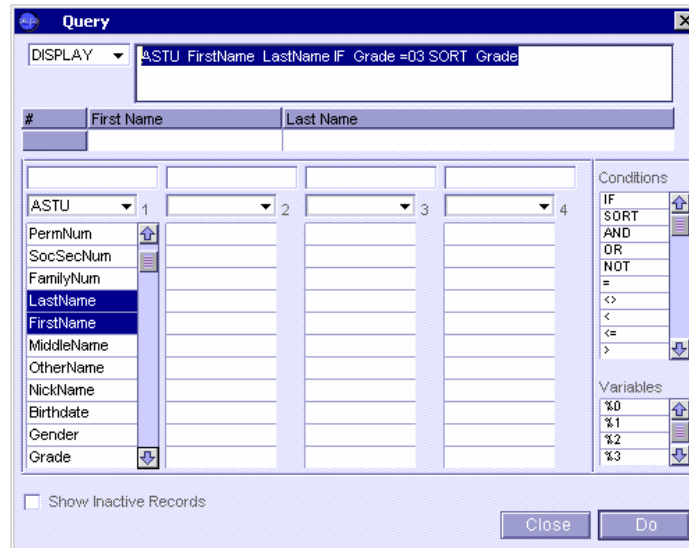


Ultrakey Student Account Import Process

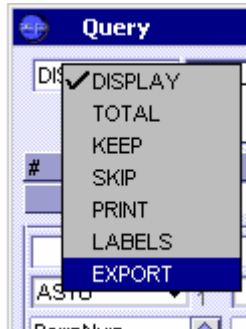
Exporting from Sasi

- Log into Sasi and double click the Sasi Modules icon. Open the utilities module and double click the Query icon. The query window will open.
- Double click the query items in the column on the left and the conditions on the right to create this query. Or you can copy and past the query into the query window. Here is the query:

ASTU FirstName LastName IF Grade =03 SORT Grade



- Click open the menu in the top left corner of the Query window and select “Export.” Then click the Export button in the bottom left corner



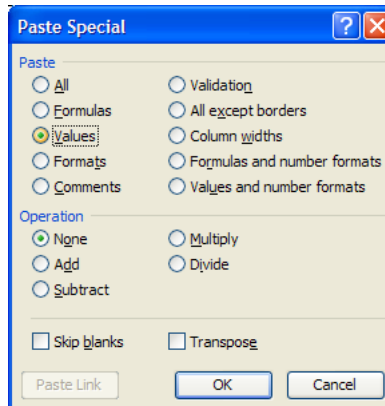
- Click Ok on the output format window, and save the export onto your computer.

Formatting the data with Excel

- Open one of the sasi export files with Excel. You may have to change the “Files of type” box to “all files.”
- The first thing that you need to do is to get a column of random four digit numbers using the RANDBETWEEN command. You will need to install the Analysis toolPak to enable this command. Here is how. On the Tools menu, click Add-Ins. In the Add-Ins available list, select the Analysis ToolPak box, and then click OK.
- Click on the cell C1 and enter the formula =randbetween(1000,9999). You will get a random 4 digit number. Click the lower right corner and drag down the column to fill the column with random numbers.

	B	C	D
		4194	
	Garcia		
	Alamillo-Rodriguez		
	Garcia-Perez		
	Diaz		
	Sanchez-Ramirez		
	Onofre-Escovedo		
	Zavala		
	Nieto		
	Juarez Hernandez		
	Rodriguez-Serrano		
	Cazarez		
	Contreras-Abrego		
	Hernandez-Reyes		
	Maldonado-Zamora		
	Rubio		
	Zamora-Olivo		
	Alva-Esquivel		
	Arevalo-Berrelleza		
	Tellez		
	Sanchez-Martinez		
	Chong		
	Jimenez-Gutierrez		
	Macias Guadian		
	Gallo		
	Alvarez		

- The plan is to use these random numbers as students’ passwords. We will merge these passwords with students’ last names so that they do not need to memorize them. It is crucial for the password to match the numbers that are merged with their last name. Since every time that the random number column is clicked or accessed it changes the numbers to new random numbers it is important to change the column to a set (non-changing value). The easiest way to do this is to highlight the column and select copy (from right click or edit menu). Then use “paste special” (from right click or edit menu) to paste over the same highlighted column. In the Paste Special window select “values” and then click OK. Now the values in this column will not change.



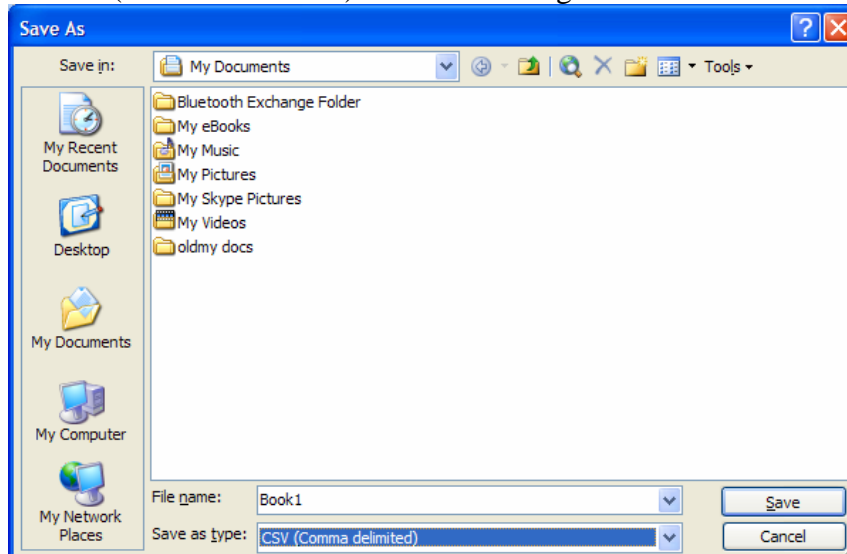
- Now you can merge the last name column with the password column. Click in cell D1 and enter the formula **=B1&C1**. This will merge those two cells in cell D1. Click on the bottom right corner and drag down the column to get all of the cells in the two columns to merge.

	A	B	C	D
1	Juan	Garcia	7885	Garcia7885
2	Andrea	Alamillo-Rodriguez	6026	
3	Yair	Garcia-Perez	1338	
4	Arlin	Diaz	2786	

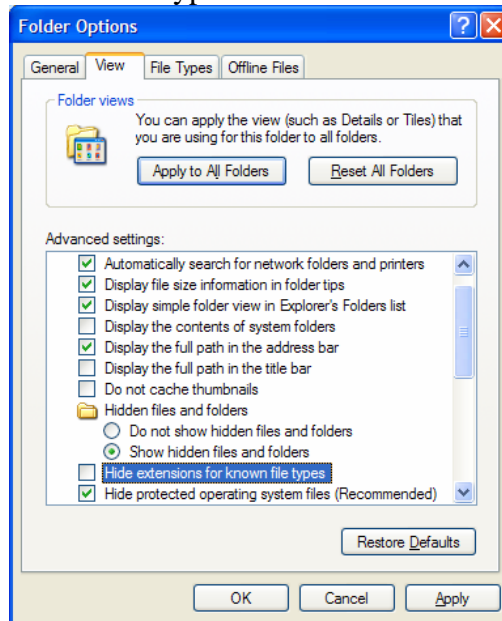
- Highlight the merged column and copy it. Now highlight the last name column **B**, and use “paste special” and select “value” again in the paste special window. Now column B should have students’ last names merged with the four digit numbers. You can now highlight column D and delete it. You should then have only 3 columns, *A first names, B Lastname and number, C Password.*

	A	B	C	D
1	Juan	Garcia7885	7885	
2	Andrea	Alamillo-Rodriguez6026	6026	
3	Yair	Garcia-Perez1338	1338	
4	Arlin	Diaz2786	2786	
5	Oscar	Sanchez-Ramirez9447	9447	
6	Horacio	Onofre-Escovedo9944	9944	
7	Yarely	Zavala5032	5032	
8	Chantal	Nieto2474	2474	
9	Jose	Juarez Hernandez2235	2235	

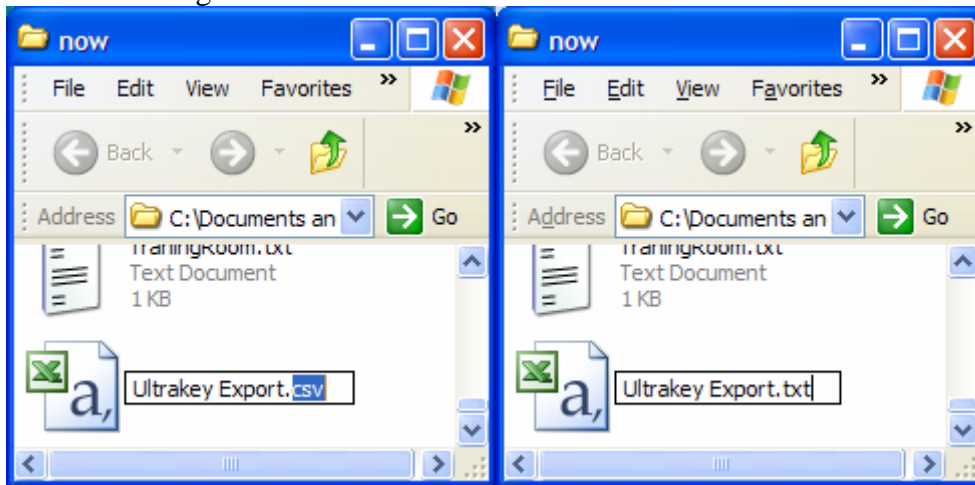
- Ultrakey needs a file that is comma delimited but has a .txt extension. The way to save the file in Excel so that Ultrakey can import it correctly is to save is as a CSV (comma delimited) file. Then change the file extension to .txt.



- To set windows to show file extensions of known file types, open any windows explorer window, then click open the tools menu, then click “folder options.” Click on the View tab. Uncheck the box that says, “Hide extensions for known file types.”

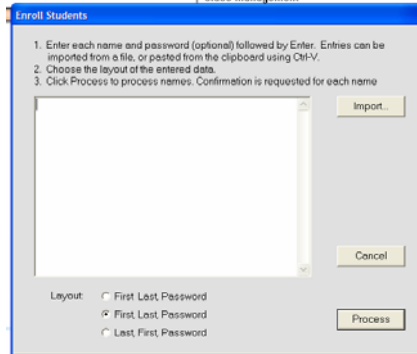


- Now change the extension from .csv to .txt.



Importing into Ultrakey

- Start Ultrakey and login to the General Management utility. Click the Class Management button. Use the “new class” button to create a class for each grade at the school that will be using the program. You can set up an individual password for each class, or use the management password for all classes. After you create each class you will have to close the class settings window to go back and create the other classes.
- Click the class management button. Double click on the first class. Click “Enroll Students.” The Enroll Students window will open.



- Click the import button and browse to the CSV file for that grade. Click the Process button. After it processes the data the program will show you some of the student accounts to make sure that they look correct.