

Bringing Student Roster from myWings to ParScore

1. Go to Summary Class List in myWings.
2. Right-click the "Load Roster to Excel" link at bottom of class list and select "Save As" or "Save target As."
3. Save file to a local folder and then open.
4. Insert a blank column to the right of the STUID column.
5. Use Data>Text to Columns to separate "N" from rest of student ID and set ID field as text.
Directions here: <http://www.unf.edu/dept/cirt/help/software/text%20to%20columns.pdf>
6. Delete header row.
7. Delete first column. (will be blank)
8. Delete columns containing Middle Name and Email address.
9. Close file, saving changes.
10. **Right-click** on file and **Rename** to filename.txt.
11. File is now ready to import into ParScore.