

Cold Call Helper User Documentation

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Roster Set-Up:

Before using the Cold Call Helper, you will need to create a 'roster.tsv' file with the data from your students in it. You can do this two ways, either in a simple text editor like notepad, or in Microsoft Excel.

There is an example roster.tsv included in the ColdCall folder. If you open it with a text editor, you will see five lines of text. The first line is a guide of how to enter your student data, the third and fifth are examples of students. Before entering your own students, you will need to delete these lines. Your student information should go on every odd line, starting with the first, then continuing on the third, fifth, seventh and so on. To enter in a line of student data, type a field of data, then press tab, then type the next field, then press tab again, and so on until you've entered the last field. The fields are, in this order:

Student ID number

First Name

Last Name

Ferpa (this must be TRUE or FALSE, if TRUE, only your students preferred name will be displayed on the Cold Call Helper)

Email Address

Pronunciation (You can leave this field blank if you don't need it)

Preferred Name (You can also leave this field blank if you don't need it.)

A line should look something like:

9001 Clark Kent False Clark@Dailypla.net Kal-El Superman

You can edit this file in Microsoft Excel, as well. If you do, student information must go on rows with odd numbers, starting at 1, continuing to 3, 5 and so on. Each column must contain a information field. They are:

Column A - Student ID number

Column B - First Name

Column C - Last Name

Column D - Ferpa

Column E - Email Address

Column F - Pronunciation

Column G - Preferred Name

