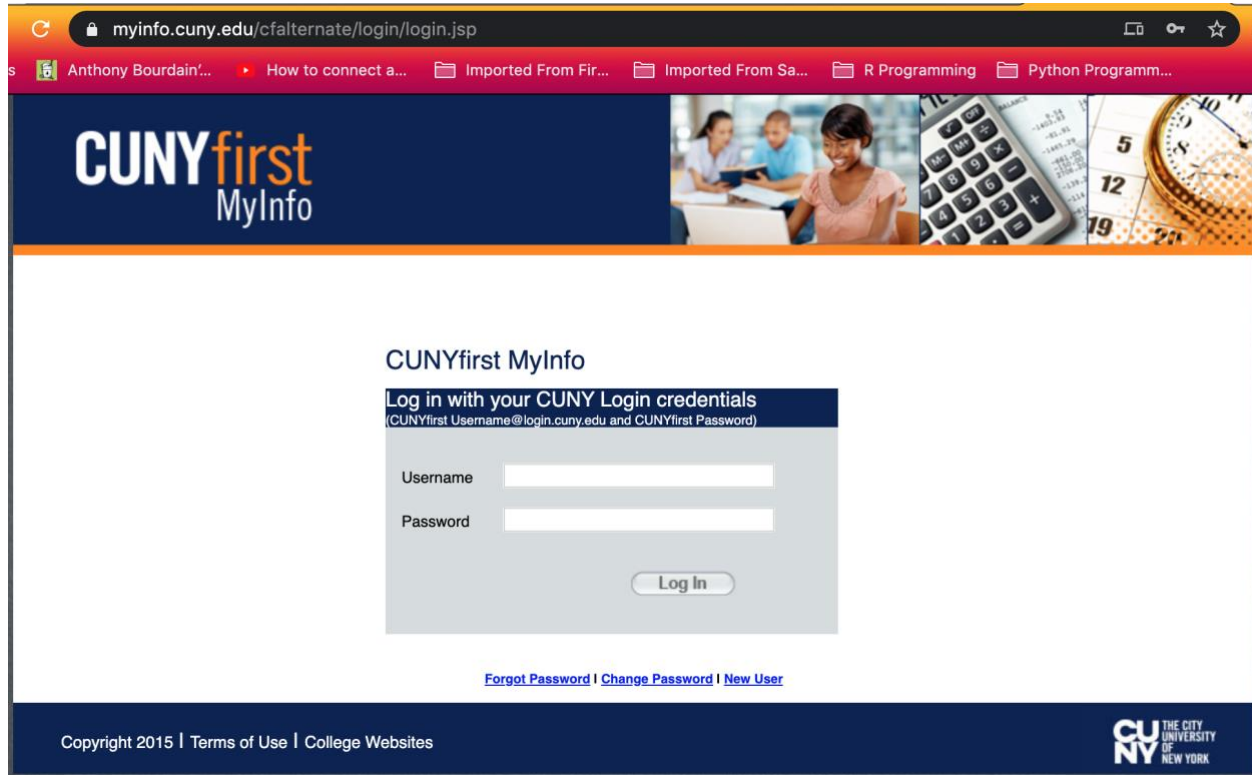


## Instructions on how to convert CUNY roster to webwork classlist

### Download roster from CUNYfirst MyInfo (**Not from CUNYFirst !!!**)

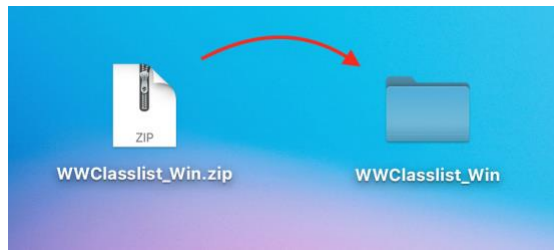
- 1) Go to <https://myinfo.cuny.edu/>

The screenshot shows a web browser window with the address bar displaying 'myinfo.cuny.edu/cfalterdate/login/login.jsp'. The browser's tab bar shows several tabs, including 'Anthony Bourdain...', 'How to connect a...', 'Imported From Fir...', 'Imported From Sa...', 'R Programming', and 'Python Programm...'. The main content area features the 'CUNYfirst MyInfo' logo on the left and a header image on the right showing students and a calculator. Below the header is a login form titled 'CUNYfirst MyInfo' with the instruction 'Log in with your CUNY Login credentials (CUNYfirst Username@login.cuny.edu and CUNYfirst Password)'. The form contains two input fields: 'Username' and 'Password', followed by a 'Log In' button. At the bottom of the form are links for 'Forgot Password', 'Change Password', and 'New User'. The footer of the page includes 'Copyright 2015 | Terms of Use | College Websites' and the CUNY logo with the text 'THE CITY UNIVERSITY OF NEW YORK'.

- 2) Log in with you CUNY Login credentials
- 3) Click on **My Instructor Schedule**. You will see all the courses that you are teaching in the current semester.
- 4) Select the desired class roster. The roster will show on the screen.
- 5) Click on **Download roster** to save it to your computer. An csv file with IDs, Last Names, First Names of students will be downloaded.

### Convert the roster to WeBWork format

- 1) Download to your computer and unzip (extract) the WWClasslist ZIP file.



- 2) Open the folder and subfolder and double click on the file called **WWClasslist.exe** and the program will run.
- 3) Enter the required information about your course as prompted below by the program.

A screenshot of a web-based application window titled 'CUNYFirst2WW Converter'. The interface is light blue and contains the following text:

This is a "CUNYFirst roster to WeBWorK classlist" converter.  
Author: Bianca Sosnovski (QCC)

**INSTRUCTIONS:**

- From CUNY Portal/ CUNYFirst MyInfo download the class roster of students to be added to WeBWorK.
- A CSV file with ID, Last Name, First Name and Emails of the students is created and saved in your computer.
- Enter the required information about your course as prompted below by the program.
- After the file is converted to WeBWorK format, upload the LST file to the File Manager in WeBWorK.
- From the Classlist Editor, import users from the LST file.

Enter the information below and select the file to convert.

Semester and year:	Fall 2019
Course:	MA114
Section:	F14
File:	/Users/Beebee/Downloads/1199_QCC01_1 Browse

YOUR WW CLASSLIST FILE IS READY!

WW classlist file name: WW\_MA114\_F14\_roster.lst  
WW classlist file location: /Users/Beebee/Downloads

Program Interface

- 4) After the file is converted to WeBWorK format, upload the LST file into the **File Manager** in your WeBWorK account.

In the LST file, students' username is formed by the first letter of the first name followed by the last name (all lower-case letters and without any space). The initial password is set to be their Empl ID.

- 5) From the Classlist Editor, import users from the LST file.