

# Instructions on how to convert CUNY roster to webwork classlist

## Download roster from CUNY Portal (**Not from CUNYFirst !!!**)

- 1) Go to CUNY Portal <https://cunyportal.cuny.edu>



- 2) Click on



- 3) Use your **CUNY Portal** login ID.



### CUNYfirst MyInfo Log In

Use your CUNY Portal credentials to Log In.

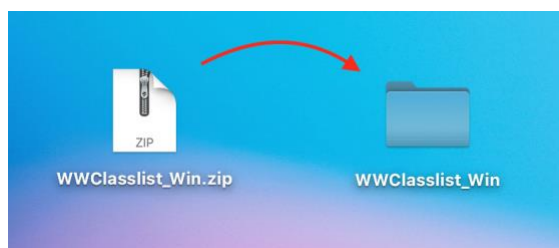
Username	<input type="text" value="professor"/>
Password	<input type="password" value="*****"/>

**Note:** To manage your CUNY Portal credentials please click [here](#).

- 4) Click on **My Instructor Schedule**. You will see all the courses that you are teaching in the current semester.
- 5) Select the desired class roster. The roster will show on the screen.
- 6) 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 WeBWorkK 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.

CUNYFirst2WW Converter

**This is a "CUNYFirst roster to WeBWorkK classlist" converter.**  
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**INSTRUCTIONS:**

- From CUNY Portal/ CUNYFirst MyInfo download the class roster of students to be added to WeBWorkK.
- 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 WeBWorkK format, upload the LST file to the File Manager in WeBWorkK.
- 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.