



FAQ:

**What should I do when a student would like to use two (or more) Remotes OR if a student has lost their Remote and would like to add the new Remote ID (RID) to the roster?**

\*The grades report will be in error when the student has two (or more) remotes registered to their name. The student’s registration info will show as two separate entries in the roster, if they register unique remote serial numbers.

**Adding an additional Remote ID (RID) for a student must be done in the Remote ID columns, in ascending order.** The lowest RID number should be in Remote ID column 1 and the next lowest RID in the Remote ID 2, and so forth so that the highest RID is in the highest Remote ID column, farthest to the right. **Please continue reading these instructions to see how this is properly done:**

If the RID number you wish to add is a greater number than the existing RID, then just type in the new RID in the Remote ID 2 Column in the Roster in Analyzer and save it.

If the RID number you wish to add is a smaller number than the existing RID, you must edit from the Roster.csv file in Excel **not the Roster spreadsheet in Analyzer**.

To properly add an additional RID for a student in this case, you must:

1. Save your current roster from the roster pull down “Save Roster”.
2. Open the class file folder from the Open Class File Folder icon on the Analyzer toolbar, or from the Section pull down > Explore File folder.
3. Click and open your Roster.csv file (Roster.csv is the default file name if you have renamed this, refer to that name).
4. Once you have found your student, you will need to put the lowest RID is in first column, the next highest in the next column and so forth, so that they are in ascending order, left to right.
5. Save and close the Roster.csv from Excel and load the roster back into Analyzer [Roster > Load Roster > choose format > select Roster.csv]. SAVE ROSTER IN ANALYZER.

\*Example to the right, you cannot just type in a RID that is a smaller number than what is in the RID Column to the left **in the Analyzer Roster**; it will appear as OK, but this will cause grading errors for the student.

	Student Name	Student ID	Email	Screen Name	BlackBoard ID	Remote ID 1	Remote ID 2	Remote ID 3
1	Benjamin Franklin	246	bfranklin@h-itt.com			424444	<del>401548</del>	
2	Abraham Lincoln	123	alincolin@h-itt.com			424837		
3	Thomas Jefferson	124	tjefferson@h-itt.com			484852	509314 ✓	
4	George Washington	456	gwashington@h-itt.com			509063		

Example to the right, **from within the Roster.csv file**, move the old (higher RID to the right, and enter the new RID where the old RID was.

	A	B	C	D	E	F	G
1	Benjamin Franklin	246	bfranklin@h-itt.com			401548	424444 ✓
2	Abraham Lincoln	123	alincolin@h-itt.com			424837	
3	Thomas Jefferson	124	tjefferson@h-itt.com			484852	509314 ✓
4	George Washington	456	gwashington@h-itt.com			509063	

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