



RosterMaker Users Guide.

Ver 1.1

H-ITT’s RosterMaker is a simple in-class utility that associates a H-ITT remote’s serial number to a student or participant to auto-generate your H-ITT Roster.

RosterMaker can be used with Windows, Mac and Linux operating systems.

You can download the free RosterMaker application appropriate for your Operating System from the Downloads section at H-ITT.com.

See [Download and Install H-ITT RosterMaker](#) in the appendix for instructions.

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If at anytime you need assistance using this or any other H-ITT program, contact us!

Support:

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What you will need:

A spreadsheet with student (or participants) information in *.CSV format.

This spreadsheet should contain at least the Students Name, but may have other information you may want to include in your H-ITT Roster.

An electronic list of your class roster information is typically available from your School administration or Student Management System, however it may not be in *.CSV format and will need to be converted to, or saved as csv format. See the appendix for [About your Import, *.csv file type](#).

Where to Start:

First you should decide what information you want to include in your H-ITT Roster based on what information you have available, either in your school roster or from another source.

When Importing your “School_roster.csv” you will be asked to select the columns with information you want to include in your export, “H-ITT_roster.csv”:

The H-ITT Roster can contain the following information, and you will be asked to identify which of these items you want to include in your H-ITT Roster when you import your school roster:

Student name	A required field. Your Import.csv may have this in either full name form (i.e. John Doe) or last name, first name in separate columns.
Student ID	Optional, this is the students school ID number, can be useful for grade reports in your schools SMS or gradebook program..
Email	Optional, this is the students email. This can be useful to send students their H-ITT points or grades via the email reporting tool.
ScreenName Learn more	Optional, this can replace the default last 3 digits of the RemoteID in the Acquisition ID boxes that appear when a students responds to a question
WebCT/Blackboard User ID	Optional, this can be useful for grade reporting if your school is using BlackBoard or WebCT.
remote ID#	This is the clickers unique serial number and will be added using RosterMaker.

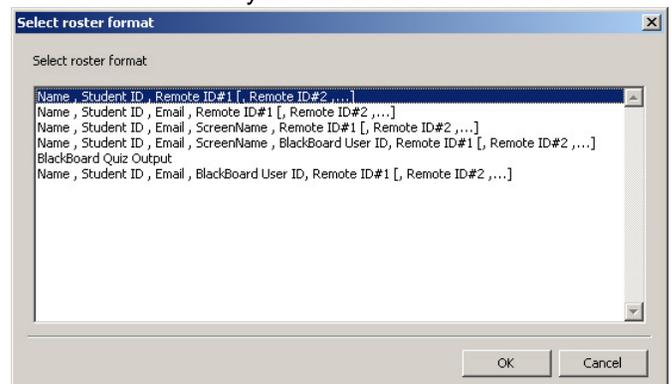
FYI: If you want to “number” your remotes, or assign a “ScreenName” that will replace the default last 3 digits of the remotes serial number in the Acquisition ID boxes, see [Adding a ScreenName in the Appendix](#)

When importing your school roster.csv you will be asked to select the format of the exported H-ITT_roster.csv.

There are 5 H-ITT CRS roster formats that have various combinations of the above information you can select in the Analyzer program. From the Roster pull down menu select “Change roster format”. The roster format options shown to the right will appear.

Select the same roster format in both Analyzer, **and** when prompt for “The File I Want To Export Has....” In Step 1.B) below.

The H-ITT Analyzer roster format selections

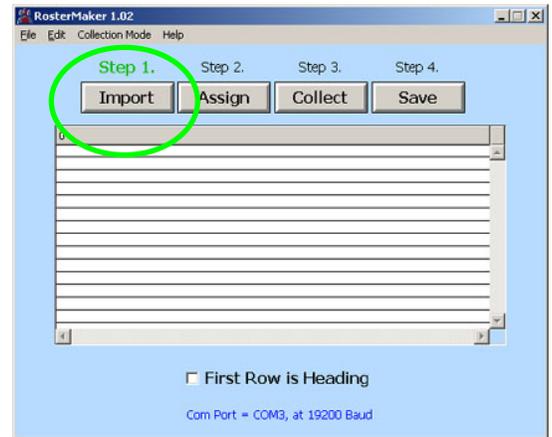


Using Rostermaker

Make sure your H-ITT Base unit is connected to your computer, before starting RosterMaker.
(You will need a list of Students names, and/or other information you want to include in the Roster in spreadsheet.csv format)

Step1: Click the IMPORT button

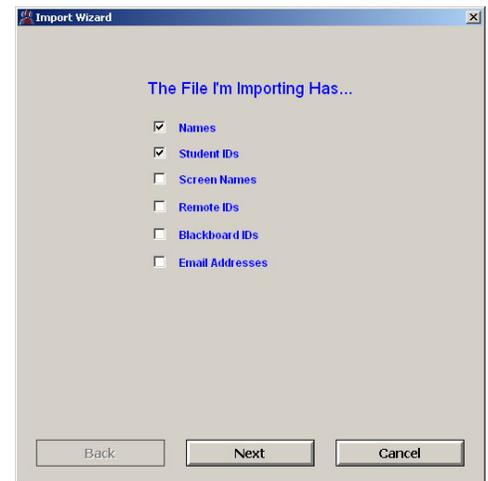
Then check the appropriate items you want when the following import and export pallets appear.



A) Check the box next to the description of what you want to include in the H-ITT Roster that is contained in your import list and click NEXT.

In this example the school roster has students names and Student School IDs.

FYI: you can check as many items as you want that are in your School_roster.csv file that you want to include in your H-ITT_roster.



B) Check the box next to the Roster format you want to export and Click NEXT.

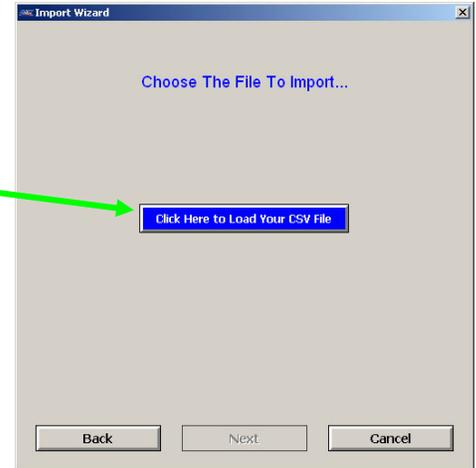
In this example the standard H-ITT roster is used.

FYI: It is not necessary that all export columns are items in your import as these columns will simply be left blank if not included in the import.

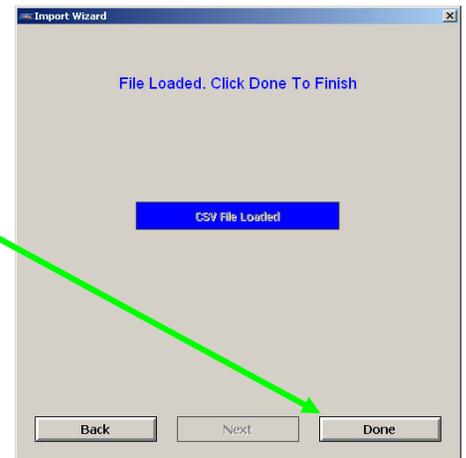


C. Click here to open your School_roster.csv file.

A Browser will open, browse to your School_roster.csv, highlight it, and click open.



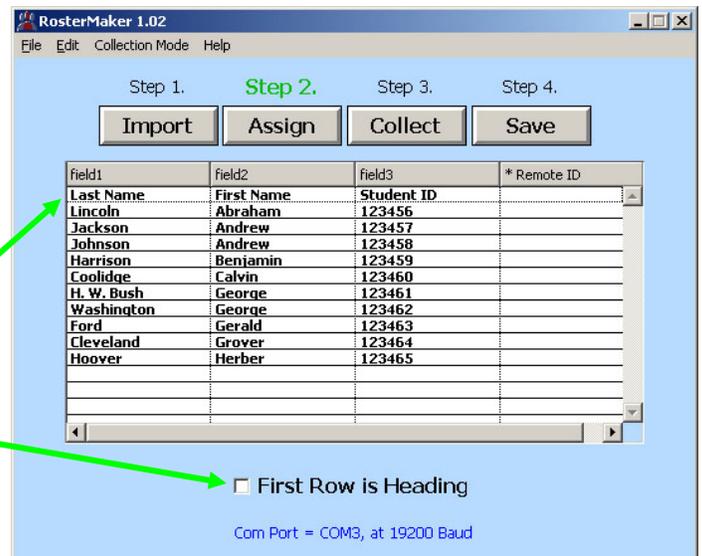
When your school_roster_csv is loaded, Click the Done button



Your School_roster.csv will be displayed in the RosterMaker window

Go to Step 2.

NOTE: this example imported school roster has a header row, you will be prompted to check this box in step 2



Step 2: Assign the Imported columns

Click the Assign button, an information pallet will appear:
Click OK (then follow these instructions).



Click on the column header that you want to Assign as a column that will be added to your H-ITT_roster.csv.

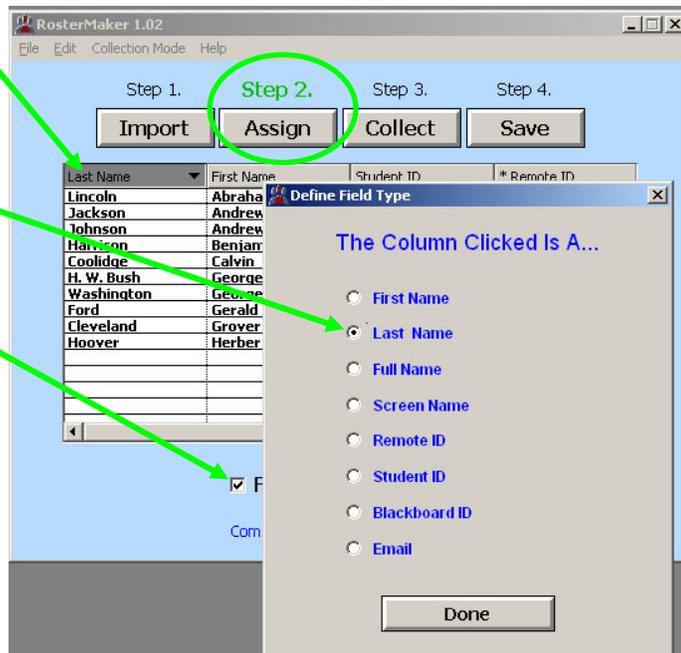
In this example, the students last name column was selected and the Last Name button was checked.

NOTE: The First Row is Heading box was checked

Click Done.

Do the above for each column in your School_roster.csv import that you checked in 1A above (In this example you would also assign the last name column and the Student ID column).

NOTE: you must assign all the columns you checked in step 1A above.



Step 3: Collect remote serial numbers.

There are 2 ways you can collect serial numbers that are selected from the Collection Mode pull down menu:
Manual or Auto



In the Manual mode, you highlight the row and call out the students name, and tell them, to press the A/1 key on their remote.

In the Auto Mode, the students name will be displayed in a large "scrolling" window, and students press the A/1 key on their remotes when their name is in the box.

Both methods are described below.

Manual Collection mode

Press Collect

Highlight a row by clicking on it, then ask that student to press the A/1 key on their remote.

The remote serial number will appear in the Remote ID column.

In this example the first 3 rows are done, and the 4th row (Harrison) just clicked in. Note the last clicked in remote serial number is displayed at the bottom.

When all the students have clicked in, press End Collect button.



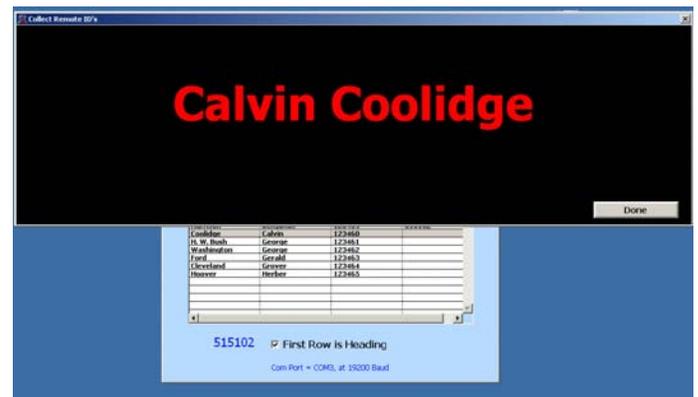
Auto Collection Mode.

Press Collect

A Window will appear, and all names on the list will scroll into the window and turn red.

Students should click the A/1 button on their remotes when their name is being displayed. When they click in, the name will turn Green and Scroll off the window and the next name on the list that has not clicked in will automatically scroll in.

This will continue until all names have their respective remote serial number collected, then display "All Done!"



Click the Done button to close the name window, then click the End collect button.

NOTES:

1. Only names that do not have a remote ID assigned will scroll into the window.
2. The time that the name is in the window can be selected from the "rollover" pull down menu.
3. You can resize and/or move the name window at any time.
4. You do not need to have every name assigned a remote ID to save it, and you can load a partially completed roster.csv (with some remote ID's) to complete it. Be sure to check the import box that a remote ID column is included. Only names without a remote ID will be displayed.

Step 4: Save

Click the Save button and a browser will appear. Name your H-ITT_roster export and Browse to where you want to save it.

It is recommended that you save your class roster file in the appropriate “default” class file folder. For Windows your class files are located in My Documents\My H-ITT files. All the classes you have created are listed by the name you assigned them when you created the class.

FYI: the reason to save all specific class information (like your class roster) in the class file folder is because all the links accessed from the programs default to this class file folder to make locating files easy.

If you get an error message when clicking the Save button, here are 2 common error messages and ways to fix them:

Message	FIX
Duplicate remote ID's	You can click on the remote ID's and delete the duplicates. You can click on the Collection button to re-start the collection. In this case you should re-instruct students to only press their clicker button when their name is called (or appears in the Auto mode).
A “column name” column must be Assigned	Where “column name” is a column that you checked as included in your import (Step 1A), but you did not assign it in Step 2. In this case, you can click on the un-assigned column, and assign it, then save.

Appendix

Download and install H-ITT RosterMaker

Install RosterMaker on the classroom computer that you will be collecting responses from students. *Warning: RosterMaker will not work if you have H-ITT Acquisition or H-ITTShow program running on your computer, so close Acquisition and/or H-ITTShow prior to using RosterMaker.*

Save the RosterMaker application to your computer: From H-ITT.com, click on the downloads section and follow the links to RosterMaker. Save the RosterMaker program to your computer.

- **Windows:** Locate the file you downloaded (saved) to your computer and double click on it. The Auto installer will launch. Follow the install wizard and click finish.
- **Mac:** Locate the file you downloaded (saved) to your computer and double click on it to extract the application to your current folder. If you are already using the H-ITT CRS, then the USB drivers should already be installed. If not, you will need to also download and install the USB drivers for your Mac OS from H-itt.com>downloads>usb drivers.
- **Linux:** TDB

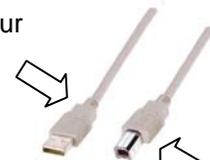


Connect the H-ITT base receiver to the computer with the USB cable

- The USB cable supplies power to the base unit and is the only connection needed.
- The power indicator light(s) on your base unit should turn on.

Note: The first time the H-ITT base unit is connected to your computer you may see a "found new hardware" prompt. If the USB drivers are properly installed, the system should locate the USB drivers, and the message "your hardware is ready to use" should be displayed after a few seconds.

Connects to your computer.



Connects to your base unit.

Setup and test RosterMaker

1. Start the RosterMaker application.



Double click the RosterMaker icon to launch the application.

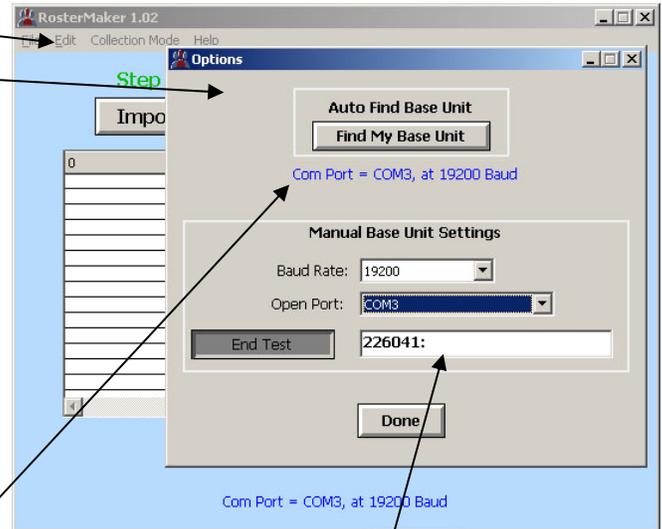
From the Edit pull down menu select Options
the com port options pallet appears

Test to make sure your base receiver is collecting responses:

For RF base unit, RX4100 the program will locate the base unit and indicate the com port and baud rate of the RF base unit.

Click on the Test Com Port button and press a clicker's multiple choice key. The clicker's serial number should appear in the box next to the Test Com Port button. If so, stop the test and click the Done button

If you get the message "Com port = none found" here see, [Com Port](#) below



Responses will show up here for the test

For IR base units, you need to manually select the com port. Pull down the Open Port window and click on the com port the base unit is connected to, then click the test button and click in a clicker multiple choice key. The clicker's serial number should appear in the box. If so, click the Done button..

If you have multiple com ports available and do not know the correct com port, see [Com Port](#) below

Com Port

The H-ITT base unit must be connected to the computer prior to launching RosterMaker, and any other H-ITT program (i.e. H-ITT CRS, MultiPoint, etc) should be closed.

If you are using the H-ITT RF base (model RX4100) the RosterMaker program will automatically locate it. If not, it is either the proper USB drivers are not installed, or there is another H-ITT program running that has the Com port busy.

If you have an IR base unit or the RX4000 Multiple Choice only RF base unit, you will need to specify the Com Port and Baud Rate.

- Baud Rate: The factory default for the Baud Rate is 19200. If you have manually changed this on your base unit, you will need to select the same Baud Rate from the Options pallet.
- Com Port selection: If you have multiple com ports showing in the Com Port drop down box you need to select the correct com port the base unit is connected to. An easy way to determine this is to:
 1. Make a note of the com ports showing in the Com Port drop down.
 2. Exit RosterMaker and disconnect the base unit.
 3. Re-launch RosterMaker and check the available com ports again. The port that is "missing" is the one the base unit was connected to.
 4. Exit RosterMaker and reconnect the base unit.
 5. Start RosterMaker and select the com port that was "missing" in step 3

About your Import, *.csv file type.

A typical School roster may look like this:

Note: The Student name can be either Full name (column 1) or last name / first name in separate columns, and other columns that are not used in your H-ITT_roster are OK to import.

Full Name	First Name	Last Name	Student ID	WebCT ID	Email	Phone Number	Other
Abraham Lincoln	Abraham	Lincoln	123456	113	Email@1	Students phone	other info
Andrew Jackson	Andrew	Jackson	123457	114	Email@2	Students phone	other info
Andrew Johnson	Andrew	Johnson	123458	115	Email@3	Students phone	other info
Benjamin Harrison	Benjamin	Harrison	123459	116	Email@4	Students phone	other info
Calvin Coolidge	Calvin	Coolidge	123460	117	Email@5	Students phone	other info
George H. W. Bush	George	H. W. Bush	123461	118	Email@6	Students phone	other info
George Washington	George	Washington	123462	119	Email@7	Students phone	other info
Gerald Ford	Gerald	Ford	123463	120	Email@8	Students phone	other info
Grover Cleveland	Grover	Cleveland	123464	121	Email@9	Students phone	other info
Herbert Hoover	Herber	Hoover	123465	122	Email@10	Students phone	other info

Most spreadsheet programs like Microsoft Excel have a “save as option” that you can save it as a *.csv file which will look like the above.

If your School roster is in some other format (i.e. no “save as *.csv option), if it is in electronic format with the data in columns you can probably convert it to *.csv. Since there are thousands of possible file formats, you may want to confer with your IT department for specific file types, but following are some common SMS and gradebook roster file types you might encounter:

1. *.txt: A typical txt “data” file of this type would probably be in CSV (Comma Separated Variable) format, and would look like this when opened:

```
name,school ID,other,other
name2,schoolID2,other,other
name3,schoolID3,other,other
```

To convert this, simply change the file name from “filename.txt” to “filename.csv”

2. MS Word, or other type in a table format may look like this format:

name	school ID	other	other
name2	schoolID2	other	other
name3	schoolID3	other	other

To convert this, open with the program that opens it normally and highlight all the table data, right click and copy it, then paste it into an excel spreadsheet, and save it as a CSV file.

Many other applications used may use other file formats, the objective is to get the data in a “Comma Separated Variable” format with a csv extension. In most cases your IT department can do this for you, or you can contact support@h-itt.com for assistance.

Adding a ScreenName

RosterMaker simplifies numbering your remotes (i.e. the number labels included with class packs). Follow these steps:

1. Place a number label on the remotes.
2. Add a screenname column to your School_roster.csv (or use an open column) and number each row, 1, 2, 3 etc. See the below example:

Full Name	Student ID	WebCT ID	Email	Number	Phone Number	Last Name	First Name
Abraham Lincoln	123456	113	Email@1	1	Students phone	Lincoln	Abraham
Andrew Jackson	123457	114	Email@2	2	Students phone	Jackson	Andrew
Andrew Johnson	123458	115	Email@3	3	Students phone	Johnson	Andrew
Benjamin Harrison	123459	116	Email@4	4	Students phone	Harrison	Benjamin
Calvin Coolidge	123460	117	Email@5	5	Students phone	Coolidge	Calvin
George H. W. Bush	123461	118	Email@6	6	Students phone	H. W. Bush	George
George Washington	123462	119	Email@7	7	Students phone	Washington	George
Gerald Ford	123463	120	Email@8	8	Students phone	Ford	Gerald
Grover Cleveland	123464	121	Email@9	9	Students phone	Cleveland	Grover
Herbert Hoover	123465	122	Email@10	10	Students phone	Hoover	Herber

3. Import this School_roster.csv into RosterMaker.
 - Make sure that you check ScreenName as a column you are importing (see Import, Step 1A)
 - Make sure In Step 1B of Importing you select a H-ITT_roster.csv export that has a ScreenName.
 - Assign the “number” as a ScreenName column after importing, per Step 2 Assign (i.e. click the column header and select as a ScreenName column).
4. Make sure you give each student their proper “numbered” remote, as shown in your roster. For the example roster above, Abraham Lincoln gets the remote numbered 1; Andrew Jackson gets the remote numbered 2, etc.
5. Run the RosterMaker to add the remote ID’s to each student using their remote.
6. Export the H-ITT_roster.csv.
7. Load this into the Analyzer. See section below Loading your H-ITT_roster.

Loading your H-ITT_Roster

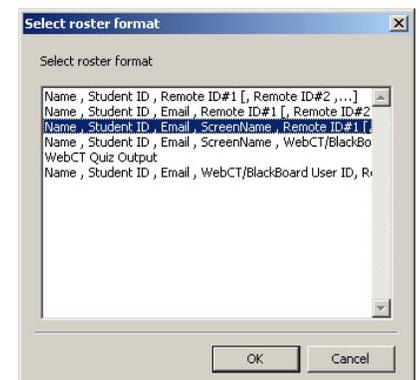
In H-ITT CRS

From Analyzer, select Load Roster from the Roster pull down menu, and select the format of the roster to be the same as your H-ITT_roster.csv export.

In the example to the right, a roster with a ScreenName is selected.

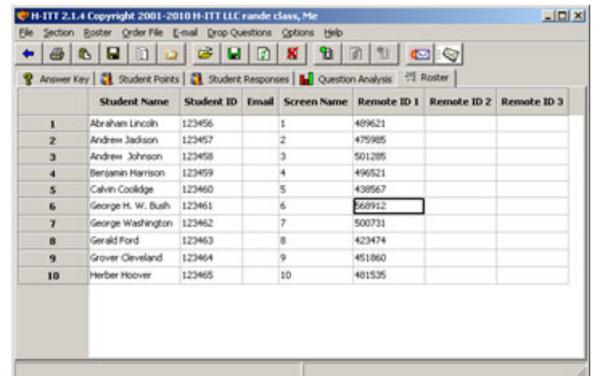
Click OK and a Browser will popup.

Browse to your exported H-ITT_roster.csv and click open.



The Analyzer roster window will now show all roster info:

This is an example of a loaded H-ITT roster that was exported from RosterMaker in the above roster format.



	Student Name	Student ID	Email	Screen Name	Remote ID 1	Remote ID 2	Remote ID 3
1	Abraham Lincoln	123456			409621		
2	Andrew Jackson	123457			475965		
3	Andrew Johnson	123458			501205		
4	Benjamin Harrison	123459			490521		
5	Calvin Coolidge	123460			430567		
6	George H. W. Bush	123461			260912		
7	George Washington	123462			500731		
8	Gerald Ford	123463			423474		
9	Grover Cleveland	123464			451060		
10	Herber Hoover	123465			401535		

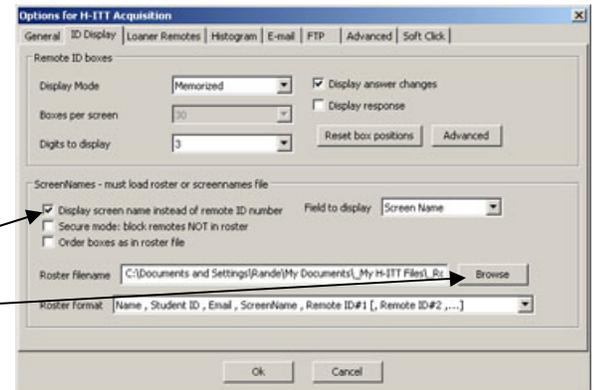
Load the ScreenNames in Acquisition:

Since a ScreenName is included in the roster (in this case it is a number labeled on the remotes shown in the ScreenName column), you can display this in Acquisition's ID boxes (in place of the default last 3 digits of the remote ID)

To do this, open the desired class in Acquisition
Select Options>ID display and check this box

And browse to your H-ITT_roster.csv

And click OK. Now when a student responds to a question, their ScreenName will show in their ID box.



H-ITT Support:

Email: support@h-itt.com

Phone: Toll free in the US: 888-322-0089