

Editing an ANGEL Roster for Use in Turnitin.com

ANGEL rosters can be used to populate a class for Turnitin.com. Before an exported roster can be used some of the fields must be removed. The following are the steps to download and prepare an ANGEL roster for Turnitin.com.

Download an ANGEL Roster

1. Log on to ANGEL
2. Enter the course with the correct roster
3. Click on the Manage tab
4. Click on the Roster link
5. Click the Export link
6. Give the file permission to Download and save the file

Open the ANGEL Roster in Excel

1. Open Excel
2. Click on the Office Button and choose Open
3. Locate the folder with the downloaded ANGEL roster
4. Change the Files of Type drop down menu to All Files
5. Double click on the file to open it
6. The Text Import Wizard will open. The default settings in the Wizard are the correct settings for the ANGEL roster. Press Finish. The ANGEL roster will open.

Remove the Extra Information from the Spreadsheet

1. Remove the column for Account IDs. Click on the letter C to select the entire column.
2. Right click over the letter C
3. Select the Delete option from the popup menu. The column will be deleted
4. Columns D through M must also be deleted. This includes the columns starting with Account_Type and ending with Billing_ID. Click on D and drag across M. Right click on any of the column letters and choose delete.
5. To switch the Last_Name column and the First_Name column, click on the letter B to select the column
6. Right click and choose Copy
7. Click on A to select the column, right click and choose Insert Copied Cells
8. Click on C to select the column, right click and choose delete. Your spreadsheet should now have First_Name, Last_Name, Email.
9. Save the file by clicking on the Office Button and choosing Save.
10. An Excel pop up window will appear asking about formatting. Press Yes to maintain the formatting.

Uploading the Roster to Turnitin.com

Before uploading the roster to turnitin.com it is important to alert your students. After the roster is uploaded your students will be emailed with important information. This information should be saved for future reference.

1. Log in to Turnitin.com
2. Click on the class name
3. Click on the Students button
4. Click on the Upload Student List link



5. Press the Browse button and find the roster file from above
6. Press Open
7. Press Submit
8. Your students will be emailed username and password information about Turnitin.com