# Importing Students into CPS

**Note: Version 6.59.0018**

**The first field must be titled firstname and the second field must be titled lastname**

**The new 6.7 verison may be imported either way**

Open Excel

In Cell A1, type firstname.

In Cell B1, type lastname

\* You must do it this way or it will not work

Add the students’ names (you can export rosters from iNow)

Save as **.csv file** (name the file the class name)

Open CPS

Under Prepare, select the Classes & Students tab

Select Import- Other Sources-Common Separate Values .csv

Browse for .csv class file and select the file

Select teacher name (it may not ask)

When the file loads, place a check mark in the box beside the file- select Next and Done

Congratulations! You have now imported your students into CPS.

Remember, you will use this database every time you create new activities. You do not want/need to create a new database each time because your students would not be included.