Hello, this is a short guide on how to import your students into insight 360 using infinite campus. First of all, let me acknowledge Patrick Thomas for helping me learn a critical step of this process. Let me also emphasize that there is probably a better way to do this, and I hope that one becomes available in the near future, but consider this a temporary fix. You’ll need to follow the steps below.

1. You must first have set up your grade book for the desired class and you will need to give each class one assignment. If you’re not sure how to do this please feel free to contact me, it’s pretty easy to do.

2. Open up infinite campus and make sure that you select the desired class in the upper right hand corner.

3. On the far left bar, look under the “reports” drop down menu and select “Grade Book Export”.

4. By default all your students should be highlighted, make sure to check “term grade” on the right.

5. There is a drop down menu under “File Format”. Select “Tab Delimited” and click generate report.

6. This report will be saved under your downloads by default. Open this file and delete the actual grade data as we do not need that. Save the file somewhere where you can find it. Name it whatever you like, but make sure that it is still a “Tab Delimited” file whenever you rename/save.

 \*Note: You make need to select a program with which to open the tab delimited file, I would choose Microsoft excel, but I’m not sure that you have to.

7. Open up Microsoft excel and in excel and open up the file that you just saved/renamed. Make sure that you are searching for all file types by adjusting the drop down menu in the bottom right corner to say “All Files”. When you open that file, it will bring up many options.

8. It should say “Text Import Wizard Step 1 of 3” at the top of the new pop-up box. On this first window, just click next.

9. Now the box should say “Text Import Wizard Step 2 of 3” at the top of the pop-up box. This is where we’ll have to do some changing. Under the text qualifier drop down menu select “{none}”. Under “Delimiters” select “Tab”, “Space”, “comma”, and “other”. In the box next to other type in a quotation mark, just a “. Then click “Finish”.

 \*What we’ve done up to this point is helped excel separate the difference pieces of data, like last name, first name, and student ID into separate columns so that when we import, Insight 360 will be able to assign these columns as a specific type of data, but the problem is that pesky # sign in front of the student ID number, step 12 will get rid of it.

10. You may need to line up some of the columns for students without middle name data or extra last names. Whatever the problem is, just make sure that all last names are in one column, all first names in another and et cetera by cutting and pasting.

11. Now you will save this file again and replace the previous file. Just make sure that it is still a “tab delimited” file type when you save. Close the file after you save it.

12. Open up Excel one more time and open the file we just saved. Make sure you are searching for all file types again. It will again come up with the same pop-up window that we just saw. Again, click next on the first step. On the second step select “{none}” under the text qualifier drop down menu and under “delimiters” select “Tab” and “Other”. Next to “Other” type #. Click finish. Click “Save as” and under the “save as type” drop down menu select “CSV (MS-DOS)” and click “save”. Close the file.

13. Open Insight 360. Click the “My classes” tab up at the top right and then select “import from CSV” right below that and then select “Start Import” in the bottom right hand corner.

14. If you have already named your classes you can select that class, otherwise Insight 360 will just create a new class for you. Select the desired class and then hit next.

15 Hit the button beside “Select Import File” and find the CSV file that we just saved. Hit Next

16. You should see the data and little headers at the top. Select those drop down menus and make sure that everything has the proper column heading. You will most likely have a blank column, just select “not used” for that column. Select “Next” and then select “Finish Import”. You are finally finished importing that class.

 \*After finishing the import you can save that mapping, The location of the header columns, and use that next time to save a little bit of time.

17. Repeat these steps for each class that you would like to import. I know that there are a lot of steps here, but they are repetitive and you can easily do 5 classes in 15 minutes total.