

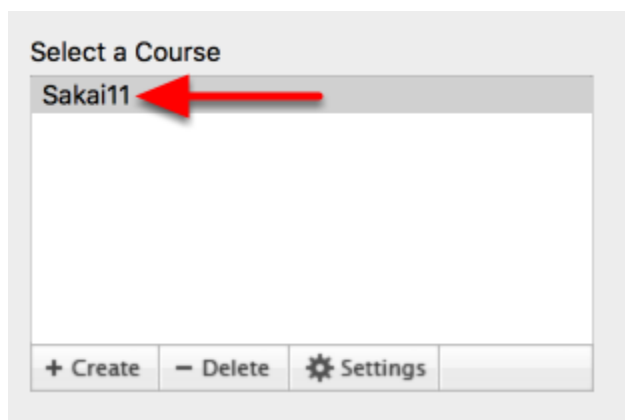
# How do I import my Roster?

You will need to import your Sakai course roster into the iclicker software in order to sync scores to Sakai.

The following instructions assume you have already configured your settings and selected a Sakai course site from within the gradebook tab. If you have not, please refer to these [instructions](#) before proceeding

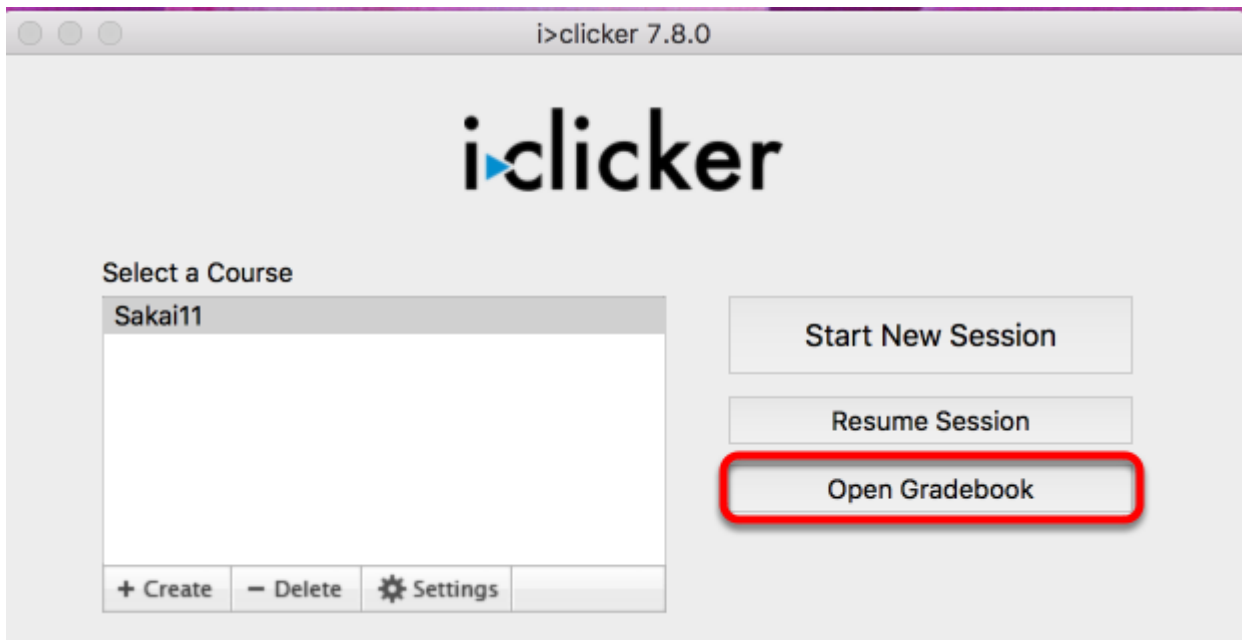
## Select Course

Click on the course name in the list



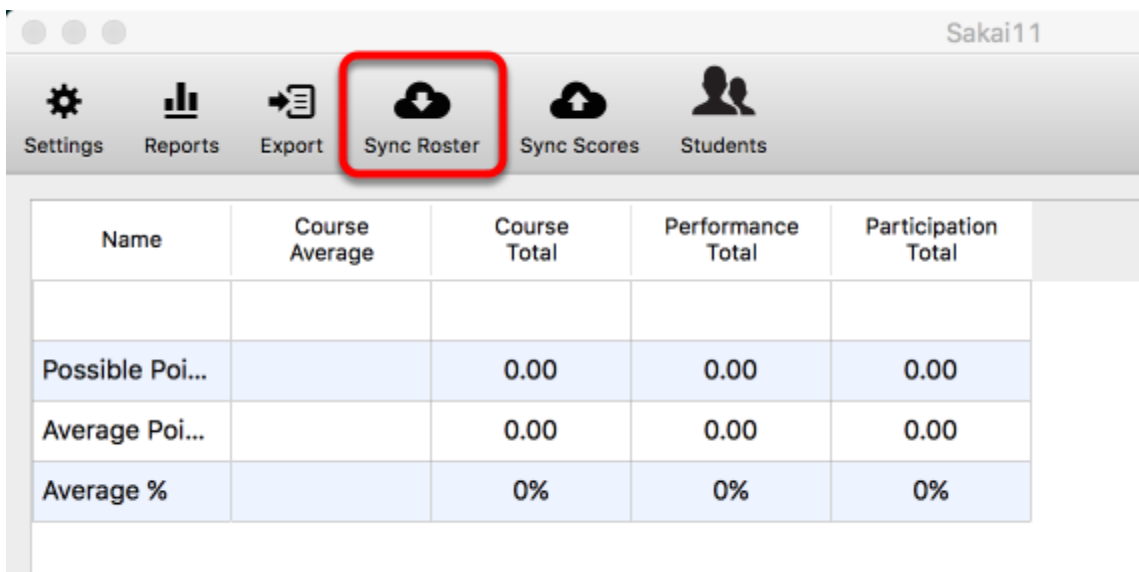
## Open Gradebook

Click on "Open Gradebook"



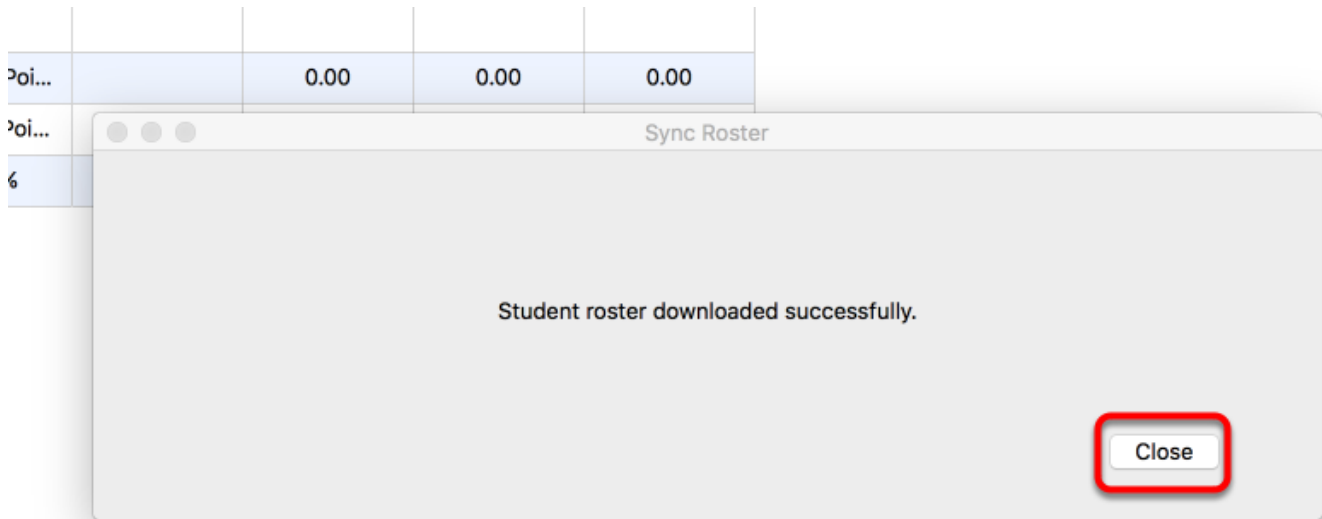
## Click Sync Roster

Click on "Sync Roster" at the top.



## Success

Once it's finished syncing, you will see a success message. Click "Close"



## Student List

All students in your course will be listed.

Student names in blue indicate they have registered an iclicker device in Sakai.

Student names in red indicate they have not registered an iclicker device in Sakai. Please ask students to register their device by logging into Sakai, go to "My Workspace", click on "iclicker" in the left menu, and enter their device code found on the back of the remote.

Once a student registers their device, you must "sync roster" again for the change to appear.

If students participate in class with an unregistered device, the device code will appear in red in the "name" column. If the student registers their device after participating in class, once you sync the roster again, the responses will be linked to the appropriate student.

Name	Course Average	Course Total	Performance Total	Participation Total	Session 1 11/22/16
					<a href="#">View</a>
Possible Poi...		1.00	0.00	1.00	1.00
Average Poi...		1.00	0.00	1.00	1.00
Average %		100%	0%	100%	100%
<b>38D8C121</b>	100%	1.00	0.00	1.00	1.00
<b>38DD9E7B</b>	100%	1.00	0.00	1.00	1.00
<b>39313139</b>	100%	1.00	0.00	1.00	1.00
<b>39387C7D</b>	100%	1.00	0.00	1.00	1.00
Fain, Gwin	0%	0.00	0.00	0.00	Ab
Fain2, Gwin	0%	0.00	0.00	0.00	Ab
Obando, Jen	0%	0.00	0.00	0.00	Ab
Pagán, Evelyn	0%	0.00	0.00	0.00	Ab