

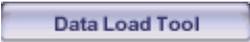
CREATING A **USER GROUP (DATA LOAD TOOL)** in PASSPORT

By following the steps outlined below, you should be able to upload a class roster into PASS-PORT for your user groups instead of entering each candidate individually.

1. Copy and paste your student roster from Peoplesoft or BlackBoard into a blank word document. Close Peoplesoft.
2. In your Word document, highlight and remove all the columns EXCEPT the one with the w#'s.
3. Highlight the column with the w#'s and find the Convert to Text command in your toolbar (usually in the Table toolbar).
4. Once the column of numbers is in text format, scroll all the way to the top of the column and hit the enter key. This will leave a space at the top of your column - for some reason PP will not see the first item in the column unless you put in the space.
5. Save As a Plain Txt document.
6. Go to PP and click on the Artifacts Tab. Then  Groups of candidates, as filters and lists.

7. Click on the Create New List beside Saved Lists.



8. Name the list (ex: ECE 400 Fall 2012) and click Save.
9. Click on the  beside Load data by uploading a formatted text file. Follow the prompts to upload your Plain Text file.
10. Once the candidates names are on the screen, scroll down and click the save button to save the User list.

CREATING A FILTER IN PASSPORT

1. Click on the Create New Filter beside Saved Filters.

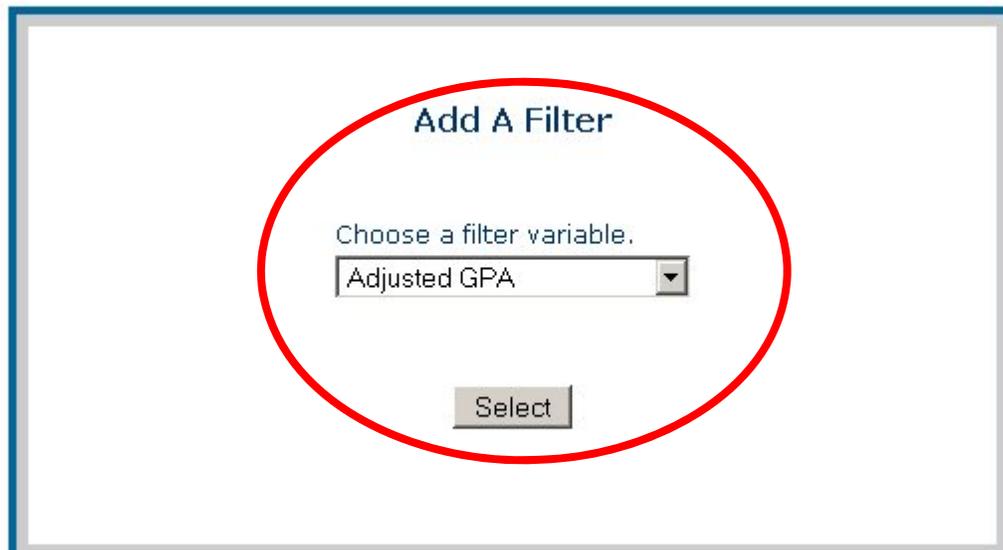


2. First, Select the users to include by clicking the down arrow next to candidates and select from Currently enrolled, Not currently enrolled, No, or All. Do the same with Faculty if you want them included in your filter.



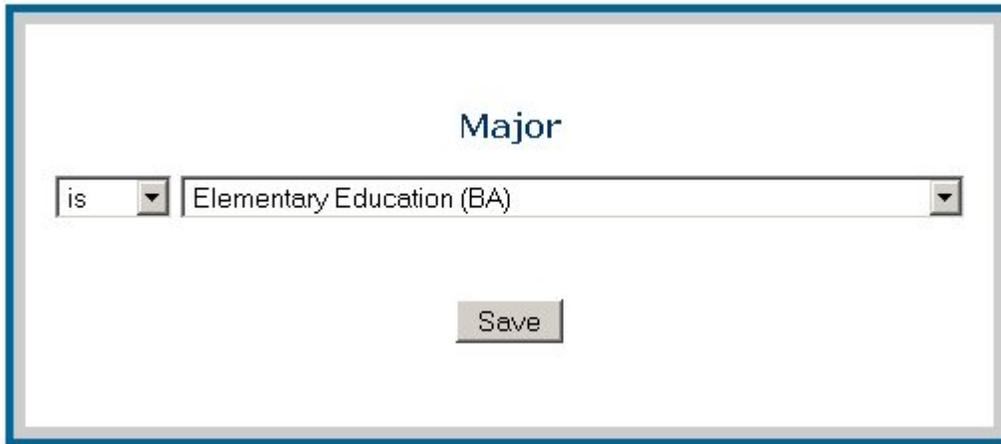
Notice that you will see the number of users (sample size) that will be in the filter.

3. If you need a specific set of candidates, you can add a filter by clicking on the Add A Filter button.



You will be able to choose from a number of variables (Major, last portal passed, etc.) by clicking the down arrow and scrolling to a variable. You may use more than one variable but each must be added separately.

If you chose Major for example, you will be presented with another box to choose the major and save.



A dialog box titled "Major" with a white background and a blue border. It contains a dropdown menu with "is" selected, followed by a text input field containing "Elementary Education (BA)". Below the input field is a "Save" button.

Once you click Save you will go back to your Filter screen. Notice that you now show all candidates but you have limited the number of users to just those with the Elementary Ed major and you have n=330 as a sample size.



A filter configuration interface with a blue header and white content area. The header says "Select the users to include." with an "Add A Filter" button. Below are two rows: "All" for candidates and "No" for faculty. A filter is listed: "Major is Elementary Education (BA)" with "Edit" and "Delete" buttons. Below the filter, it says "This filter will yield a sample of 330 users." with a "View" button. At the bottom are "Save Filter" and "Cancel Filter" buttons. Red circles highlight "Elementary Education (BA)" and "330".

If you want to further restrict your sample, just add another filter. Once you have the filter parameters set, click Save Filter and give it a name.