
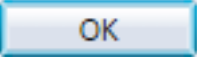

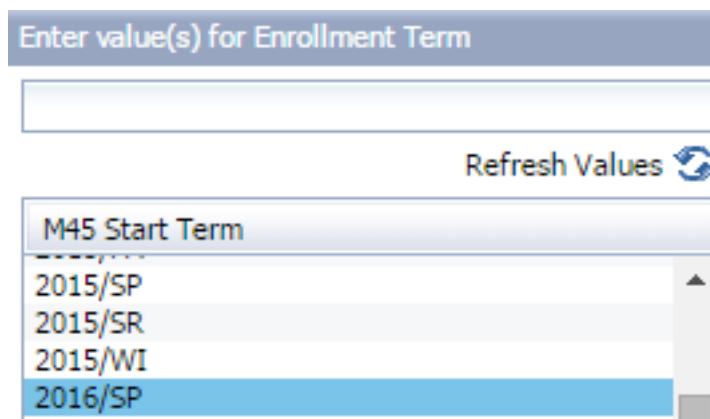



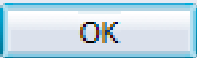

Assigning CampusClarity Training to New Students

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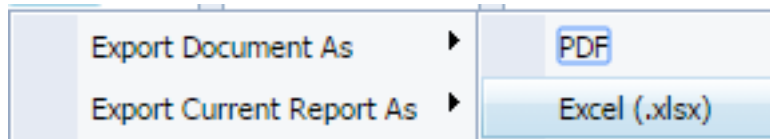
Create a list of new students

1. Log into the Montco Connect Portal
2. Log into CROA
3. From the Folders list select **Public Folders > MCCC Reports > Human Resources > Equity & Diversity**
4. Open **New Students by Term**
5. Click the  to refresh the data
6. Click  to select the default context (**Student Comprehensive Context**)
7. Remove the selected term by clicking the  button
8. Select the appropriate term from the list at left



9. Press the  button to select the date.
 - The date will now be displayed on the right side
10. Click  to run the report
11. Click  to export

12. Select **Export Document As > Excel (.xlsx)**



13. Note the filename and location of the exported file.

Import new students into CampusClarity

1. Open the New Students by Term file (created above)
2. Copy all data
 - Exclude the column headings
3. Open the CampusClarity_Batch_Upload.xlsx template (attached to these instructions)
4. Paste all data into the template.
 - Verify the First Name, Last Name, Email, and UniqueID (Student ID) data are in the correct columns
 - **Enter the email address in both Email and UniqueID fields**
5. Save the file with a new name
 - Do not overwrite the template file
6. Log into CampusClarity.com
7. Select Manage Users from the top navigation
8. Click **++ Batch Add/Update Users**



10. Select the file you saved in step 5 and click **Open**

11. Select **New Users to Add**

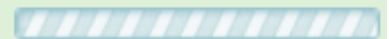
This file contains:

- New Users to Add
- Updates to Existing Users

12. Click **Upload and Add Users**

- Wait while the file uploads


Large uploads may take several minutes. Please don't refresh or close your browser window. Thanks for your patience.



13. If prompted that there are errors, select **Upload Valid Entries**

- This generally means that there are some students that already exist in the

system

- You may also press  to download and review the errors in an excel spreadsheet. If you download errors, you will need to restart the upload process at step 7 after correcting any errors.

14. You will then be allowed to preview the list of students and assign training.

Assign Training

1. Select Assign Course = **Now**

Assign Course: Now Later

2. Select the appropriate year from Assign into Year



Assign into Year:

3. Select the Course: **Think About It: Campus SaVE - Montgomery County**

4. Select **Yes** to Send Email Invite

Send Email Invite: Yes No

5. Select an Invite and Due Date

Invite Date:  Due Date: 

6. Select the Invite Template

7. Click 

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Online URL:

<https://kb.mc3.edu/article/assigning-campusclarity-training-to-new-students-867.html>