How to generate a class list from RISIS displaying student IT usernames

Introduction

There may be occasions when you need to generate a list of students from RISIS for use in Blackboard e.g. manually enrolling students onto an Organisation or non-RISIS course; or batch enrolling students into Blackboard course Groups (see our guide Importing Group members from an Excel list).

In these situations you will need the students’ IT usernames, rather than their 8-digit student number. Class lists can be generated from the RISIS web portal which show students’ email addresses, and from this it is fairly simple to create a list of student Blackboard usernames.

How to generate your class list

Log in to the RISIS web portal: https://www.risisweb.reading.ac.uk/

Go to Working with modules > Working with modules

Then select the link Classlist for XXXX (incl email link + other info) in the ‘Students on modules’ section.
Enter your module code, then click Run Process.

You will see a class list where the first three columns are SPR Number, Student Name and Email.

**Using the list to generate student usernames**

Use your mouse to highlight the whole table, then Copy.

Open Excel.

From the menu choose Paste > Paste Special and paste as Unformatted Text.
You can delete all of the columns apart from A, B and C (and possibly J ‘Occurrence’, if you need to exclude certain groups of students).

Create a new column, ‘Username’.

Assuming ‘Username’ is column D, in cell D2 type `=LEFT(C2,8)` and press Enter.

This finds the first 8 characters of the student’s email address, which equates to their IT username.

Drag this formula down to fill all cells in Column D.

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>SPR number</td>
<td>Student name</td>
<td>Email</td>
</tr>
<tr>
<td>2</td>
<td>24024835/1</td>
<td>Boord, Alice</td>
<td><a href="mailto:fd024835@reading.ac.uk">fd024835@reading.ac.uk</a></td>
</tr>
<tr>
<td>3</td>
<td>25020539/1</td>
<td>Chewler, Josie</td>
<td><a href="mailto:qp020439@reading.ac.uk">qp020439@reading.ac.uk</a></td>
</tr>
<tr>
<td>4</td>
<td>25030643/1</td>
<td>Pilchard, Jon</td>
<td><a href="mailto:pw020643@reading.ac.uk">pw020643@reading.ac.uk</a></td>
</tr>
<tr>
<td>5</td>
<td>25021914/1</td>
<td>Bamm, Carol</td>
<td><a href="mailto:bq020814@reading.ac.uk">bq020814@reading.ac.uk</a></td>
</tr>
</tbody>
</table>

You can use this data to generate a CSV file for use in batch enrolment, or allocating students to course Groups.

**Further help**


Further help can be found on the Blackboard Help site at: [https://en-us.help.blackboard.com/Learn/Instructor/Courses/Manage_Course_Enrollment/020_Manage_Users](https://en-us.help.blackboard.com/Learn/Instructor/Courses/Manage_Course_Enrollment/020_Manage_Users)

For help with RISIS, please contact risis@reading.ac.uk or telephone 0118 378 6251.