

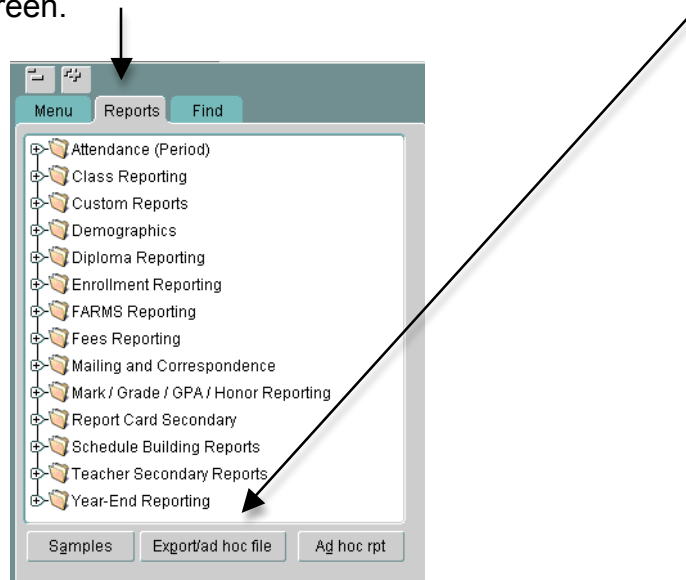


## Kids Voting Hawaii Password List and Student Information

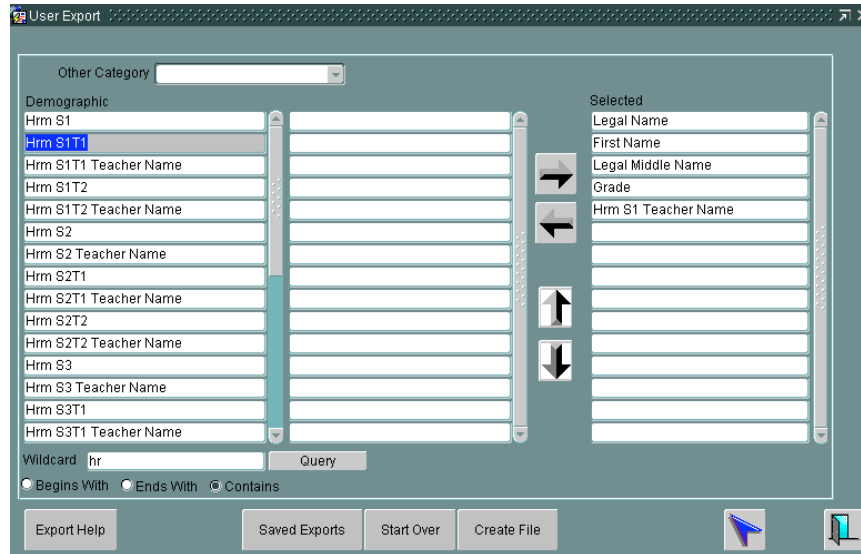
- Detach and save a copy of the Excel file to your desktop. You may call this file, "KVH Password.xls".
- Determine how passwords will be distributed to students. For elementary schools, passwords are usually distributed by homeroom. For secondary schools, passwords may be distributed by homeroom/advisory, a designated period, or by a particular course.
- If your school would like to attach information such as student names and teacher names to your list of passwords, follow the instructions below.

### eSIS Elementary Schools – Assigning Passwords through HR

1. From the Start Screen, select the Reports Tab and select the button, "Export/ad hoc file" at the bottom of the screen.

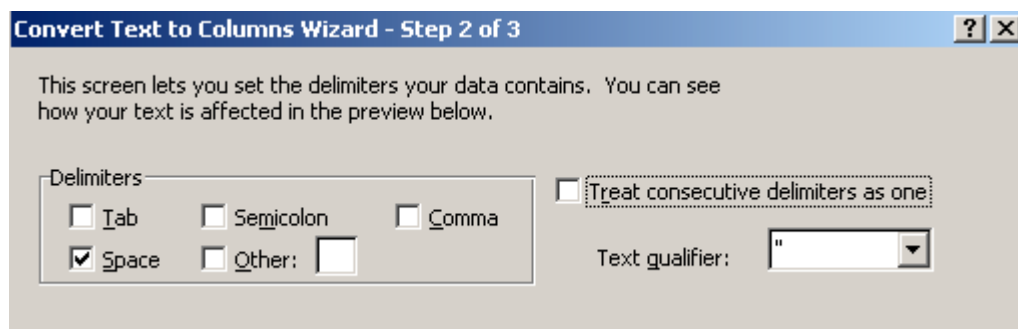


2. Export the following fields and save the file to your desktop:
  - a) Legal Name
  - b) First Name
  - c) Legal Middle Name
  - d) Grade
  - e) Hrm S1 Teacher Name

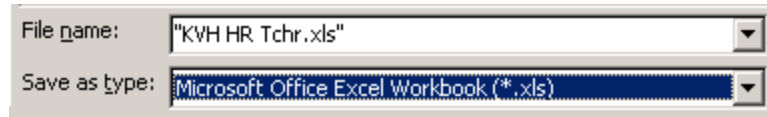


Save the export as an Excel file on your desktop and you could name the file “KVH HR.xls”.

3. On your desktop, locate and open the Excel file, “KVH HR.xls”. Highlight and select column E, Hrm S1 Teacher Name. From the top menu bar, go to Data > Text to column. If you are using Excel 2007, click the Data Tab, in the Data Tools group, then click on Text to Columns.
  - a) The first screen will be displayed and be sure that the “Delimited” radio button is selected. Click on the “Next” button.
  - b) On the second screen, select the delimiter to “Space” and deselect the checkmarks next to “Tab” and “Treat consecutive delimiters as one”. Click on the “Next” button.



- c) On the third screen, select “Finish”.
4. Save this file to your desktop and you may save this file as “KVH HR Tchr.xls”. Be sure to change the “Save as type” to “Microsoft Office Excel Workbook (\*.xls)”. Hint: you may need to scroll up on the “Save as type”.



5. Change the headers from “S1” to “Tchr Last” and “Teacher” to “Tchr First”. Select the entire Excel file and sort by Tchr Last, Legal Name, and First Name. You may save this file to your desktop and save this file as “KVH – HR Tchr Sorted.xls”.

	A	B	C	D	E	F	G	H
1	Legal Nam	First Name	Legal Midd	Grade	Hrm	Tchr Last	Tchr First	Name

6. If you would like to remove the comma after the Teacher’s Last Name, highlight all records in Column F (Tchr Last), click Ctrl + H. This will open a window called Find and Replace. In the Find field, type a comma (,) and leave the Replace field blank. Then click, “Replace All”. This will remove all commas from the highlighted text.
7. Open the file, “KVH Password.xls” that you saved to your desktop.
8. Go to your file, “KVH HR Tchr Sorted.xls” and select the entire file. At the top menu bar, go to Edit > Copy.
9. Go back to the file “KVH Password.xls” and paste the file you just copied in Column C. Save this file to your desktop and name the file “KVH Password & HR.xls”.

### **eSIS Secondary Schools – Assigning Passwords by Period or Course**

1. For Secondary Schools, you may choose to export the student information:
  - a) Legal Name
  - b) First Name
  - c) Legal Middle Name
  - d) Grade
  - e) Course Code
  - f) Course Name
  - g) Period
  - h) Semester
  - i) Teacher
2. Someone at the school, who is familiar with doing ad hoc exports, may be able to assist you with creating a file with the necessary student information to distribute passwords.

**Schools Using a Non-eSIS Student Information System**

1. Export the necessary student information for sorting and assigning passwords into an Excel document. Student information for one student should be exported on one line in Excel.
2. Open the file, "KVH Password.xls" that you saved to your desktop
3. Open the Excel file you created with the necessary student information. Select the entire file and at the top menu bar, go to Edit > Copy.
4. Go back to the file "KVH Password.xls" and paste the file you just copied in Column C. Save this file to your desktop and name the file "KVH Password & Student.xls".