Creating Student Email Groups

- Log into Aspen
- select Gradebook Top Tab, select the class
- Select Roster Side Tab
- Run a Quick Report
  - New Report, Next
  - Simple Report
  - Remove all fields except Local Identifier (Student ID)
  - Add Last Name and First Name
  - Order the list Last Name > First Name > Local Identifier
  - Generate the report in CSV
  - Save the report as a file
- Open the report with Excel
- Copy the data from the three columns
- Paste them into the Magic Merge spreadsheet
- Copy the email addresses column
- Paste them into the Conversion Tool for Exchange
- Copy the data from the Conversion Tool
- Open Exchange
- Click on Contacts
- Click the triangle next to "New" select Group
- Paste the data from the Conversion Tool into the "Members" field
- Click on "Add to Group"
- Name the group
- Click "Save and Close"