Adding Student Calendar Managers

- Send advisor current Student Calendar Manager Excel file list, and ask them to add or remove students to reflect the most current and up to date Student Calendar Managers. Excel file must be saved as CSV type file, with no headers for the data.

The first column should contain the student's username. (NOT ID) The second column should contain the student's desired role, "Student Calendar Manager." The third column should contain the user name for the calendar who they are managing. The fourth column should contain "Basic User." If the student is managing more than one calendar, the different relationships must be listed. Save the file as a CSV file in the corresponding folder, and label it with the date saved. It should look like the picture below. The data should start in cell A1.

ANAME	Student Calendar Manager	TMUNROE	Basic User
BNAME	Student Calendar Manager	TMUNROE	Basic User
CNAME	Student Calendar Manager	TMUNROE	Basic User
ANAME	Student Calendar Manager	RPICAZO	Basic User
BNAME	Student Calendar Manager	RPICAZO	Basic User
CNAME	Student Calendar Manager	RPICAZO	Basic User

After saving the Excel file as a CSV file, you are not ready to upload the data into BlueStar. To do so, log into BlueStar and go to the *Users & Roles* tab on the left side. Under *Users & Roles* tab, click on the "Batch Assign Roles" button. Select the Student Calendar Manager relationship file for the Role Mapping File. The term should always be "Ongoing." The group should reflect whichever college you are working with. Delimiter should be "comma," user identifier should be "username," and overwrite should be "overwrite all current relationships." It should look like the picture below.

Changes made here may take up to an hour to take effect.	
Role Mapping File	C:\fakepath\CSH Undergraduate-01.25.17.csv Browse...
Term	Ongoing
Group	CSH_Undrg_Research_Adv
	Create new groups to allow overwriting a subset of role assignments. ❓
Delimiter	◉ Comma ○ Tab
User Identifier	○ Integration ID ◉ Username
Overwrite	○ Add to existing relationships ◉ Overwrite all current relationships