























## Import Research Supervisor Assignments

The Import Assignments page allows you to import a list of supervisor assignment information kept in an external file. Data in the file must be in the .csv format. To begin the import process click Import Supervisors in the menubar.

1. Select your department if you have access to more than one.
2. The **Browse** button lets you browse your system for the desired file.
3. When the file is located and listed, choose Import.

You will receive a message to let you know if your import has been successful. Check the Assign Research Supervisors to Students list to see the results. Adjust your data file if necessary.

Be sure to access the online Help pages. Click the Help link in the upper right corner in the menubar.