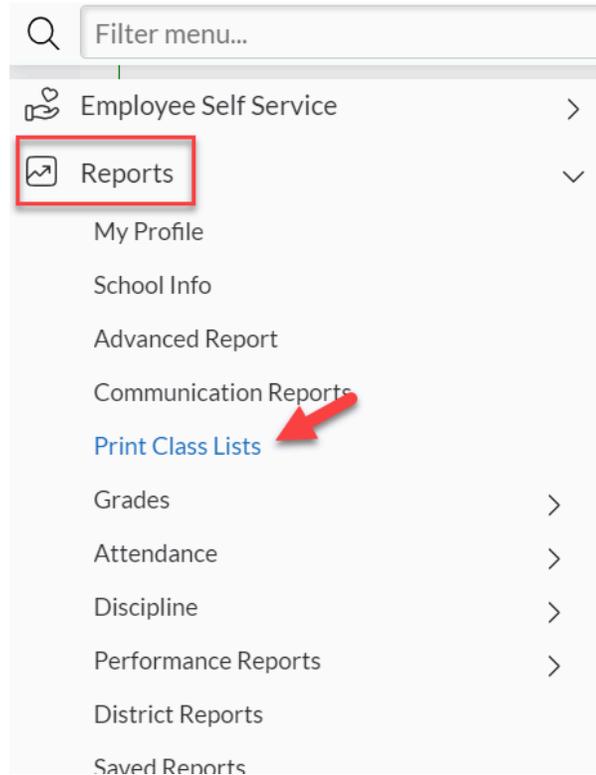


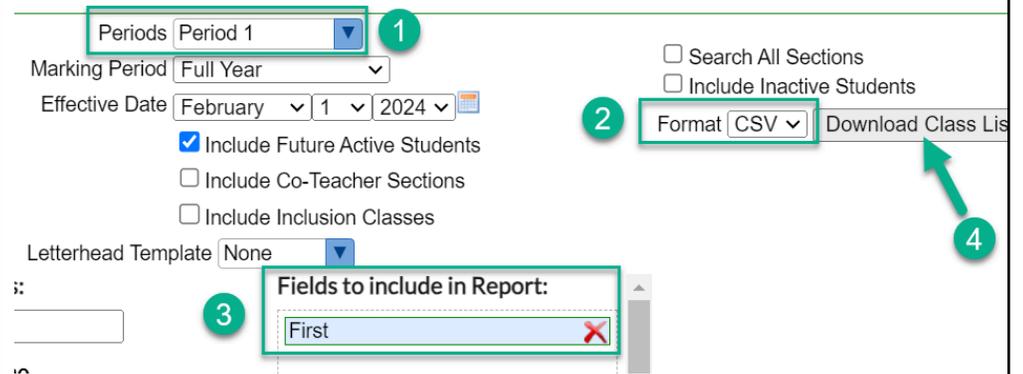


## Download Class Lists from Focus and Import to Promethean Spinner

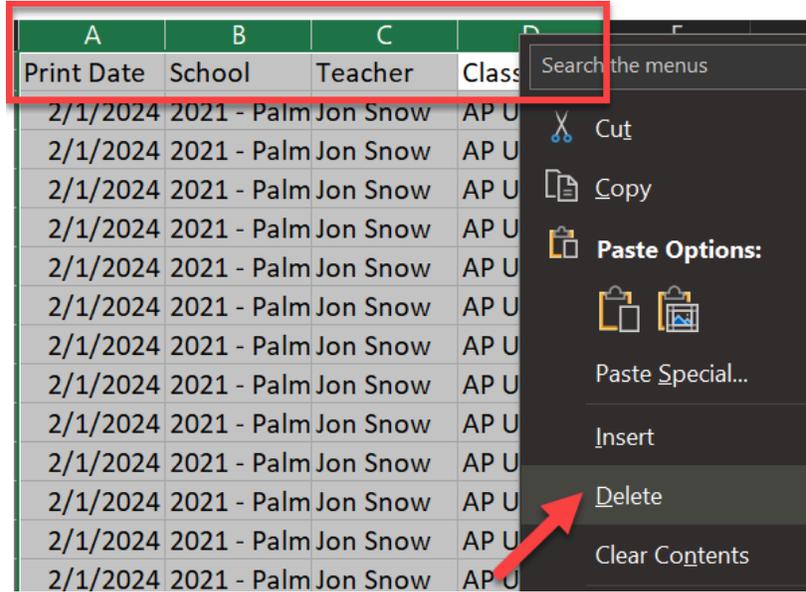
1. On the left navigation bar, open **Reports**
2. Click **Print Class Lists**



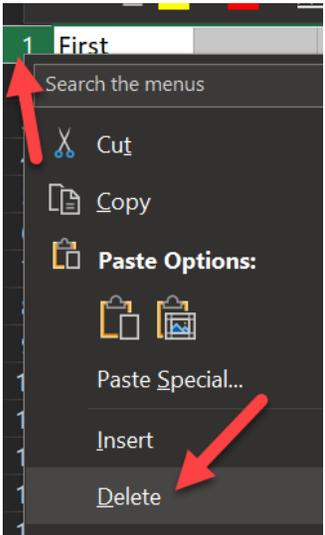
3. We want to change the default settings
  1. Select **ONE** class **period**
  2. Change **Format** to CSV
  3. Click the X to remove default fields, and the green + to add only **First** name
  4. Click **Download Class Lists**



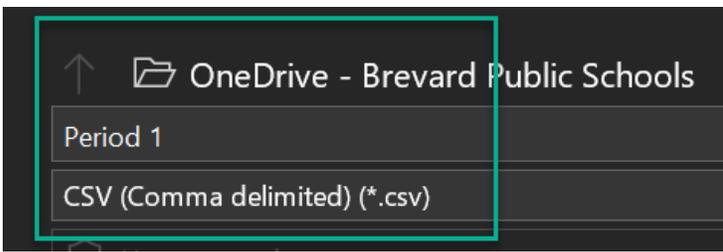
4. Open the CSV
5. To clean up the file, we will delete all of the columns that aren't the **NAME** field.
  - a. You can simply right click each column letter and select delete or select multiple column letters and delete



6. Delete the first header row by right clicking and selecting **Delete**



7. Click **File** → **Save As** and give it a name. It should be saved as a CSV.



8. Follow Promethean's instructions to set up your spinner!

[Spinner - How to import lists from a CSV file](#)