

# Are your students registered?

If you are using a digital product as part of your course, it can be frustrating to learn students are not registered in the product. We've got you covered with steps you can take to easily compare students who appear in your Learning Management System versus students registered in the digital product. For small enrollment courses this can be as easy as a quick visual comparison, but for larger class sizes an automated comparison can be faster. Once you've determined the students who aren't registered, use the editable email template found at the end of this document, to contact them with the proper steps to get registered.

## Step 1. Comparing LMS registration to Digital Product registration

- Export your roster list from your Learning Management System
- Export your roster list from your digital product
- Combine the lists into in one spreadsheet.

It is important to note that the compare functions only compare LIKE to LIKE so your columns must both contain the same type of data such as

    Last names to last names

    Full names to full names

    First names to first names

**Note:** *The following functions cannot compare a column with Full Names to a column with Last names.*

# Compare with Excel

To compare with Excel, you will use a formula. Set up your Excel files as follows

- Column A: LMS Roster
- Column B: Registered
- Column C: Product Roster

Paste the following formula into column B:

**=VLOOKUP(A2,\$C:\$C,1,FALSE)**

Copy and paste the formula into the cells of column B and you will see all the students who **HAVE** registered, students with #N/A are **NOT** in the product.

SUM			
=VLOOKUP(A2,\$C:\$C,1,FALSE)			
	A	B	C
1	LMS		Product
2	Cherilyn Leno	=VLOOKUP(A2,\$C:\$C,1,FALSE)	Cherilyn Leno
3	Cedric Whiteaker	Cedric Whiteaker	Cedric Whiteaker
4	Isabel Saum	Isabel Saum	Isabel Saum
5	Pasty Wyman	Pasty Wyman	Pasty Wyman
6	Sean Caplan	Sean Caplan	Sean Caplan
7	Dorine Lasch	#N/A	George Hartson
8	George Hartson	George Hartson	Cordia Gaillard
9	Cordia Gaillard	Cordia Gaillard	Richie Frost
10	Richie Frost	Richie Frost	Hollie Mauk
11	Hollie Mauk	Hollie Mauk	Gus Zollars
12	Gus Zollars	Gus Zollars	Tova Hoback
13	Tova Hoback	Tova Hoback	Illa Montana
14	Illa Montana	Illa Montana	Robby Hussain
15	Robby Hussain	Robby Hussain	Faith Nelms
16	Faith Nelms	Faith Nelms	Kerstin Kammerer
17	Shalonda Paquette	#N/A	Criselda Hoop

## Compare with a Google Sheet

To compare with Google Sheets, you will use a formula. Set up your Google Sheet as follows

- Column A: LMS Roster
- Column B: Product Roster
- Column C: Differences

Past the following formula into column C:

```
=ArrayFormula(sort(if(COUNTIF(B2:B,A2:A)=0,A2:A,)))
```

Copy and paste the formula into the cells of column C and you will see all the students who are **NOT** in the digital product.

=ArrayFormula(sort(if(COUNTIF(B2:B,A2:A)=0,A2:A,)))				
A	B	C	D	
LMS Roster	Product Roster	Differences		
<a href="#">Reina</a>	<a href="#">Reina</a>	<a href="#">Assunta</a>		
<a href="#">Marylynn</a>	<a href="#">Marylynn</a>	<a href="#">Jane</a>		
<a href="#">Neal</a>	<a href="#">Neal</a>	<a href="#">Rene</a>		
<a href="#">Gabriella</a>	<a href="#">Gabriella</a>			
<a href="#">Assunta</a>	<a href="#">Margarito</a>			
<a href="#">Margarito</a>	<a href="#">Moon</a>			
<a href="#">Jane</a>	<a href="#">Laurena</a>			
<a href="#">Moon</a>				
<a href="#">Laurena</a>				
<a href="#">Rene</a>				

## Step 2. Registration Email Template

Hello [Student Name],

I noticed you have not yet registered for [Digital Product]. [Digital product] is a required component of this course and accounts for [#%] of your course grade. In addition to your [list assignments to be completed in product], there are many other resources available that will help you in preparation for class and exams.

If you previously registered with temporary access you will need to upgrade to paid access to continue working in [Digital product].

If you are having issues gaining access to the course materials, please let me know as soon as possible so you can keep on track with your course work. If you need technical help, please reach out to McGraw-Hill technical support at 1.800.331.5094.

Sincerely,  
[Your Name]

