Offerings with a large number of participants can be managed with a swipe card/mag strip reader. Readers function similar to swiping a credit card. You will need to purchase a reader that includes a USB plug for connection to a laptop/PC. Prior to your event, test the process.

**Tasks**

- **Setting Up**
- **Post-Class Spreadsheet Adjustment**

**Setting Up**

1. Plug the reader into the laptop/PC.
2. Open a spreadsheet and save it to the desktop or a drive.
3. Click in the top-left cell: row 1, column A.
4. Swipe the first ID card.
5. The University number should appear in the first row of column A.
6. As you swipe more cards, the number should populate sequential rows in column A.
7. You may find that extra characters or numbers appear along with the University ID number. See the next section for removing these.

**Post-Class Spreadsheet Adjustment**

The reader may insert characters before or after the 9-digit number. It may also add numbers to the end of the 9-digit number. The spreadsheet upload can only include the 9-digit University number. To correct the spreadsheet:

1. **To remove spaces before the number:** Use the Find/Replace process (highlight column A and type Ctrl/F). Type a blank space in Find and leave Replace as an empty field.

2. **To remove question marks after the number.** Note: the Find/Replace process does not work in this instance. Instead, follow this procedure:
   a. Per the setup procedure, all numbers from the reader should appear in Column A. In cell 1B (row 1, column B), type the following: =LEFT(A1,9)
   b. The first 9 numbers will be replicated and the question mark at the end removed.
   c. Click cell 1B so the border of the cell is highlighted. Double-click the small box in the bottom-right corner.

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**WD Learning: Swipe Card or Mag Strip Readers for Offerings**

**Role Matrix • Workday LMS Terminology**

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d. The formula in cell 1B will automatically be repeated for each row that contains data in column A.

e. Copy all of **Column B** and right-click in the first row of **Column C**.

f. From **Paste Options**, select **Values**.

g. The formulas will be replaced with just the numbers themselves (double-click any cell in column C to confirm).

h. Delete Columns A & B.

3. **Upload the list**:

a. **NetLearning users** should upload the spreadsheet using the **Batch Upload** procedure.

b. **Workday Learning users** should submit the spreadsheet to **AskHR@virginia.edu** for upload.