

## Manage Users - How to Add and Edit Students

This guide will take you through

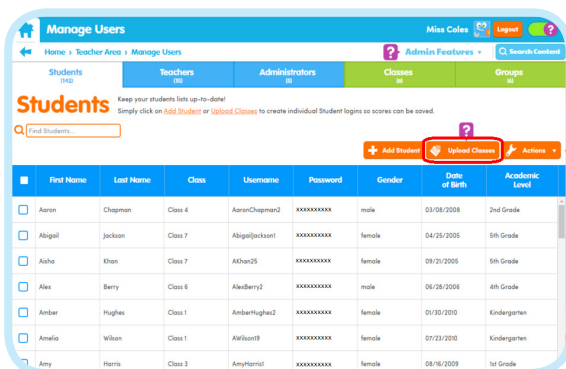
1. uploading students in bulk.
2. adding individual students.
3. finding and editing a student's details.
4. editing multiple students' usernames and passwords.
5. printing or exporting login details.
6. printing Home Access letters.

### 1 Uploading Students in Bulk

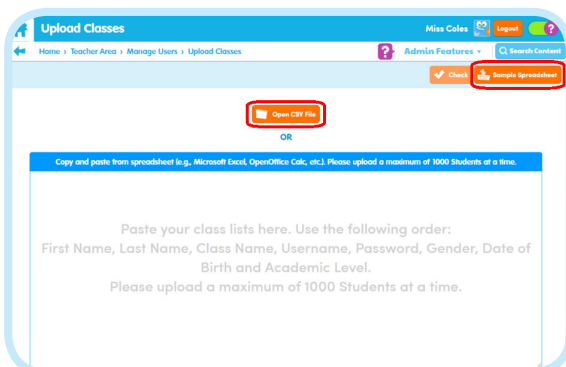
To upload all students at one time, the information must be saved in a spreadsheet as a CSV file. Most of the information can be pulled from your Management System as a spreadsheet. You need the following columns with the information completed in this order: First Name, Last Name, Class Name, Username, Password, Gender, Date of Birth, and Academic Level. There is a downloadable sample spreadsheet available to help you.

*Please note:* You may upload a maximum of 1000 students at a time.

Date of Birth, Gender, and Academic Level are optional fields, but can make identifying students easier at a later date.



The first tab you will see is the **Students** tab. Click **Upload Classes** to start the uploading process.



Here you can

- copy and paste your information from a spreadsheet.
- open a saved CSV file.

You can access a sample spreadsheet at the top right of the screen.

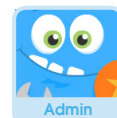
*You must make sure that mandatory information (First Name, Last Name, Class Name, Username, and Password) is provided when uploading classes in bulk.*

*If you leave the Username field blank when uploading students, the system will automatically generate usernames based on the students' first and last name.*

*If the Password field is left blank when uploading students, the system will automatically generate one.*

# User Guide

This User Guide is relevant for Admins and Teachers



## 1 Uploading Students in Bulk (continued)

Once your information has been entered, click **Check**.

The information will be sorted. If there is an error in a field, it will be marked in red. If there is a warning, it will be outlined in yellow. Hover over these fields to read the messages.

Make any changes necessary, and then click **Check**.

Click **Save** when you are ready to save the data and upload it.

## 2 Adding Individual Students

In the Students tab, click **Add Student**.

Complete the fields. If you would like to automatically generate a password, click **Create**. Click **Save** when you have finished.

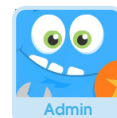
## 3 Finding and Editing a Student's Details

Type the name of the student you are looking for into the search box.

Click the student's name.

# User Guide

This User Guide is relevant for Admins and Teachers



## 3 Finding and Editing a Student's Details (continued)

Keep your students lists up-to-date!  
Simply click on **Add Student** or **Upload Classes** to create individual Student logins so scores can be saved.

Find Students

Abigail Jackson

First Name \* Abigail Class \* Class 7

Last Name \* Jackson Academic Level \* 5th Grade

Username \* AbigailJackson Date of Birth \* Apr 25 2005

Password \* xxxxxxxxxx Gender \* Female

Print Logins Save Cancel

Make the necessary changes, then click **Save**.

## 4 Editing Multiple Students' Usernames and Passwords

Manage Users

Home > Teacher Area > Manage Users

Students (142) Teachers (6) Administrators (6) Classes (6) Groups (6)

Keep your students lists up-to-date!  
Simply click on **Add Student** or **Upload Classes** to create individual Student logins so scores can be saved.

Find Students

	First Name	Last Name	Class	Username	Password	Gender	Date of Birth	Actions
<input type="checkbox"/>	Aaron	Chapman	Class 4	AaronChapman2	xxxxxxxxxx	male	03/08/2008	
<input type="checkbox"/>	Abigail	Jackson	Class 7	AbigailJackson1	xxxxxxxxxx	female	04/25/2005	
<input type="checkbox"/>	Asha	Khan	Class 7	Akhan25	xxxxxxxxxx	female	09/21/2005	5th Grade
<input checked="" type="checkbox"/>	Alex	Berry	Class 6	AlexBerry2	xxxxxxxxxx	male	06/28/2006	4th Grade
<input checked="" type="checkbox"/>	Amber	Hughes	Class 1	AmberHughes2	xxxxxxxxxx	female	01/30/2010	Kindergarten
<input checked="" type="checkbox"/>	Amalia	Wilson	Class 1	AWilson9	xxxxxxxxxx	female	07/23/2010	Kindergarten
<input type="checkbox"/>	Amy	Harris	Class 3	AmyHarris1	xxxxxxxxxx	female	08/16/2009	1st Grade

Print Logins  
Export CSV  
Replace Username  
Replace Password  
Delete

To replace the usernames and passwords of multiple students at once, simply tick the **box** next to the name of the students you want to edit. Then click on the **Actions** drop-down and select **Replace Username** or **Replace Password**.

## 5 Printing or Exporting Login Details

Manage Users

Home > Teacher Area > Manage Users

Students (142) Teachers (6) Administrators (6) Classes (6) Groups (6)

Keep your students lists up-to-date!  
Simply click on **Add Student** or **Upload Classes** to create individual Student logins so scores can be saved.

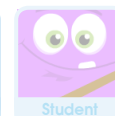
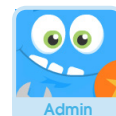
Find Students

	First Name	Last Name	Class	Username	Password	Gender	Date of Birth	Actions
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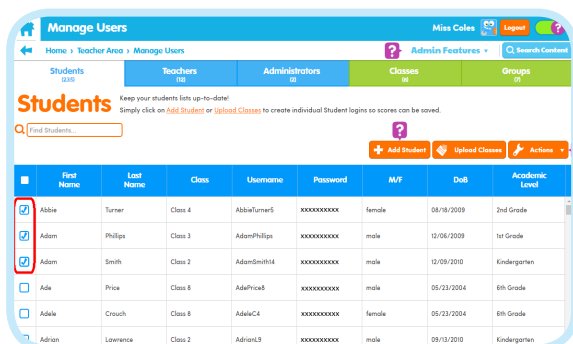
Print Logins  
Export CSV  
Replace Username  
Replace Password  
Delete

Once you have used the tick boxes to select students, click on the **Actions** button to access the drop-down menu. From here you can

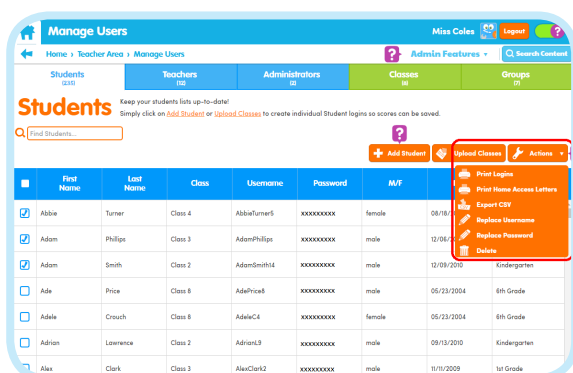
- print logins for selected students.
- export the details of the selected students as a spreadsheet.
- replace usernames for selected students.
- replace passwords for selected students.
- delete the selected students.



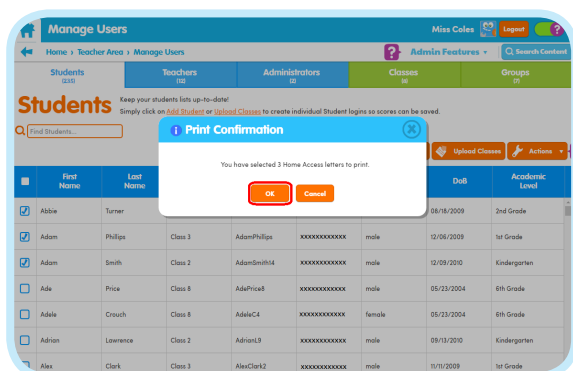
## 6 Printing Home Access Letters



Select the students you would like to print a letter for via the **tick boxes**.



From the **Actions** drop-down, select **Print Home Access Letters** and confirm that you want to print the number of letters shown.



View a preview of the prepopulated letters and click to print them.