

Import New Students

Purpose:

The Import New Students function allows you to create accounts for new students & include them in your class (if you are a teacher) or the class of any teacher in your school (if you are a subscription coordinator).

History:

Prior to the release of multiple classes for teachers, this feature allowed student accounts to be created & included in the class of the relevant teacher. Since multiple classes became available & until this release, the functionality was reduced to just creating student accounts – with no provision to assign them to a teacher. With this new release student accounts created using this feature can be assigned to a class once again.

1	Download sample CSV	Click on the Download a sample CSV file link to download a sample file into which you can enter the student details.
2	Add student details to the CSV file	<p>For teachers 4 columns of data can be included:</p> <ul style="list-style-type: none"> • Student first name¹ (mandatory) • Student last name¹ (mandatory) • Student grade (mandatory)² • External student ID/SIS ID (optional) <p>For subscription coordinators 5 columns of data can be included:</p> <ul style="list-style-type: none"> • Student first name¹ (mandatory) • Student last name¹ (mandatory) • Student grade² (mandatory) • Teacher email address (optional); Student accounts will not be allocated to a teacher if this column is blank • External student ID/SIS ID (optional) <p>Columns must be in the order specified above.</p>

¹ Only alphabetic characters can be used in student names – characters with accents, such as ä, can be used only if the import file is in UTF-8 CSV format. Some extra characters, such as hyphens, can also be used.

² Valid grades vary according to the region:

Australia - ACT NSW TAS - 0 K 1 2 3 4 5 6 7 8 9 10 11 12

Australia - NT - 0 T 1 2 3 4 5 6 7 8 9 10 11 12

United States / Canada - PreK K 1 2 3 4 5 6 7 8 9

United Kingdom - England/Wales - 0 Rec 1 2 3 4 5 6 7 8 9

Ireland - Republic of Ireland - 0 JI SI 1 2 3 4 5 6 Y1 Y2

Australia - VIC QLD - 0 P 1 2 3 4 5 6 7 8 9 10 11 12

Australia - WA - K P 1 2 3 4 5 6 7 8 9 10 11 12

South Africa - 0 Rec 1 2 3 4 5 6 7 8 9

United Kingdom - Scotland Northern Ireland - 0 P1 P2 P3 P4 P5 P6 P7 S1 S2 S3

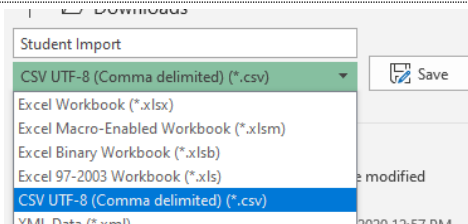
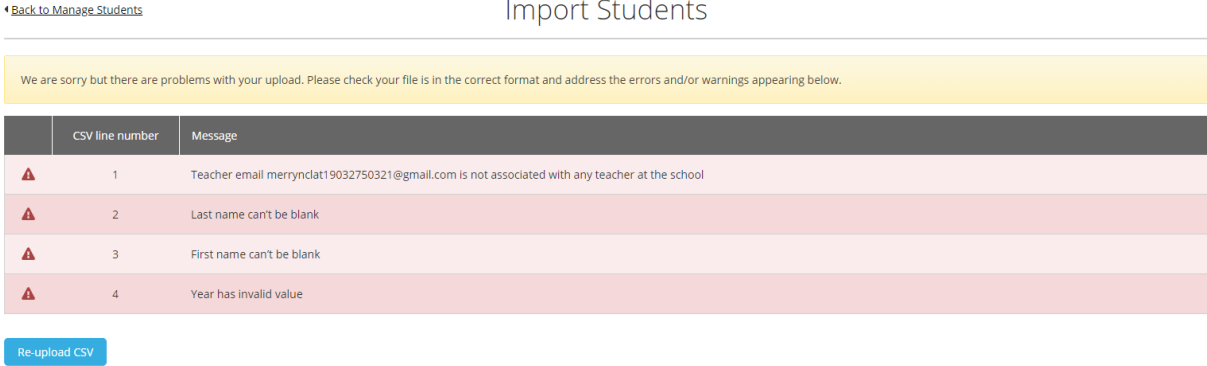
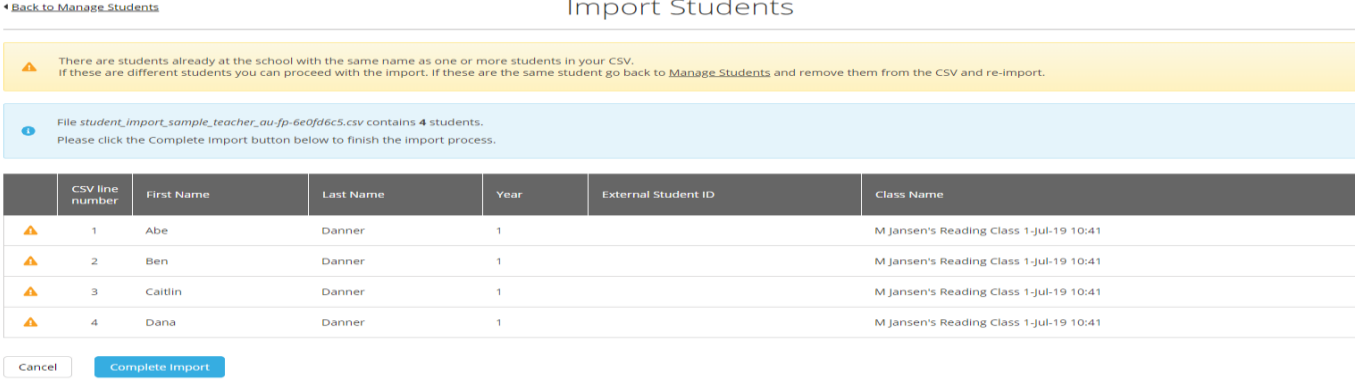
Korea Republic of - 0 Rec 1 2 3 4 5 6 7 8 9 / 유아 유치 초1 초2 초3 초4 초5 초6 중1 중2 중3

Australia - SA - 0 R 1 2 3 4 5 6 7 8 9 10 11 12

New Zealand - 0 K 1 2 3 4 5 6 7 8 9

Thailand - 0 Rec 1 2 3 4 5 6 7 8 9

China - 0 Rec 1 2 3 4 5 6 7 8 9 / 幼儿园小班 幼儿园中班 幼儿园大班 学前班 小学1年级 小学2年级 小学3年级 小学4年级 小学5年级 小学6年级 中学

<p>3</p> <p>Upload the CSV file</p>	<p>Once the CSV file containing student details is ready, click Upload a CSV & select the file.</p> <p>Note that, even though Excel can be used to edit the file, the file must be saved in CSV UTF-8 format. Only CSV UTF-8 files can be uploaded.</p> 																																			
<p>4</p> <p>Validation errors</p>	<p>If mandatory fields are missing or fields contain invalid data, a list of error messages will be displayed – one message for each incorrect field. The data in the file will need to be corrected & once this is done the upload repeated by clicking Re-upload CSV.</p>  <table border="1" data-bbox="638 507 1841 710"> <thead> <tr> <th></th> <th>CSV line number</th> <th>Message</th> </tr> </thead> <tbody> <tr> <td>▲</td> <td>1</td> <td>Teacher email merrynclat19032750321@gmail.com is not associated with any teacher at the school</td> </tr> <tr> <td>▲</td> <td>2</td> <td>Last name can't be blank</td> </tr> <tr> <td>▲</td> <td>3</td> <td>First name can't be blank</td> </tr> <tr> <td>▲</td> <td>4</td> <td>Year has invalid value</td> </tr> </tbody> </table> <p>Re-upload CSV</p>		CSV line number	Message	▲	1	Teacher email merrynclat19032750321@gmail.com is not associated with any teacher at the school	▲	2	Last name can't be blank	▲	3	First name can't be blank	▲	4	Year has invalid value																				
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<p>5</p> <p>Duplicate Warning</p>	<p>A list of the student accounts to be created & the classes they are to be assigned to is displayed. If a subscription coordinator has left the teacher email address for a student blank no class will be shown – a student account will be created but not allocated to a class.</p> <p>The import creates a new class for each teacher having students created. The name of the class is made up of the teacher name, the product & the date & time the students were imported. For example, an import of Reading Eggs students for a teacher with the name Nerida Cho would create a class called N Cho's Reading class Jul-1-19 14:20.</p> <p>If there are students with the same name as existing students in the school or students with the same name included more than once in the CSV, a warning message will be displayed & a symbol will identify each of the "duplicate" students.</p> <ul style="list-style-type: none"> • If the students are the same as the existing students, they already have a student account so remove their row from the CSV & repeat Step 3 – Upload a CSV. • If the students are different from the existing students, move on to Step 6 – Complete Import.  <table border="1" data-bbox="766 1284 2116 1444"> <thead> <tr> <th></th> <th>CSV line number</th> <th>First Name</th> <th>Last Name</th> <th>Year</th> <th>External Student ID</th> <th>Class Name</th> </tr> </thead> <tbody> <tr> <td>▲</td> <td>1</td> <td>Abe</td> <td>Danner</td> <td>1</td> <td></td> <td>M Jansen's Reading Class 1-Jul-19 10:41</td> </tr> <tr> <td>▲</td> <td>2</td> <td>Ben</td> <td>Danner</td> <td>1</td> <td></td> <td>M Jansen's Reading Class 1-Jul-19 10:41</td> </tr> <tr> <td>▲</td> <td>3</td> <td>Caitlin</td> <td>Danner</td> <td>1</td> <td></td> <td>M Jansen's Reading Class 1-Jul-19 10:41</td> </tr> <tr> <td>▲</td> <td>4</td> <td>Dana</td> <td>Danner</td> <td>1</td> <td></td> <td>M Jansen's Reading Class 1-Jul-19 10:41</td> </tr> </tbody> </table> <p>Cancel Complete Import</p>		CSV line number	First Name	Last Name	Year	External Student ID	Class Name	▲	1	Abe	Danner	1		M Jansen's Reading Class 1-Jul-19 10:41	▲	2	Ben	Danner	1		M Jansen's Reading Class 1-Jul-19 10:41	▲	3	Caitlin	Danner	1		M Jansen's Reading Class 1-Jul-19 10:41	▲	4	Dana	Danner	1		M Jansen's Reading Class 1-Jul-19 10:41
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6	Complete Import	<p>To create a student account for each of the students listed, just click Complete Import.</p> <p>A message indicating the number of students & the name of the file imported will be displayed.</p>
7	Rename Class <i>Optional</i>	<p>The new student accounts from the imported CSV will be in a class with a name based on the teacher name, product & date & time of import.</p> <p>Teachers can change the name of their classes & subscription coordinators can change the name of any class in their school as follows:</p> <ul style="list-style-type: none"> • Select Manage Classes from the menu • Click the Edit button next to the class name to be changed • Type the new name in the Class Name field • Click Save Changes. <div data-bbox="560 414 1904 1053" style="text-align: center;"> <p>The screenshot shows the 'Manage Classes' interface. At the top, there are tabs for 'Students' and 'Classes', with 'Classes' selected. A search bar is visible on the right. Below the tabs, there are two options: 'Create a new class' with a 'Go' button, and 'Request to join an existing class' with a 'Join' button. The main area displays a table of classes. One class, 'Jansen's Reading Class 1-Jul-19 11:50', is selected and its details are shown below. The class name field is highlighted in yellow and contains the text 'M Jansen's Reading Class 1-Jul-19 11:50'. There are also fields for 'Games' (Playroom) and 'Teachers' (Merryn Jansen). Buttons for 'Cancel' and 'Save changes' are at the bottom.</p> </div>

8 Move Students to a Different Class

Optional

The new student accounts from the imported CSV will be in a class with a name based on the teacher name, product & date & time of import.

Teachers who already had a class of students before the import can add the newly imported students to this class as follows:

- Select **Manage Students** from the menu
- Select **Move students into your Class**
- Select the class the students have just been imported into from the drop down
- Click the **All** tick box to select all the newly imported students
- Click **Add to my Class**

Back to Manage Students Active students: 40

Move Students

Add to my class Show Unallocated Allocated All Search

All	First name	Last name	Login	M Jansen's Reading Class 1-Jul-19 11:50	Merryn Jansen	All years
<input checked="" type="checkbox"/>	Abe	Danner	abe46	M Jansen's Reading Class 1-Jul-19 11:50	Merryn Jansen	1
<input checked="" type="checkbox"/>	Ben	Danner	ben3920	M Jansen's Reading Class 1-Jul-19 11:50	Merryn Jansen	1
<input checked="" type="checkbox"/>	Caitlin	Danner	caitlin1813	M Jansen's Reading Class 1-Jul-19 11:50	Merryn Jansen	1
<input checked="" type="checkbox"/>	Dana	Danner	dana266	M Jansen's Reading Class 1-Jul-19 11:50	Merryn Jansen	1

- Select the class the students are to be moved into from the drop down
- Click **Add**

Add to my class ✕

You have 4 students selected. 4 students will be added to Jansen - Grade 1

Cancel Add

- The students are added to the selected class (as well as remaining in the class that was created when they were imported)
- To delete the class created during the import (the students will not be deleted):
 - Select **Manage Classes** from the menu
 - Click **Delete** next to the class created during the import
 - Click **Delete Class** to confirm

Manage Classes Active students: 40

Students **Classes**

Create classes

Create a new class OR Request to join an existing class

Class name	# Students	Teachers	
M Jansen's Reading Class 1-Jul-19 11:50	4	Merryn Jansen	<input type="button" value="Leave class"/> <input type="button" value="Delete"/> <input type="button" value="Edit"/>
Jansen - Grade 1	24	Merryn Jansen	<input type="button" value="Leave class"/> <input type="button" value="Delete"/> <input type="button" value="Edit"/>