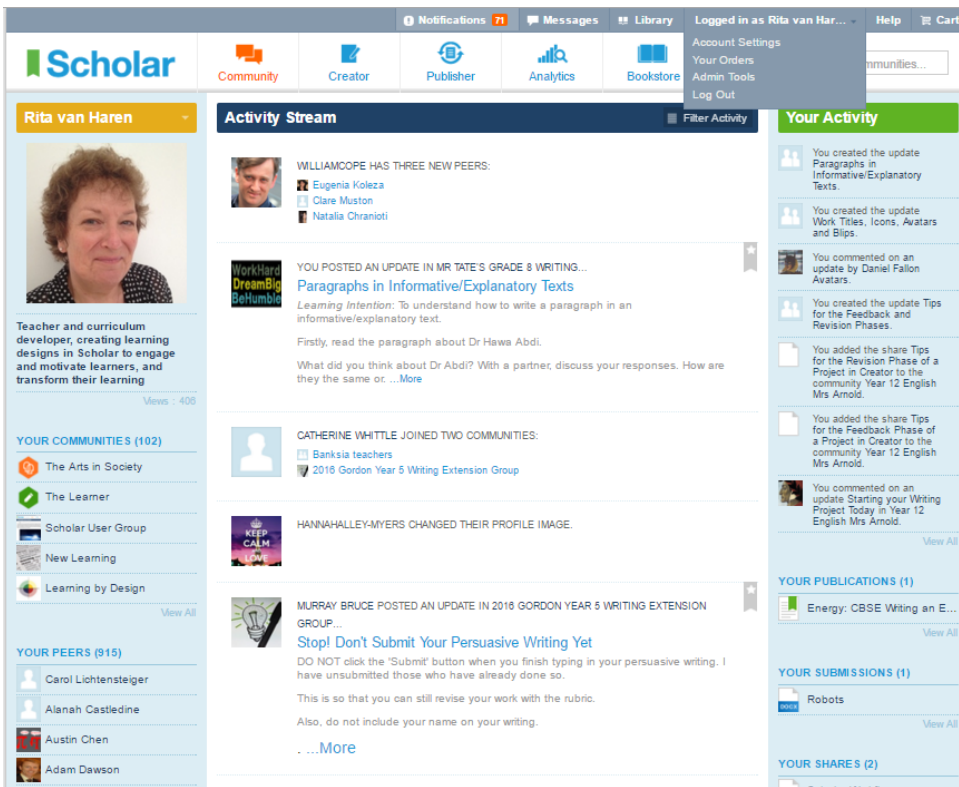
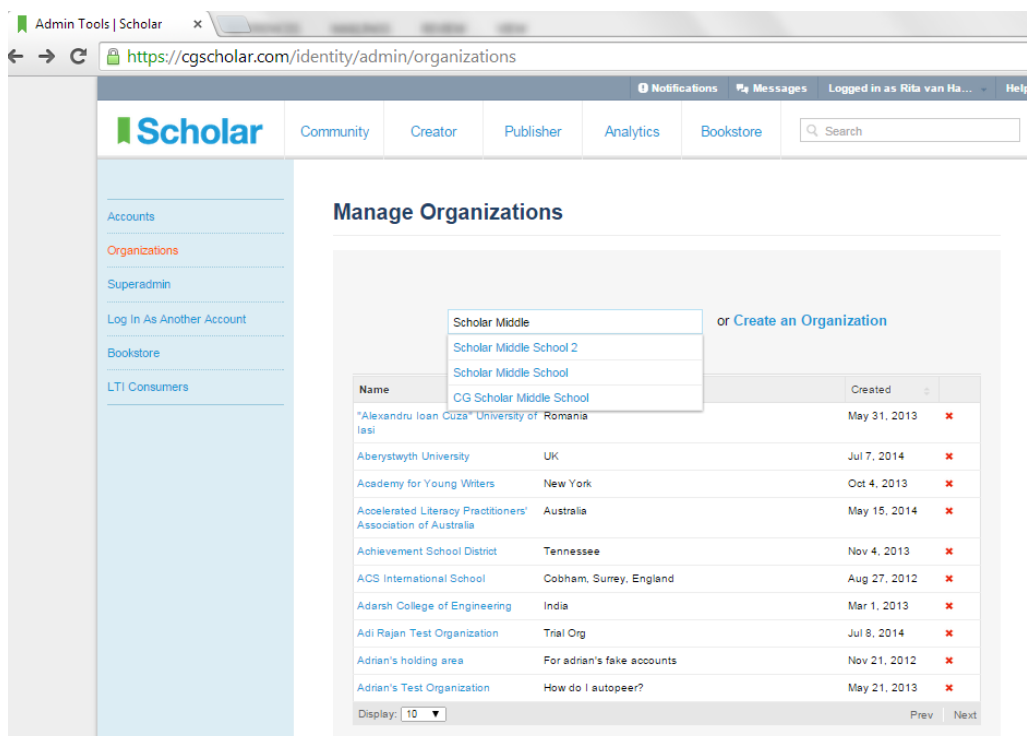


Setting up and Managing Accounts

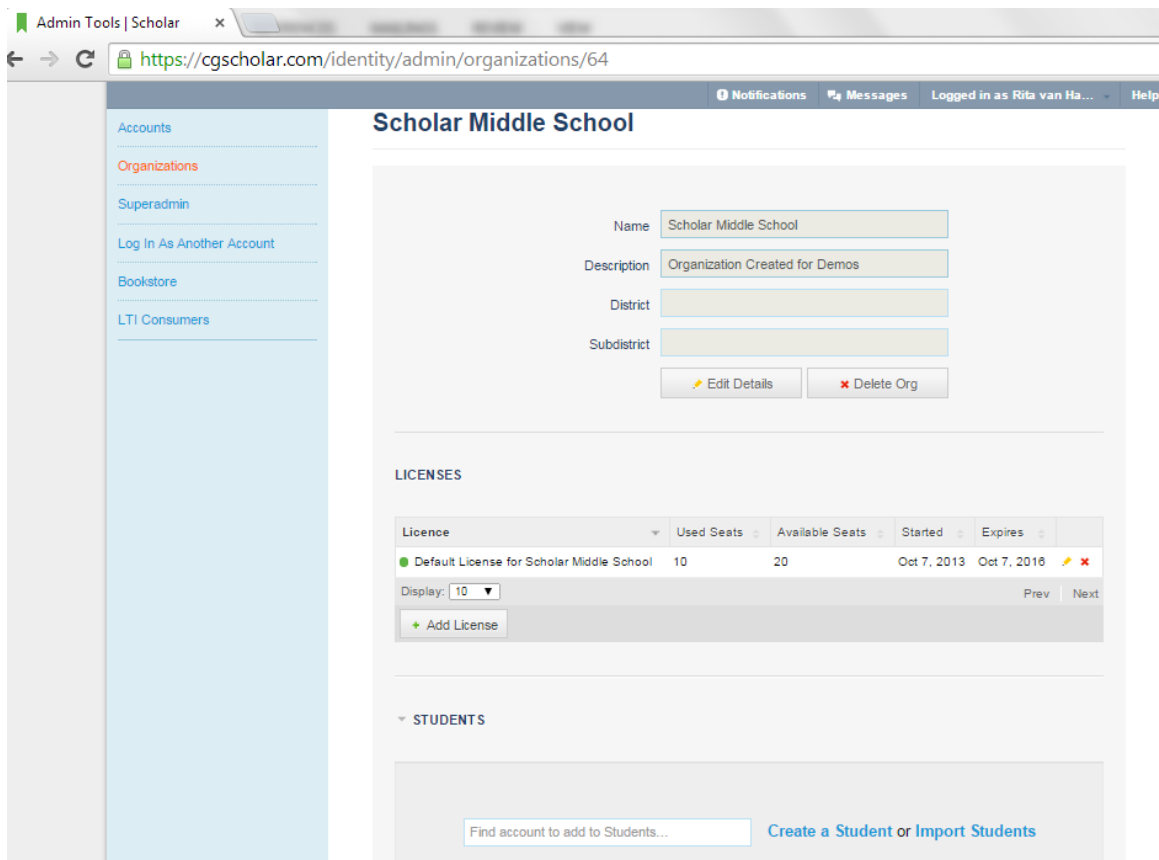
6.2 Creating Accounts for a Class in Admin Tools



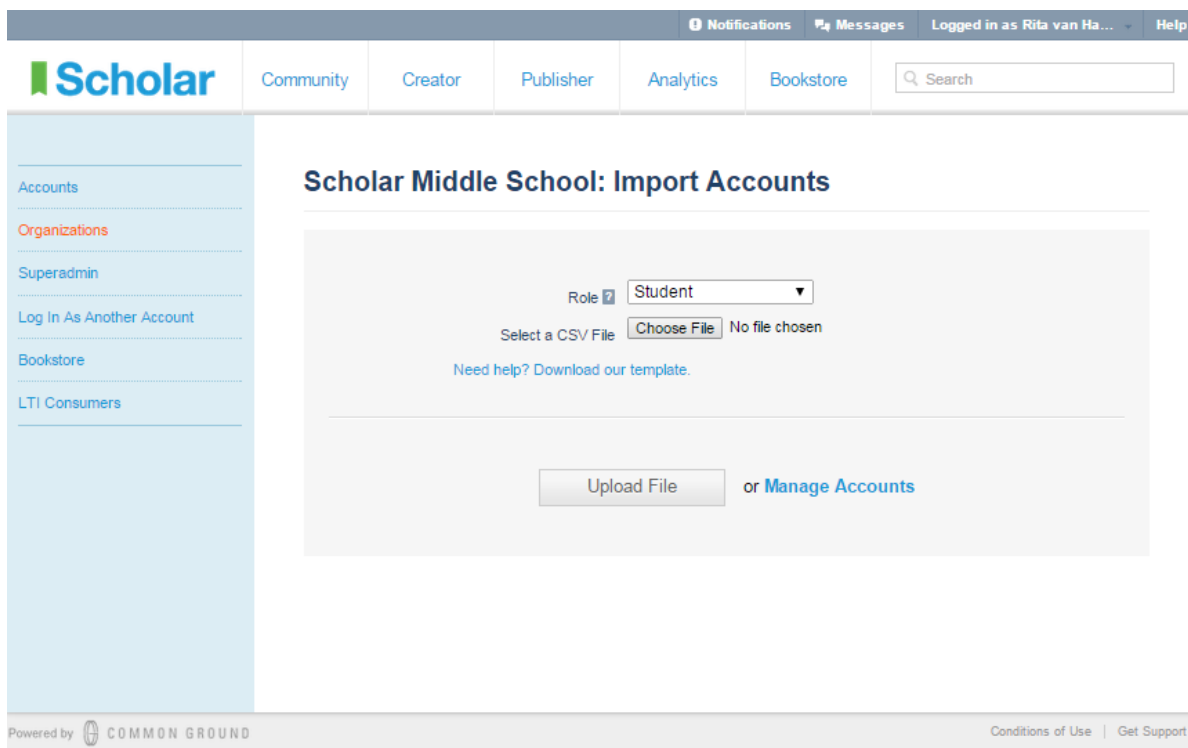
6.2.1: To create student accounts for a class, hover over your name where it says “Logged in as...” in the top right of the screen. Select “Admin Tools” in the pull down menu.



6.2.2: In the “Admin Tools”, select “Organizations”. Type in the name of your school/organization and select it.



6.2.3: In your school/organization, check there are “Available Seats”. Select “Students” and then select “Import Students”.



6.2.4: This will take you to “Import Accounts”. Download the template and complete it. To avoid duplicate accounts, all fields – last name, first name, date of birth, and email address- should be completed. Save this file as a CSV file and then upload it. If the CSV file has been created correctly, you will be taken to “Import Users”.

Notifications x Messages x Logged in as Rita van Haren Help

Organizations
Superadmin
Log In As Another Account
Bookstore
LTI Consumers

Import Users

SETTINGS

Seats: Default License for Scholar Middle

Time Zone: (GMT-06:00) Central Time (US & Ca)

Password: Assign a password to these accounts.

Password must be 8+ characters, contain at least one letter, at least one number and no spaces.

ACCOUNTS

Row	Last Name	First Name	Identifier	Date of Birth	Email
1	Giffen	Ayden	(FEATURE PEN...	Oct 11, 2003	giffe.ayden22@besd53.org
2	Hall	Kennedy	(FEATURE PEN...	May 8, 2004	hall.kenne22@besd53.org
3	Hamen	Katarina	(FEATURE PEN...	Mar 28, 2004	hamen.katar.22@besd53.org
4	Knapp	Abbygail	(FEATURE PEN...	Mar 12, 2004	knapp.Abby22@besd53.org
5	Long	Lindsey	(FEATURE PEN...	Sep 13, 2003	Long.Linds22@besd53.org
6	Longtin	Chase	(FEATURE PEN...	Oct 7, 2003	Longtochase22@gmail.org
7	Mckenzie	Geoffrey	(FEATURE PEN...	Oct 26, 2004	mcken.geoff22@besd.org
8	Moody	Rachel	(FEATURE PEN...	Mar 15, 2004	moody.rache22@besd53.org
9	Owmbey	Tyler	(FEATURE PEN...	Jan 25, 2004	Owmbey.Tyler22@gmail.com
10	Patel	Yash	(FEATURE PEN...	Nov 25, 2003	patel.yash22@besd53.org

Display: 10 Prev Next

Create Accounts or Start Over

6.2.5: In Settings, assign seats for your organization, select the time zone, and assign a common password (this can be changed later by the students). Then select “Create Accounts”.

- Any duplicate accounts will be flagged for you. It is essential that duplicate accounts are not created as this causes confusion when inviting students into a community and to projects.
- When you have created the accounts successfully, you will be able to download an excel file of student logins and passwords.

To ensure success when importing students, check:

- All fields are completed on the template provided.
- There are no extra fields.
- The birth date column is formatted correctly. Check this by selecting the column and then right click to see “Format Cells”. Select “Date” and ensure the “Type” is 3/14/12 or 03/14/12, and the “Locale” is English (United States).