

## School Administrator Subscription

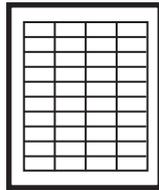
### Quick Start Guide 2

## Bulk Import

School subscriptions can be set up with a csv file using the Bulk Import facility.



#### **1. Download the template.**



#### **2. Input the data into the template.**

(teacher name, student name, username, password, class)



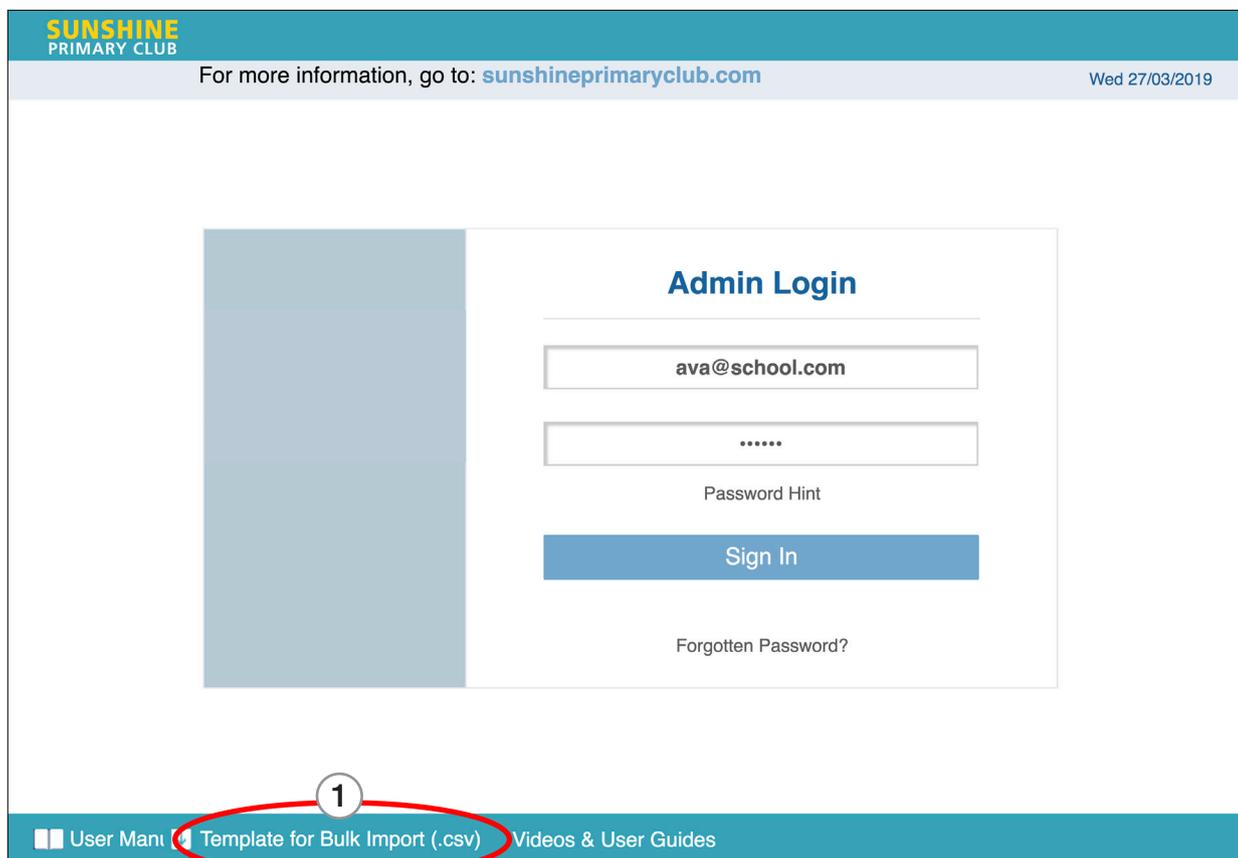
#### **3. Log in as admin and import the file to set up teachers, classes and students.**

Read the following steps to learn more...

# Bulk Import

## Download the Template

1. Download the template from the login screen.  
(Go to [sunshineprimaryclub.com](http://sunshineprimaryclub.com) and click on **Admin Login**).
2. You can open the **template.csv** file in Excel. The headings and columns should look like the picture below.



2

	A	B	C	D	E	F
1	First Name	Last Name	User Name	Password	Role	Class
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						

## Creating the School Data File

1. Use the template provided, leaving the columns named as they are (**First Name, Last Name, User Name, Password, Role, Class**).

Fill out all the fields:

**A. First Name**

**B. Last Name**

**C. User Name** - this must be unique. Teachers use their email address.

**D. Password** - minimum 6 characters, maximum 16.

A single, global password can be used for all students to make it easy to remember. However, this will be less secure.

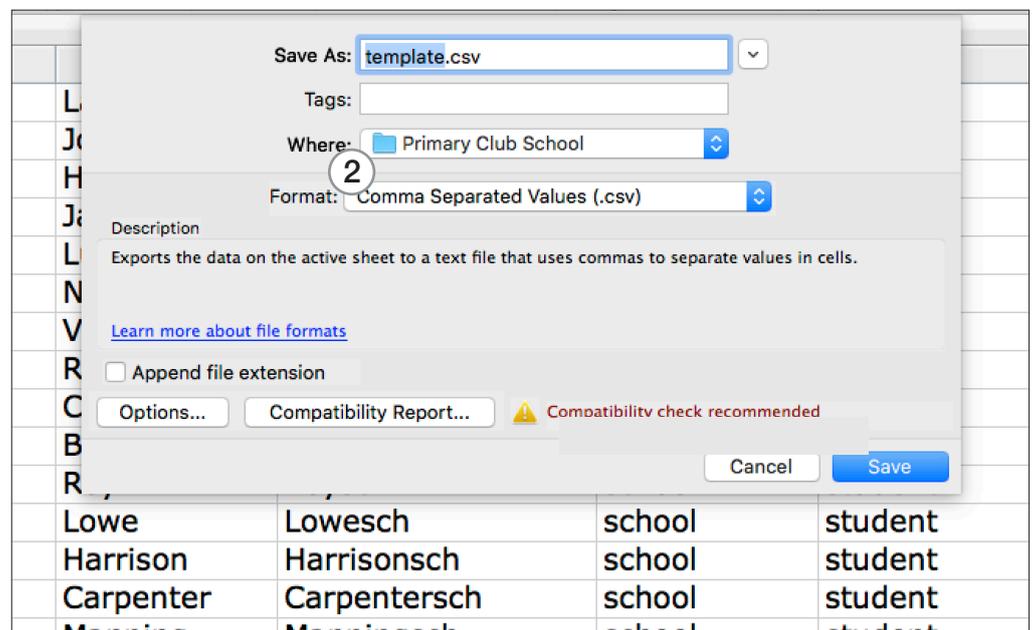
**E. Role** (student or teacher - the teacher must be included for the class setup)

**F. Class** - the name of the class.

1

	A	B	C	D	E	F
1	First Name	Last Name	User Name	Password	Role	Class
2	Amy	Jones	Jonessch	school	student	Class4
3	Isabella	House	Housesch	school	student	Class4
4	Winslow	Jackson	Jacksonsch	school	student	Class4
5	Mandy	Lucas	Lucassch	school	student	Class4
6	Andre	Nelson	Nelsonsch	school	student	Class4
7	Justin	Vega	Vegasch	school	student	Class4
8	Hanna	Royce	Roycesch	school	student	Class4
9	Barry	Cunningham	Cunninghamsch	school	student	Class4
10	Jameson	Ball	Ballsch	school	student	Class4
11	Zachariah	Roy	Roysch	school	student	Class4
12	Keira	Lowe	Lowesch	school	student	Class4
13	Tracey	Harrison	Harrisonsch	school	student	Class4
14	Arnold	Carpenter	Carpentersch	school	student	Class4
15	Kendrick	Manning	Manningsch	school	student	Class4
16	Lance	Mathis	Mathissch	school	student	Class4
17	Brandi	Herrera	Herrerasch	school	student	Class4
18	Anne	Salazar	Salazarsch	school	student	Class4
19	Kristen	Clarke	Clarksch	school	student	Class4
20	Toby	Casey	Caseysch	school	student	Class4
21	Madeline	Nguyen	Nguyensch	school	student	Class4
22	Lloyd	Sanchez	Sanchezsch	school	student	Class4
23	Amalia	Tejada	Tejadasch	school	student	Class4
24	Keisha	Pogue	Poguesch	school	student	Class4
25	Carl	Luna	Lunasch	school	student	Class4
26	Rochelle	Poole	Poolesch	school	student	Class4
27	Wendy	Shine	wendy@school.com	school	teacher	Class4
28						

2. Save as a .csv file (comma separated values). You can rename it whatever you like.



## Importing the School Data File

1. Log in as Admin and click **Bulk Import Data**.
  2. Click **Choose File** from the dialogue box, then browse to the .csv file you have created.
  3. Click **Continue**.
  4. If there no errors, click **Continue** again to complete the import process.
- \*If there are errors, go to page 5.**

The screenshot shows the 'ADMIN' interface for 'SUNSHINE PRIMARY CLUB'. The user is logged in as 'Ava Admin' and the date is 'Wed 27/03/2019'. The subscription type is '200 Students - Expiry Date: 28/03/2020'. There are buttons for 'Add/Edit Teachers', 'Add Class', 'Edit Class', 'Delete Classes', and 'Transfer Class'. An 'ANNUAL ROLLOVER' section contains 'Download School.csv' and 'Upload School.csv' buttons. A table lists classes:

Class Name	Teacher	Load Class
<input type="checkbox"/> Class1	Astrid Adams	<input type="button" value="Load Class"/>
<input type="checkbox"/> Class2	Bruce Barclay	
<input type="checkbox"/> Class3	Cathy Cooper	

A circled '1' is placed in the bottom left corner of the interface. The bottom navigation bar includes 'Bulk Import Data', 'Student Logins', 'Teacher Logins', 'Global Password', and 'Edit Admin Details'.

This screenshot shows a 'Browse File' dialog box overlaid on the admin interface. The dialog has a title bar 'Browse File' and a 'Choose file' button next to the text 'No file chosen'. A circled '2' is next to the 'Choose file' button. Below this is a 'Continue' button with a circled '3' next to it. The background shows the same admin interface as the previous screenshot, with a file browser window open showing a 'template.csv' file selected. The file browser window shows the file's metadata: 'template.csv', 'CSV Document - 1 KB', 'Created Thursday, 28 March 2019 at 11:50 AM', 'Modified Thursday, 28 March 2019 at 11:50 AM', and 'Last opened --'. The bottom navigation bar is the same as in the previous screenshot.

## Fixing Errors in the School Data File

1. A verification screen displays an analysis of the import file and displays the number of errors.
2. Click **Print Errors** for a complete list of errors (In this case, **Username already exists**).
3. Click **Cancel** to cancel the import.

Return to the .csv data file, fix the errors in the list, then repeat the upload process until there are no more errors.

SUNSHINE PRIMARY CLUB ADMIN Ava Admin Sign Out  
Admin Home Wed 27/03/2019

### Import Users

Name	Username	Password	Role	Class	Remarks
Wendy Shine	wendy@scho ol.com	school	teacher	Class4	
Amy Jones	Jonessch	school	student	Class4	
Isabella House	Housesch	school	student	Class4	
Winslow Jackson	Jacksonsch	school	student	Class4	Username already exists
Mandy Lucas	Lucassch	school	student	Class4	
Andre Nelson	Nelsonsch	school	student	Class4	
Justin Vega	Vegasch	school	student	Class4	
Hanna Royce	Roycesch	school	student	Class4	
Barry Cunningham	Cunninghamsch	school	student	Class4	
Jameson Ball	Ballsch	school	student	Class4	
Zachariah Royce	Royesch	school	student	Class4	

1 1 entries could not be added.

It is recommended you correct these errors in the csv file before continuing.

**Common Problems:**

- The username not being unique - try adding school initials or something unique after the username.
- Include both teachers and students in the same csv file.

Click the **Print Errors** button for the complete list.

Print Errors

Continue Cancel

Print Errors

Name	Username	Password	Role	Class	Remarks
Winslow Jackson	Jacksonsch	school	student	Class4	Username already exists

SUNSHINE PRIMARY CLUB ADMIN Ava Admin Sign Out  
Admin Home Wed 27/03/2019

### Import Users

Name	Username	Password	Role	Class	Remarks
Wendy Shine	wendy@scho ol.com	school	teacher	Class4	
Amy Jones	Jonessch	school	student	Class4	
Isabella House	Housesch	school	student	Class4	
Winslow Jackson	Jacksonsch	school	student	Class4	Username already exists
Mandy Lucas	Lucassch	school	student	Class4	
Andre Nelson	Nelsonsch	school	student	Class4	
Justin Vega	Vegasch	school	student	Class4	
Hanna Royce	Roycesch	school	student	Class4	
Barry Cunningham	Cunninghamsch	school	student	Class4	
Jameson Ball	Ballsch	school	student	Class4	
Zachariah Royce	Royesch	school	student	Class4	

3

Continue Cancel

Print Errors

## Completing the Import

1. If there are no errors, click **Continue**.
2. It will state that your entries have been added successfully.
3. Click **Done**.
4. In this example, the new class with teacher and students has been created.

**SUNSHINE PRIMARY CLUB ADMIN** Ava Admin Sign Out  
Admin Home Wed 27/03/2019

**Import Users**

Name	Username	Password	Role	Class	Remarks
Wendy Shine	wendy@school.com	school	teacher	Class4	
Amy Jones	Jonessch	school	student	Class4	
Isabella House	Housesch	school	student	Class4	
Winslow Jackson	Jacksonwsch	school	student	Class4	
Mandy Lucas	Lucassch	school	student	Class4	
Andre Nelson	Nelsonsch	school	student	Class4	
Justin Vega	Vegasch	school	student	Class4	
Hanna Royce	Roycesch	school	student	Class4	
Barry Cunningham	Cunninghamsch	school	student	Class4	
Jameson Ball	Ballsch	school	student	Class4	
Zachariah Bouch	Bouchsch	school	student	Class4	

**1** Continue

---

**SUNSHINE PRIMARY CLUB ADMIN** Ava Admin Sign Out  
Admin Home Wed 27/03/2019

**26 entries have been added successfully.**

**Import Users**

Name	Username	Password	Role	Class	Remarks
Wendy Shine	wendy@school.com	school	teacher	Class4	Data Added Successfully
Amy Jones	Jonessch	school	student	Class4	Data Added Successfully
Isabella House	Housesch	school	student	Class4	Data Added Successfully
Winslow Jackson	Jacksonwsch	school	student	Class4	Data Added Successfully
Mandy Lucas	Lucassch	school	student	Class4	Data Added Successfully
Andre Nelson	Nelsonsch	school	student	Class4	Data Added Successfully
Justin Vega	Vegasch	school	student	Class4	Data Added Successfully
Hanna Royce	Roycesch	school	student	Class4	Data Added Successfully
Barry Cunningham	Cunninghamsch	school	student	Class4	Data Added Successfully
Jameson Ball	Ballsch	school	student	Class4	Data Added Successfully
Zachariah Bouch	Bouchsch	school	student	Class4	Data Added Successfully

**3** Done

---

**SUNSHINE PRIMARY CLUB ADMIN** Ava Admin Sign Out  
Subscription Type: 200 Students - Expiry Date: 28/03/2020 Wed 27/03/2019

ANNUAL ROLLOVER  
Download School.csv Upload School.csv

Add/Edit Teachers Add Class Edit Class Delete Classes Transfer Class Load Class

Class Name	Teacher
<input type="checkbox"/> Class1	Astrid Adams
<input type="checkbox"/> Class2	Bruce Barclay
<input type="checkbox"/> Class3	Cathy Cooper
<b>4</b> <input type="checkbox"/> Class4	Wendy Shine

### Bulk Import Tips

**Username:** must be unique

**Password:** can be generic

**Teacher Username:** email address

- If the Administrator is also a Teacher, make up any email address for that teacher's username to avoid duplication.

- To keep each student's username unique, you might try using their first name, surname initial and school postcode.