



Import Users

One of the first tasks to complete is adding students and teachers to your account. Students and teachers must be added separately. The following sections will walk you through adding each type of user.

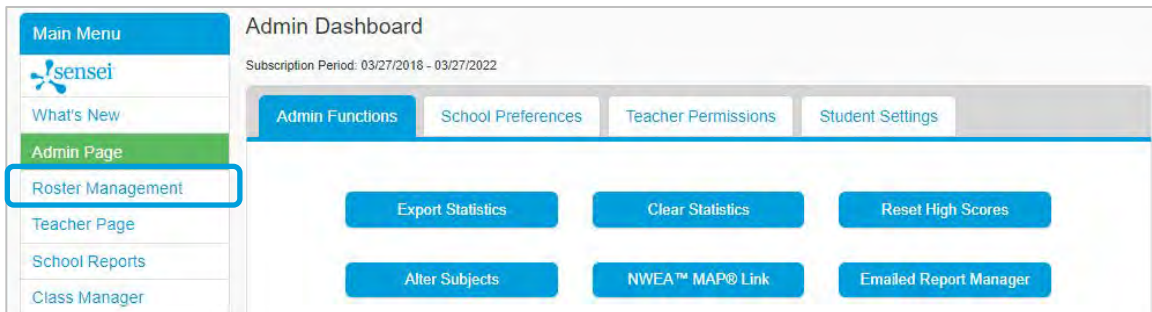
[Batch Import Students](#), page 4

Batch Import Teachers

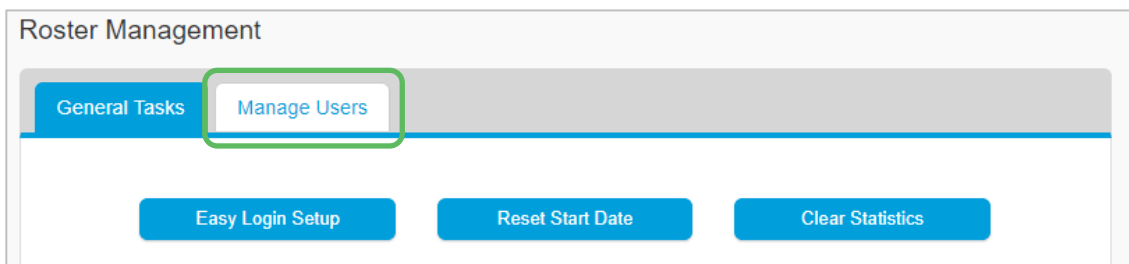
The most efficient way to upload users is to batch upload from an Excel spreadsheet or comma delimited text file. Prepare your upload file ahead of time. In Step 5, you will have the opportunity to compare your file to a sample file. Correct any issues with you file at that time.

Feature Update July 15, 2018: You can now automatically email teachers their login credentials by adding their email addresses in the import file. See the note on Step 6.

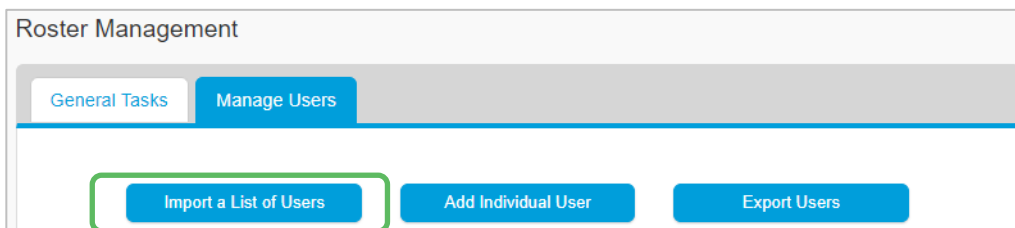
1. In the Main Menu, click **Roster Management**.



2. Click the **Manage Users** tab.



3. Click **Import a List of Users**.





4. Read the **Before You Start** tips to ensure your file is ready for the upload process.
5. Under **Select Upload Type**, click **Teachers**.

Before You Start

- Microsoft Excel and comma delimited text files are supported.
- Students and teachers must be in separate files.
- Do not include formatting such as borders or hidden columns and/or blank cells within your data range.
- When uploading Microsoft Excel files, please put all data in the first sheet of the document.
- Do not put more than 15,000 records in a single file.

Select Upload Type:

Students
 Teachers
 [Download Student Sample File](#)

Select Database File:

[Browse](#)

Does row 1 contain column headers which you would like to ignore?

Yes

[Upload Database File](#)
[Back to Home](#)
[Privacy Policy](#)

6. Download the **Teacher Sample File**. Compare your file to the sample file to ensure a successful upload.

Note: Include each teacher's email address in the upload file. An email will be sent to each teacher with their login credentials once the upload is complete. Below is an example file.

	A	B	C	D	E	F	G
1	SIS Primary Key	Last Name	First Name	email	Username	Password	Grade
2	12345	Smith	Abby	asmith@studyisland.com	asmith	1234	5
3	12345	Smith	Barbara	bsmith@studyisland.com	bsmith	1234	6
4	12345	Smith	Carrie	csmith@studyisland.com	csmith	1234	7
5	12345	Smith	Dan	dsmith@studyisland.com	dsmith	1234	5
6	12345	Smith	Evan	esmith@studyisland.com	esmith	1234	6
7	12345	Smith	Ferb	fsmith@studyisland.com	fsmith	1234	7
8	12345	Smith	George	gsmith@studyisland.com	gsmith	1234	1
9	12345	Smith	Hannah	hsmith@studyisland.com	hsmith	1234	2
10	12345	Smith	Ivan	ismith@studyisland.com	ismith	1234	3
11	12345	Smith	John	jsmith@studyisland.com	jsmith	1234	1
12	12345	Smith	Kay	ksmith@studyisland.com	ksmith	1234	2
13	12345	Smith	Laura	lsmith@studyisland.com	lsmith	1234	3

7. When your file is ready, click **Browse** and select the file. Then click **Upload Database File**.

Select Upload Type:

Students
 Teachers
 [Download Teacher Sample File](#)

Select Database File:

[Change](#)

Does row 1 contain column headers which you would like to ignore?

Yes

[Upload Database File](#)
[Back to Home](#)
[Privacy Policy](#)



For Steps 8 – 10, you will be mapping, or assigning, import file fields to the appropriate information, so your users will upload properly into Study Island. Review each field and make sure the information matches your import file.

8. On the next page, under **User Info**, change the User Type to **Teacher**.

The screenshot shows the 'User Info' tab with the 'User Information' section. The 'User Type' dropdown is set to 'Teacher' and is highlighted with a green box. The 'Full Name' field is also highlighted with a green box. The 'User Type' dropdown is currently set to 'Teacher'.

9. On the **Usernames/Passwords** tab, choose the username and password defaults for your school. It is recommended to select **Yes** for the option **Require users to change password upon first login**.

By default, the system emails each teacher their login credentials, if emails are present in the file.

The screenshot shows the 'Usernames/Passwords' tab. The 'Email Decisions' section has the 'Email' dropdown set to 'EMAIL' and the 'Email login information to teachers who have not previously logged in' checkbox checked with 'Yes'.

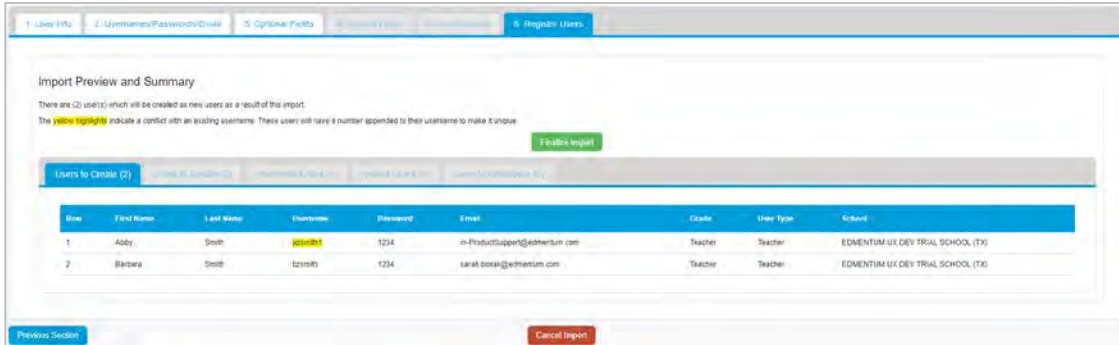
10. Check the other available tabs to make sure all fields are mapped correctly.

11. Click **Register Users**. It may take a few minutes for the import preview to load.

The screenshot shows the top navigation tabs: 1. User Info, 2. Usernames/Passwords/Email, 3. Optional Fields, 4. Special Fields, 5. Class Owners, and 6. Register Users. The '6. Register Users' tab is highlighted with a blue box.



- Review the import preview. Yellow highlights indicate a conflict with an existing username. A number is automatically appended to make the username unique. If any mapped fields are missing, users will not be uploaded. Correct any mapping errors on the other tabs and click **Register Users** again.



- When you are ready, click **Finalize Report**. When complete, the Import Results Summary appears.

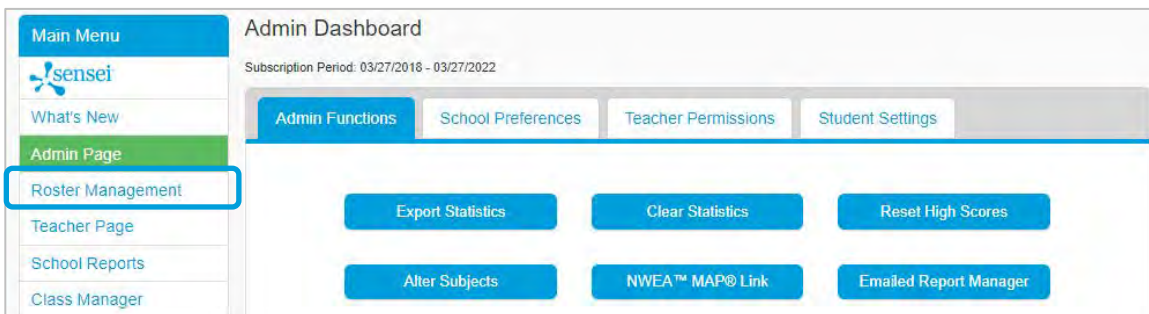


Batch Import Students

The most efficient way to upload users is to batch upload from an Excel spreadsheet or comma delimited text file. Prepare your upload file ahead of time. In Step 5, you will have the opportunity to compare your file to a sample file. Correct any issues with you file at that time.

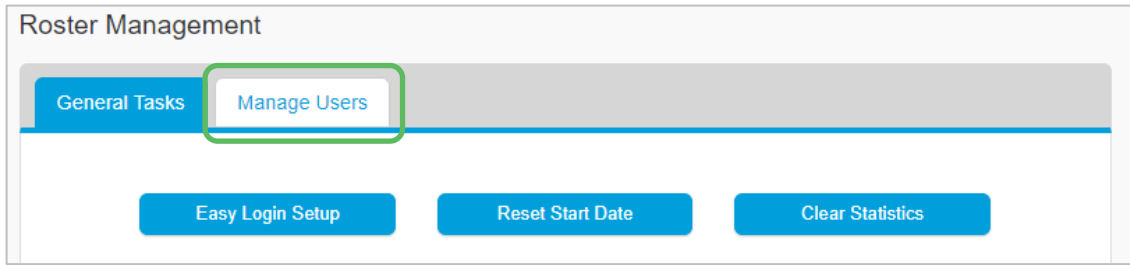
Feature Update July 15, 2018: You can now include parent contact information in the student import file. Include up to four parent contacts. See the note on Step 6.

- In the Main Menu, click **Roster Management**.

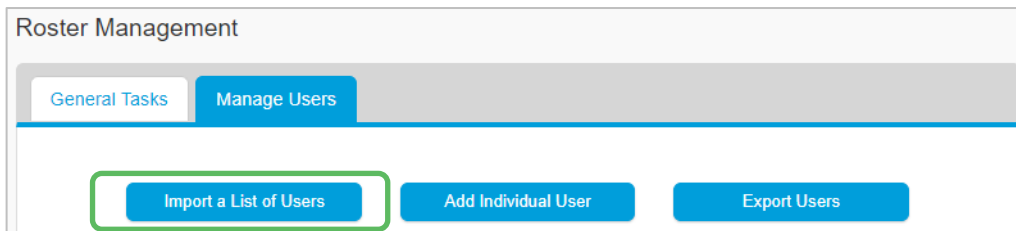




2. Click the **Manage Users** tab.

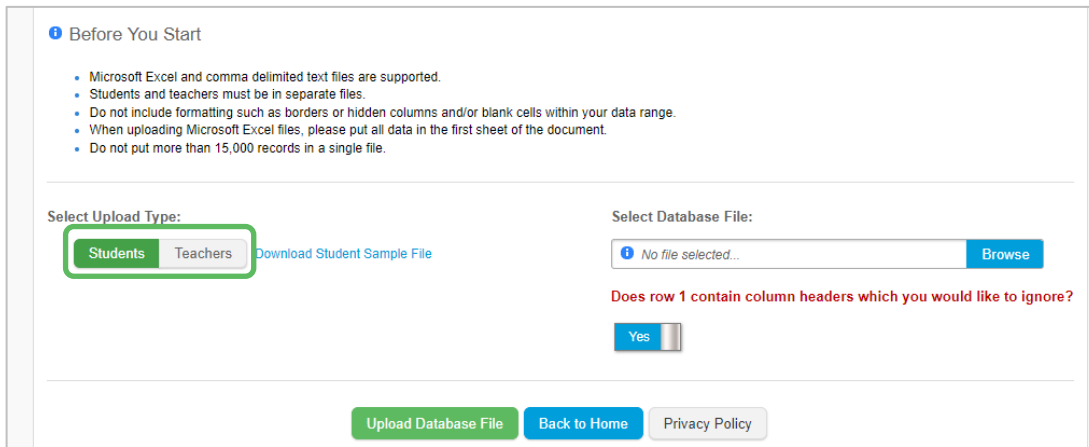


3. Click **Import a List of Users**.



4. Read the **Before You Start** tips to ensure your file is ready for the upload process.

5. Under **Select Upload Type**, **Students** should be selected by default.



6. Download the **Student Sample File**. Compare your file to the sample file to ensure a successful upload.

Note: Include parent information and email to simplify teacher – parent communication. If your rostering system assigns parents an identification code, include the code in the **Parent ID** field. This ensures parent information is retained from one upload to the next. If you leave the field blank, the system will automatically assign an ID to each parent.

SIS	Primar	FirstName	LastName	Grade	Username	Password	Grade	Ethnicity	Gender	Econ. Dis.	Title I	Migrator	Special	Gifted	Parent 1	Parent 1	Parent 1	Parent 1	Parent 2	
												y	LEP/ELL	Ed.	ID	First	Last	Email	Type	ID
123455	Elvia	Hellman		4		1234														
123456	Kathy	Gabalton		4		1234														
123457	Cheyenne	Benedetti		4		1234														
123458	Carey	Eldred		4		1234														



- When your file is ready, click **Browse** and select the file. Then click **Upload Database File**.

Select Upload Type: **Students** Teachers [Download Student Sample File](#)

Select Database File: [Change](#)

Does row 1 contain column headers which you would like to ignore?

Yes

[Upload Database File](#) [Back to Home](#) [Privacy Policy](#)

For Steps 8 – 10, you will be mapping, or assigning, import file fields to the appropriate information, so your users will upload into Study Island. Review each field and make sure the information matches you import file.

- On the next page, under **User Info**, change the User Type to **Student**.

1. User Info 2. Usernames/Passwords/Email 3. Optional Fields 4. Import/Export 5. User Decisions 6. Register Users

User Information

Headers: FIRSTNAME, LASTNAME, GRADE, USERNAME, PASSWORD

First Name: FIRSTNAME OR Full Name: [dropdown]

Last Name: LASTNAME Grade: [dropdown]

Grade: GRADE User Type: Student

- On the **Usernames/Passwords** tab, choose the username and password defaults for your school. It is recommended to select **Yes** for the option **Require users to change password upon first login**.

1. User Info 2. Usernames/Passwords/Email 3. Optional Fields 4. Import/Export 5. User Decisions 6. Register Users

Username Decisions

Username: [dropdown]

Auto-Generation Method: [dropdown]

Username Suffix: [dropdown]

Optional: Using the Auto-Generation method will override the column you selected for Username. If you are using an auto-generated username, the "Suffix" portion of the username will be replaced with the value you enter below (ie: jdoe@yourSuffix, jdoe@yourSuffix). If you are using username directly from the file you are importing, the suffix entered below will be appended to your value (ie: jdoe@yourSuffix). (Optional: Use an acronym for your school: NO SPACES)

Username Suffix: [text input]

Password Decisions

Password: [dropdown]

No: Require users to change password upon first login.

No: Keep existing password for existing users (IG Primary key required).

Email Decisions

Email: [dropdown]

[Previous Section](#) [Cancel Import](#) [Next Section](#)



10. Check the other available tabs (Optional Fields, Special Fields, and Class Owners) to ensure all fields are mapped correctly. If you added parent information, be sure to check the **Parent/Guardian Contact Fields** under the **Optional Fields** tab.

Parent/Guardian Contact Fields

Parent/Guardian 1 ID PARENT 1 ID	Parent/Guardian 2 ID PARENT 2 ID
Parent/Guardian 1 first name PARENT 1 FIRST NAME	Parent/Guardian 2 first name PARENT 2 FIRST NAME
Parent/Guardian 1 last name PARENT 1 LAST NAME	Parent/Guardian 2 last name PARENT 2 LAST NAME
Parent/Guardian 1 email PARENT 1 EMAIL	Parent/Guardian 2 email PARENT 2 EMAIL
Parent/Guardian 1 first name PARENT 1 TYPE	Parent/Guardian 2 first name PARENT 2 TYPE

11. Click **Register Users**. It may take a few minutes for the import preview to load.

1 User Info 2 Usenames/Passwords/Email 3 Optional Fields 4 Special Fields 5 Class Owners 6 Register Users

12. Review the import preview. Yellow highlights indicate a conflict with an existing username. A number is automatically appended to make the username unique. If any mapped fields are missing, users will not be uploaded. Correct any mapping errors on the other tabs and click **Register Users** again.

1 User Info 2 Usenames/Passwords/Email 3 Optional Fields 4 Special Fields 5 Class Owners 6 Register Users

Import Preview and Summary

There are (30) users(s) which will be created as new users as a result of this import.
The yellow highlights indicate a conflict with an existing username. These users will have a number appended to their username to make it unique.

Finalize Import

Users to Create (30)

Row	First Name	Last Name	Username	Password	Grade	User Type	School
1	Evla	Helman	Helman@IPS	1234	4	Student	EDMENTUM UX DEV TRIAL SCHOOL (TX)
2	Kathy	Gabaon	Gabaon@IPS	1234	4	Student	EDMENTUM UX DEV TRIAL SCHOOL (TX)
3	Shyenne	Benedetti	Benedetti@IPS	1234	4	Student	EDMENTUM UX DEV TRIAL SCHOOL (TX)
4	Carry	Eldred	Eldred@IPS	1234	4	Student	EDMENTUM UX DEV TRIAL SCHOOL (TX)

13. When you are ready, click **Finalize Report**. When complete, the Import Results Summary appears.

1 User Info 2 Usenames/Passwords/Email 3 Optional Fields 4 Special Fields 5 Class Owners 6 Register Users

Import Results Summary

30 users were created. 0 users were updated. 0 were deactivated.

All Finished