

How to Batch Import Students (Teacher) #1

Teachers can batch import up to 50,000 students at a time. A "Batch Import" lets you add students into their new subscriptions quickly.

1) Sign into your Teacher Subscription and click on the "My Students" tab.

The screenshot shows the top navigation bar with the following items: Home, Social Studies Alive! America's Past, Student View, Christy Sanders, and a settings gear icon. Below this is a secondary navigation bar with: Table of Contents, Presentations, Materials, Assignments, Assessments, and Gradebook. A dropdown menu is open from the settings gear, listing: Sign Out, Help, Settings, My Programs, and My Students (which is circled in red). The main content area features a red wooden building image on the left and a yellow box on the right with the text: "Social Studies Alive! 2016. You may have noticed some presentations are 'Under Construction.' They are currently being updated and will be ready in the fall. However, all other components are available to use!" and an image of a child in overalls holding tools.

2) Click on the Add/Edit under the students column.

The screenshot shows the same navigation bars as the previous screenshot. Below them is a table with the following structure:

| Period | Class | Students | Gradebook | Delete |
|--------|----------------|---|-----------|--------|
| 1 | America's Past | Add/Edit Student Sign In Instructions | | |

The "Add/Edit" link in the "Students" column is circled in red.

3) Click "Add Student."

The screenshot shows the navigation bars and a "Students" section with the following buttons: Back to My Classes, Add Student (circled in red), and Student Sign In Instructions. To the right, it says "Class: America's Past, Period 1 Total Students: 0".

4) Open the Batch Import Students Tab.

The screenshot shows the "Add Student" section with the following tabs: Back to Students, Batch Import Results, and Student Sign Up. The "Batch Import Students" tab is selected and circled in red. Below the tabs, it says "Class: America's Past, Period 1 Total Students: 0".

The main content area contains the following instructions:

You can upload up to **50,000 students** at a time using the Batch Import feature.

- Download our template.** You'll use the template to create a .CSV (Comma Separated Values) file with your student information.
[Download Template](#)
- Create your .CSV file.** Enter your student information on the downloaded template.

All fields required for new students.

| | A | B | C | D | E | F | G | H |
|---|---------------|-----------|----------|----------|-----------------------|------------------------|--------------|--------------|
| 1 | first_initial | last_name | username | password | password_confirmation | teacher_email | program_code | class_period |
| 2 | T | Sims | tommys | test123 | test123 | teacher.la@example.com | XXXXXX | 1 |
| 3 | | | | | | | | |
| 4 | | | | | | | | |

Annotations for the CSV fields:

- Must be unique. Letters, numbers, dashes and underscores accepted. (points to username)
- Must be at least 6 characters. (points to password)
- Teacher must be registered before adding students. (points to teacher_email)
- Find your program code below. (points to program_code)

[Find your Program Code](#)

Keep in mind that

- 5) Download our CSV template for batch imports by clicking the "download template" button
- 6) Create your .CSV file using the template. Be sure to fill out all the columns in your CSV for every student.

| | A | B | C | D | E | F | G | H |
|---|---------------|-----------|----------|----------|-----------------------|------------------------|--------------|--------------|
| 1 | first_initial | last_name | username | password | password_confirmation | teacher_email | program_code | class_period |
| 2 | T | Sims | tommys | test123 | test123 | teacher.la@example.com | EL8599 | 1 |
| 3 | | | | | | | | |

Must be unique. Letters, numbers, dashes and underscores accepted

Must be at least 6 characters

Teacher must be registered before adding students

Program code can be found on Programs page.

Note: You'll need your TCI program code, which is a 6-digit number. If your program code begins with zero, you must right click the column, select format cells, and make sure the field is set as a "text" field.

TCI Program Codes:

- K – BSA Grade K – EL9565**
- 1 – BSA Grade 1 - EL9619**
- 2- BSA Grade 2 – EL9664**
- 3- BSA Grade 3 – EL9718**
- 4 – BSA Grade 4 – EL9763**
- 5 – BSA Grade 5 – EL9817**

- 7) Save the file as a .CSV (not as an Excel file).
- 8) Choose your file, and Upload it.
- 9) Once you have uploaded the file, you should see the student accounts in your Teacher Subscription. This may take up to 10 minutes.

If you need to make any edits to your Current Students, please follow the steps outlined in [Batch Importing Student Accounts](#).

Create a Student Account #2

First you need to create your classes:

How to Create a Class

Create classes to keep track of all your students, connect student subscriptions to your own, create assignments, track homework (Digital Notebook and lesson sections), view Reading Challenge Trends, and more!

1) Go to "My Programs" and click "Add/Edit Classes" in your desired program.

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| My Classes | |
|-----------------------------------|-------------------------------------|
| Period 1 | 1 enrolled |
| Add/Edit Students | Assignments |
| Gradebook | |
| Add/Edit Classes | 499 Student Subscriptions available |

2) You will be taken to the "My Classes/My Students" page



| Period | Class | Students | Gradebook | Delete |
|--------|----------------|---|-----------|--------|
| 1 | America's Past | 1 Add/Edit Student Sign In Instructions | | |

[+ Add Class](#)

3) Click the "Add Class" button.

[+ Add Class](#)

4) Name your class and select a period using the up/down arrows

Class Name:

Class Period (1-20):

[Add Class](#) [Cancel](#)

5) Add Students and Edit Student Information. To edit the class name or period, click on the little notebook icon.



| Period | Class | Students | Gradebook | Delete |
|--------|----------------|---|-----------|--------|
| 1 | America's Past | 1 Add/Edit Student Sign In Instructions | | |

Students can now create their own accounts by doing the following:

- 1) Go to www.teachtci.com.
- 2) Click on the purple "Student Sign In" button (upper right corner)
- 3) Click on the green "Create Account" button
- 4) Enter the teacher email, last name, first initial, username and password then confirm your password.

Sign up

Teacher Email

Last Name

First Initial

Username

Password
Password must be at least 6 characters long.

Confirm Password

Sign up

- 5) Click the "Sign up" button

Sign up

Teacher Email

Last Name

First Initial

Username

Password
Password must be at least 6 characters long.

Confirm Password

Sign up

- 6) Add Your Class!

How to Add New Students by Hand #3

1) Sign into your Teacher Subscription and click on the "My Students" tab.

2) Click on the Add/Edit under the students column.

3) Click "Add Student."

4) Open the Add New Student Tab and type students in.