

## 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 of the Social Studies Alive! America's Past platform. The user is logged in as Christy Sanders. The main navigation tabs include Table of Contents, Presentations, Materials, Assignments, Assessments, and Gradebook. A dropdown menu is open, showing options: Sign Out, Help, Settings, My Programs, and My Students (which is circled in red).

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

The screenshot shows the 'My Students' table. The table has columns for Period, Class, Students, Gradebook, and Delete. The first row shows Period 1, Class America's Past, and a circled 'Add/Edit' link under the Students column.

3) Click "Add Student."

The screenshot shows the 'Add Student' button circled in red. The page title is 'Students' and the class is 'America's Past, Period 1'. The total number of students is 0.

4) Open the Batch Import Students Tab.

The screenshot shows the 'Batch Import Students' tab. It includes instructions for downloading a template and creating a CSV file. A table shows the required fields for new students:

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 table:

- Must be unique. Letters, numbers, dashes and underscores accepted.
- Must be at least 6 characters.
- Teacher must be registered before adding students.
- Find your program code below.

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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Teach Now



**My Classes**

Period 1	1 enrolled	<a href="#">Add/Edit Students</a>	<a href="#">Assignments</a>	<a href="#">Gradebook</a>
<a href="#">Add/Edit Classes</a>		499 Student Subscriptions available		

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

**Social Studies Alive! America's Past** Student View Nicole Ellis

Table of Contents Presentations Materials Assignments Assessments Gradebook More

Home » TOC » My Classes/My Students

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.

**Social Studies Alive! America's Past** Student View Nicole Ellis

Table of Contents Presentations Materials Assignments Assessments Gradebook More

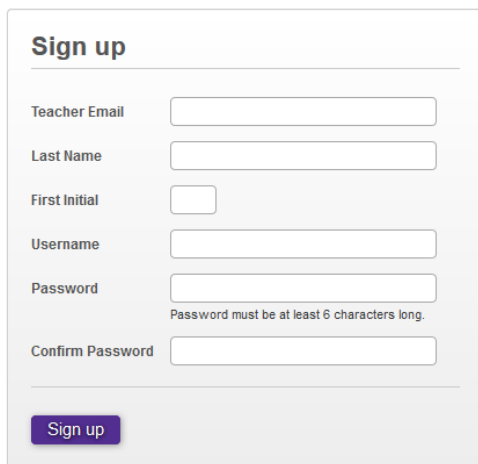
Home » TOC » My Classes/My Students

Period	Class	Students	Gradebook	Delete
1	America's Past	1 <a href="#">Add/Edit</a> Student Sign In Instructions		

+ Add Class

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

- 1) Go to [www.teachtci.com](http://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

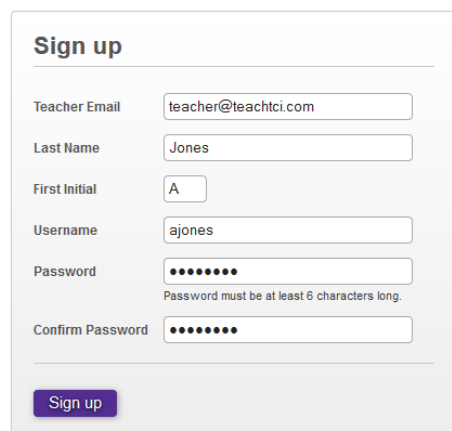
Username

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.