

School Administrator Subscription

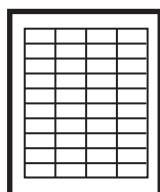
Quick Start Guide 2

Bulk Import

For larger school subscriptions, a bulk import facility is provided.
(Small subscriptions can be set up manually - see Quick Guide #1).



1. Download the template.



2. Input the data into the template.
(teacher name, student name, username,
password, class)



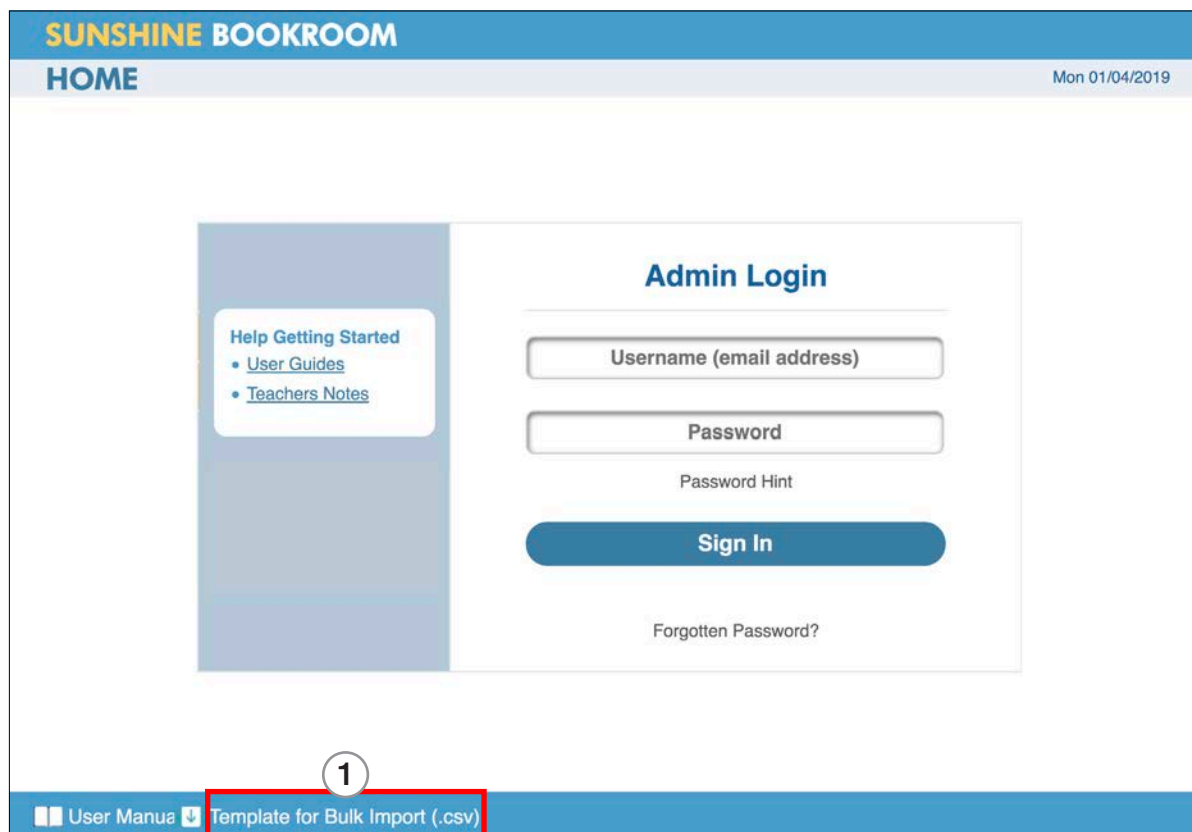
**3. Log in as admin and import the
file to set up teachers, classes
and students.**

Read the following steps to learn more ...

Bulk Import

Download the Template

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



template.csv

	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						
17						

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.

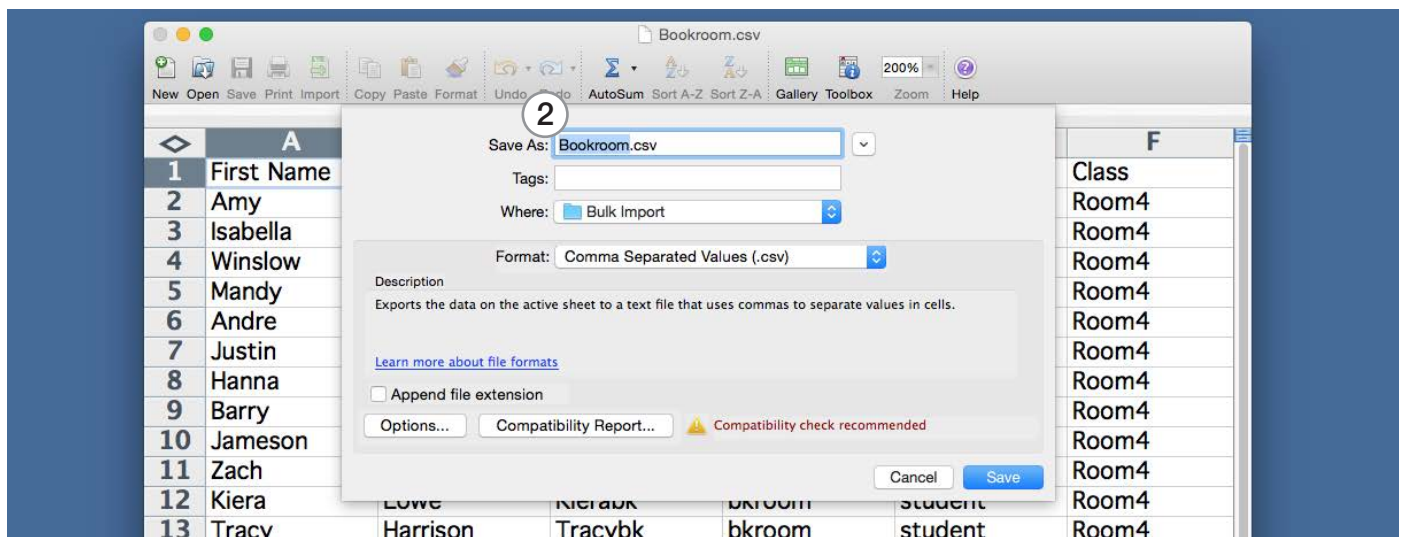
E. Role (student or teacher - the teacher must be included for the class setup)

F. Class - the name of the class.

1

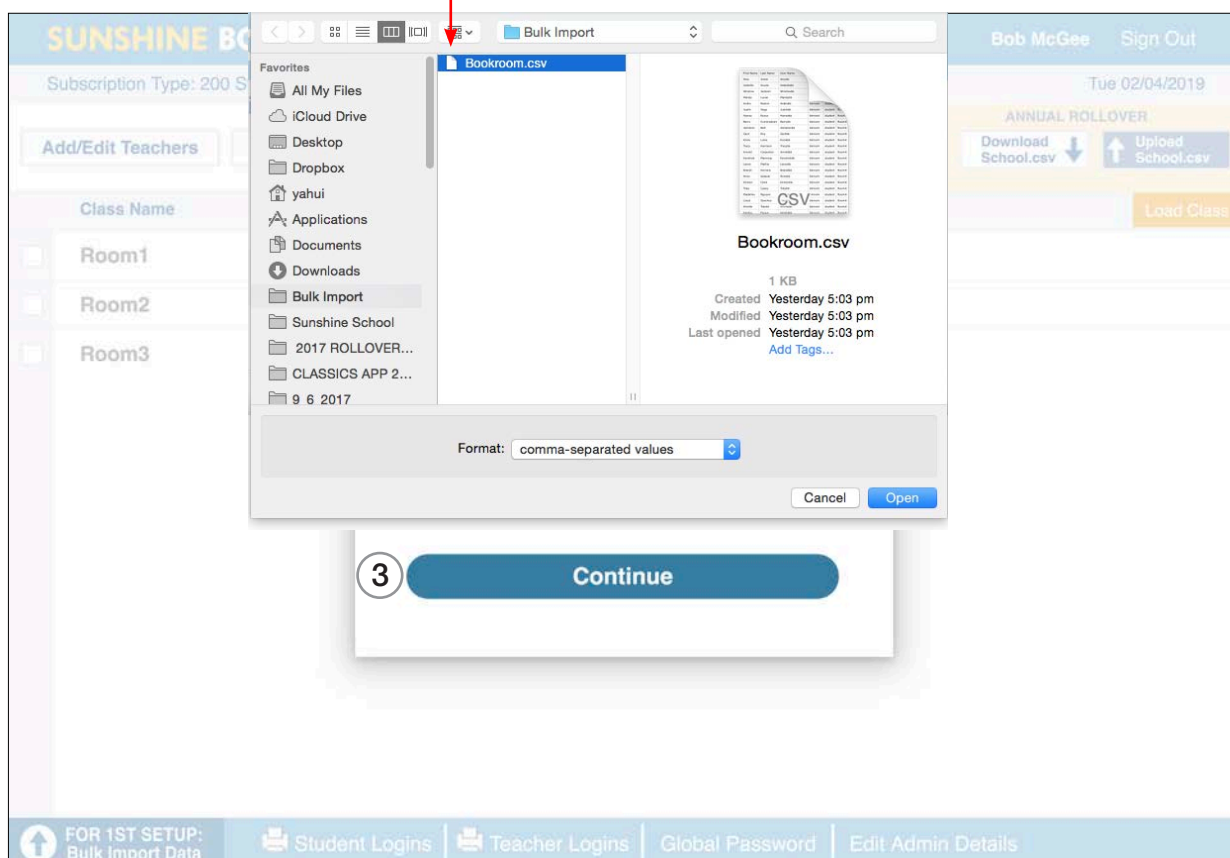
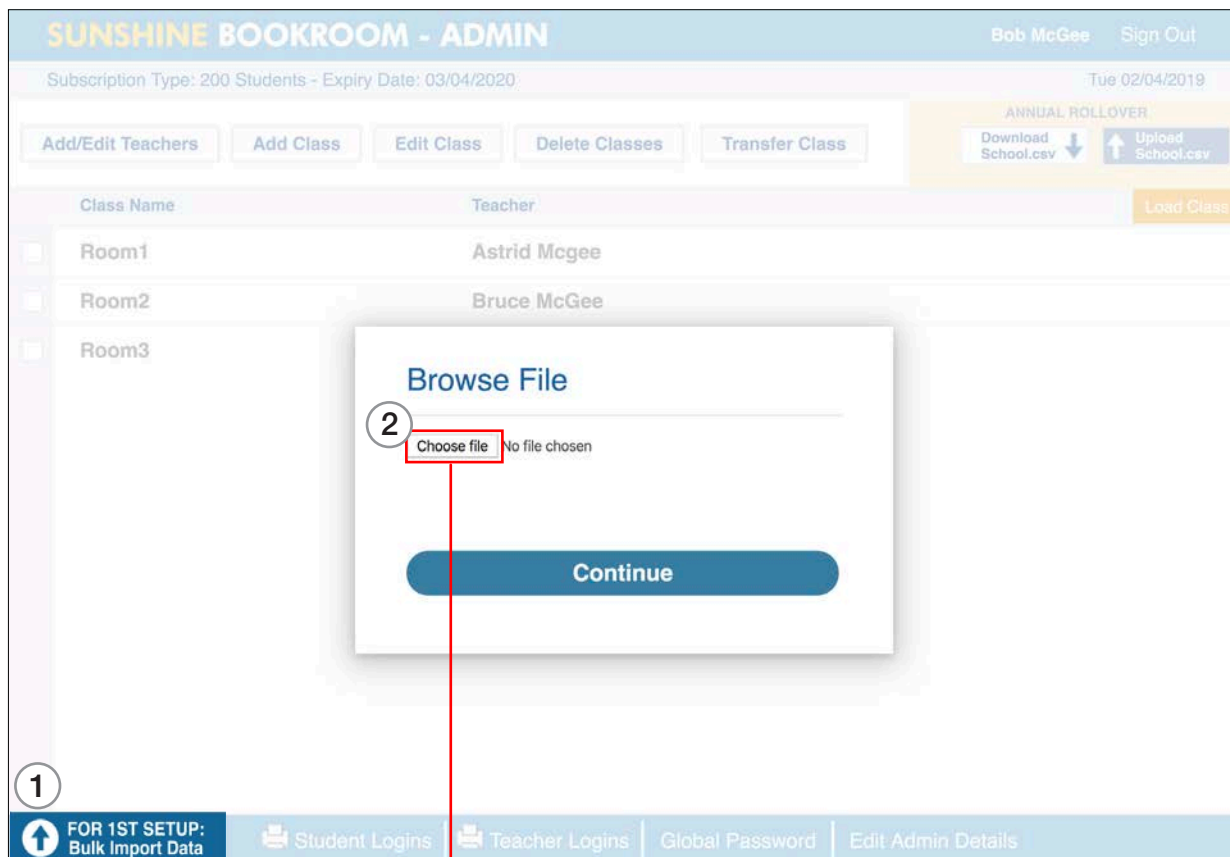
	A	B	C	D	E	F
1	First Name	Last Name	User Name	Password	Role	Class
2	Amy	Jones	Amybk	bkroom	student	Room4
3	Isabella	House	Isabellabk	bkroom	student	Room4
4	Winslow	Jackson	Winslowbk	bkroom	student	Room4
5	Mandy	Lucas	Mandybk	bkroom	student	Room4
6	Andre	Nelson	Andrebk	bkroom	student	Room4
7	Justin	Vega	Justinbk	bkroom	student	Room4
8	Hanna	Royce	Hannabk	bkroom	student	Room4
9	Barry	Cunningham	Barrybk	bkroom	student	Room4
10	Jameson	Ball	Jamesonbk	bkroom	student	Room4
11	Zach	Roy	Zachbk	bkroom	student	Room4
12	Kiera	Lowe	Kierabk	bkroom	student	Room4
13	Tracy	Harrison	Tracybk	bkroom	student	Room4
14	Arnold	Carpenter	Arnoldbk	bkroom	student	Room4
15	Kendrick	Manning	Kendrickbk	bkroom	student	Room4
16	Lance	Mathis	Lancebk	bkroom	student	Room4
17	Brandi	Herrera	Brandibk	bkroom	student	Room4
18	Anne	Salazar	Annebk	bkroom	student	Room4
19	Kirsten	Clark	Kirstenbk	bkroom	student	Room4
20	Toby	Casey	Tobybk	bkroom	student	Room4
21	Madeline	Nguyen	Madelinebk	bkroom	student	Room4
22	Lloyd	Sanchez	Lloydbk	bkroom	student	Room4
23	Amelia	Tejeda	Ameliabk	bkroom	student	Room4
24	Keisha	Pogue	Keishabk	bkroom	student	Room4
25	Carl	Luna	Carlbk	bkroom	student	Room4
26	Rochelle	Poole	Rochellebk	bkroom	student	Room4
27	Wendy	McGee	wendy@mcgee.com	bkroom	teacher	Room4

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 **FOR 1ST SETUP: 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.**



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.
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.

The screenshot shows the 'Import Users' section of the SUNSHINE BOOKROOM - ADMIN interface. A modal dialog box is displayed over a table of user data. The dialog box contains the following text:

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.

Below the dialog box, a red box highlights the 'Print Errors' button. A red arrow points from this button to a 'Print Errors' button at the bottom of the page. A 'Continue' button is also visible.

At the bottom of the page, a table shows the error details:

Name	Username	Password	Role	Class	Remarks
Amy Bard	Amybk	bkroom	student	Room4	Duplicate username/s exist in the current CSV

The screenshot shows the 'Import Users' section of the SUNSHINE BOOKROOM - ADMIN interface. A table of user data is displayed. The table has the following columns: Name, Username, Password, Role, Class, and Remarks. The table contains the following rows:

Name	Username	Password	Role	Class	Remarks
Brandi Herrera	Brandibk	bkroom	student	Room4	
Anne Salazar	Annebk	bkroom	student	Room4	
Kirsten Clark	Kirstenbk	bkroom	student	Room4	
Toby Casey	Tobybk	bkroom	student	Room4	
Madeline Nguyen	Madelinebk	bkroom	student	Room4	
Lloyd Sanchez	Lloydbk	bkroom	student	Room4	
Amelia Tejeda	Ameliabk	bkroom	student	Room4	
Keisha Pogue	Keishabk	bkroom	student	Room4	
Carl Luna	Carlbk	bkroom	student	Room4	
Rochelle Poole	Rochellebk	bkroom	student	Room4	
Amy Bard	Amybk	bkroom	student	Room4	Duplicate username/s exist in the current CSV

At the bottom of the page, a 'Continue' button and a 'Cancel' button are visible. A red circle with the number '3' is placed over the 'Cancel' button.

Completing the Import

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

SUNSHINE BOOKROOM - ADMIN Bob McGee Sign Out
Admin Home Tue 02/04/2019

Import Users

Name	Username	Password	Role	Class	Remarks
Wendy McGee	wendy@mcgee.com	bkroom	teacher	Room4	
Amy Jones	Amybk	bkroom	student	Room4	
Isabella House	Isabellabk	bkroom	student	Room4	
Winslow Jackson	Winslowbk	bkroom	student	Room4	
Mandy Lucas	Mandybk	bkroom	student	Room4	
Andre Nelson	Andrebk	bkroom	student	Room4	
Justin Vega	Justinbk	bkroom	student	Room4	
Hanna Royce	Hannabk	bkroom	student	Room4	
Barry Cunningham	Barrybk	bkroom	student	Room4	
Jameson Ball	Jamesonbk	bkroom	student	Room4	
Zach Roy	Zachbk	bkroom	student	Room4	

1 Continue

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Admin Home Tue 02/04/2019

27 entries have been added successfully.

Import Users

Name	Username	Password	Role	Class	Remarks
Wendy McGee	wendy@mcgee.com	bkroom	teacher	Room4	Data Added Successfully
Amy Jones	Amybk	bkroom	student	Room4	Data Added Successfully
Isabella House	Isabellabk	bkroom	student	Room4	Data Added Successfully
Winslow Jackson	Winslowbk	bkroom	student	Room4	Data Added Successfully
Mandy Lucas	Mandybk	bkroom	student	Room4	Data Added Successfully
Andre Nelson	Andrebk	bkroom	student	Room4	Data Added Successfully
Justin Vega	Justinbk	bkroom	student	Room4	Data Added Successfully
Hanna Royce	Hannabk	bkroom	student	Room4	Data Added Successfully
Barry Cunningham	Barrybk	bkroom	student	Room4	Data Added Successfully
Jameson Ball	Jamesonbk	bkroom	student	Room4	Data Added Successfully
Zach Roy	Zachbk	bkroom	student	Room4	Data Added Successfully

3 Done

SUNSHINE BOOKROOM - ADMIN Bob McGee Sign Out
Subscription Type: 200 Students - Expiry Date: 03/04/2020 Tue 02/04/2019

ANNUAL ROLLOVER
Download School.csv Upload School.csv

Class Name	Teacher	Load Class
<input type="checkbox"/> Room1	Astrid McGee	
<input type="checkbox"/> Room2	Bruce McGee	
<input type="checkbox"/> Room3	Cathy McGee	
4 <input type="checkbox"/> Room4	Wendy McGee	

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