

HOW TO BATCH CREATE STUDENT ACCOUNTS

Follow these easy steps to create accounts for up to 2,000 students at a time in a few simple steps. This will save classroom time as students will not have to create their own accounts. You'll also have more consistency across usernames because all usernames will follow the same format.

TO ACCESS THE CREATE STUDENT ACCOUNTS FEATURE

1. Sign in to the Professional Center.
2. Click on the **Students & Groups** tab.
3. Click **Create Student Accounts**.
4. On the next screen, click **Create Student Accounts**.

BATCH CREATE STUDENT ACCOUNT STEPS

To batch create student accounts, follow these five steps to create up to 2,000 student accounts at a time:

1. **Username Formats:** Choose the format that will be the easiest for your students to remember. This username format will be consistent across all students in the school.

a) **Choose your preferred format:**

- Student ID + last name
- Birth month (two digit) + birth day (two digit) + last name
- Prefix + student number (Note: Consider a prefix like your school initials, but once a prefix is used, it cannot be changed.)

b) **Advanced Options:** choose one of the two following options

- Do not create an account when the username already exists. You will be able to view a list of usernames which exist already after attempting to create the accounts. *What does this mean?* Your student may already have an active account, or the username may be in use by another student. You will be able to change the username and re-upload the file.

OR

- If the username exists, create a unique username by incrementing a number on the end of the specified username until an unused username is found.

2. Account Creation Template:

- Click to open the **Account Creation Template**. A .csv spreadsheet will open. This is where you will add your student data.

3. Instructions:

- Copy your account data and paste it into the appropriate columns on the spreadsheet. Be sure to save the spreadsheet when you are done so that you can upload it. By clicking the Follow these instructions link, you will see detailed instructions about the completing the file.

4. Browse and Upload File:

- In this step, use the Browse button to locate the .csv file you created in Step 2.

5. Submit:

- Click the Create Accounts button to create accounts from your data file and review the results. This may take a few minutes – especially if you are uploading a large number of accounts.
- The Account Creation Summary will appear.

Students can now sign into the accounts that you created when you give them their usernames and temporary passwords. Students will be asked to reset their passwords the first time that they log in.

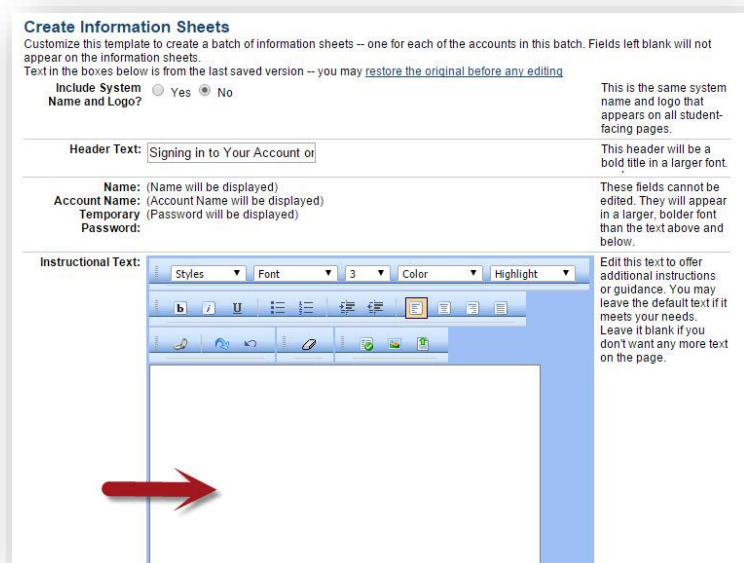
Account Creation Summary

In the **Account Creation Summary**, you will see:

- Number of records created
- Number of email invitations set
- Number of records rejected (This means that a duplicate account name was found. Check to see if this student already has an active account.)

A list of links will allow you to:

- **View the list of student accounts**, to see usernames and temporary passwords.
- **Create information sheets for student accounts**, to learn how to access their newly-created accounts. You can click Preview Template or Create Information Sheets at the bottom of the page. You can print these information sheets for your students. You can add additional instructions for a total of 6,000 characters.
- **Return to Create Student Accounts**



Create Information Sheets
Customize this template to create a batch of information sheets -- one for each of the accounts in this batch. Fields left blank will not appear on the information sheets.
Text in the boxes below is from the last saved version -- you may [restore the original before any editing](#)

Include System Name and Logo? Yes No

Header Text:

Name: (Name will be displayed)
Account Name: (Account Name will be displayed)
Temporary Password: (Password will be displayed)

Instructional Text:

Styles
Font
3
Color
Highlight

B I U Text Color Background Color Text Color Background Color

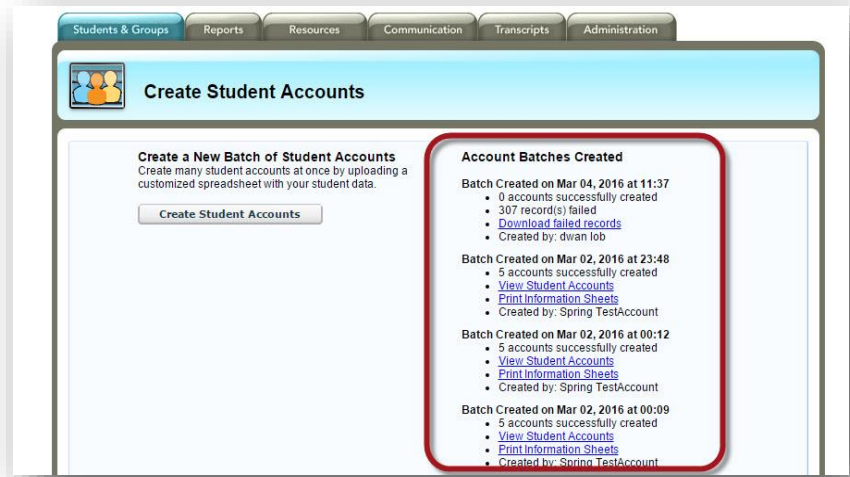
Undo Redo Print Save

Failed Records will show you

- If you have failed records, it means that the student username already exists. You can download this list and either correct the failed files or check to see if the student already has an active account.
- If you choose to correct the failed records, go back and upload the corrected files.

Account Batches Created Summary

- This is visible each time go to the link to Create Student Accounts. This will show you a history of all created links and will allow you to download any failed records.
- From the summary page, you can create more student accounts, at any time.



Students & Groups | **Reports** | **Resources** | **Communication** | **Transcripts** | **Administration**

Create Student Accounts

Create a New Batch of Student Accounts
Create many student accounts at once by uploading a customized spreadsheet with your student data.

[Create Student Accounts](#)

Account Batches Created

- Batch Created on Mar 04, 2016 at 11:37**
 - 0 accounts successfully created
 - 307 record(s) failed
 - [Download failed records](#)
 - Created by: dwan lob
- Batch Created on Mar 02, 2016 at 23:48**
 - 5 accounts successfully created
 - [View Student Accounts](#)
 - [Print Information Sheets](#)
 - Created by: Spring TestAccount
- Batch Created on Mar 02, 2016 at 00:12**
 - 5 accounts successfully created
 - [View Student Accounts](#)
 - [Print Information Sheets](#)
 - Created by: Spring TestAccount
- Batch Created on Mar 02, 2016 at 00:09**
 - 5 accounts successfully created
 - [View Student Accounts](#)
 - [Print Information Sheets](#)
 - Created by: Spring TestAccount