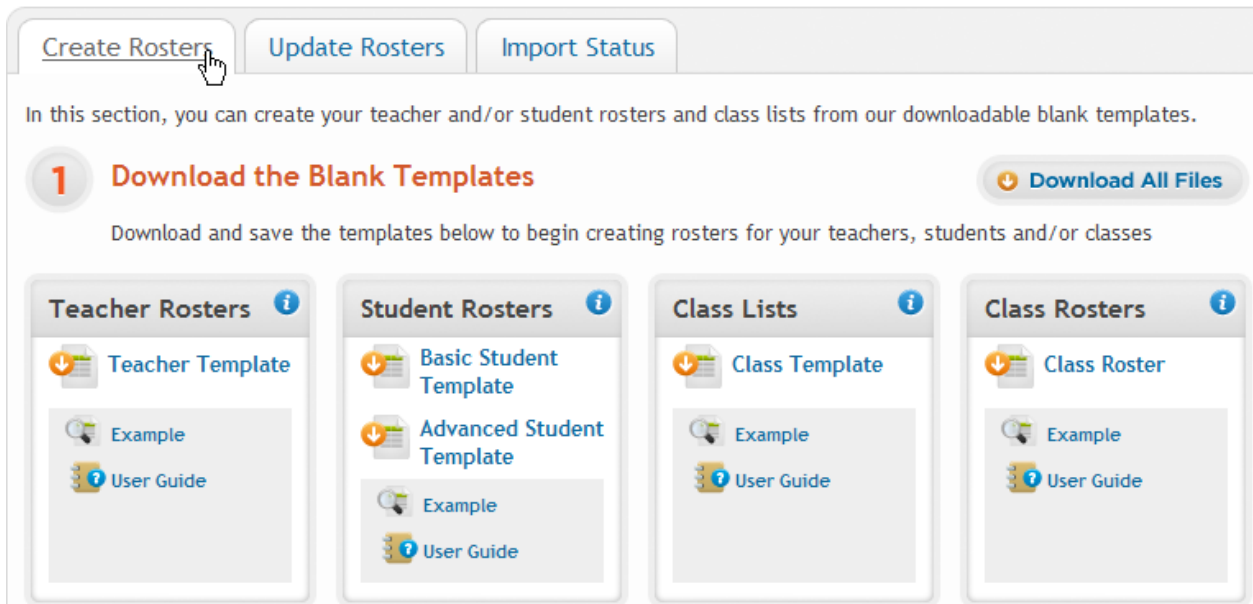


## Import: Create Teachers

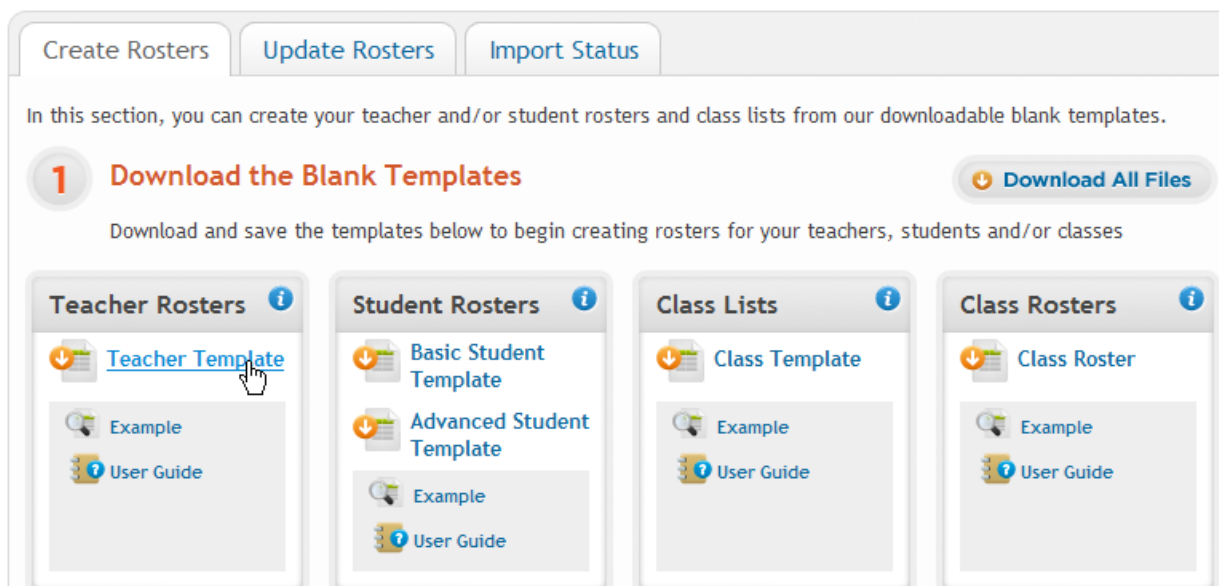
Instead of having teachers register manually using the school passcode, you have the option of importing a spreadsheet to create teacher usernames. You will need administrative access to [www.discoveryeducation.com](http://www.discoveryeducation.com). Click on **My Admin** to access the administrative page, and then click on **Bulk Import/Update Users** under the **User Management Tools** section.

1. Select the **Create Rosters** tab:



The screenshot shows the 'Create Rosters' tab selected in a navigation bar. Below the navigation bar, there is a heading '1 Download the Blank Templates' and a button 'Download All Files'. The main content area is divided into four columns: 'Teacher Rosters', 'Student Rosters', 'Class Lists', and 'Class Rosters'. Each column contains a 'Download' icon, a template name, an 'Example' icon, and a 'User Guide' icon.

2. Click on **Teacher Template**, save the .csv file to your computer, then open the file with Excel:



This screenshot is identical to the one above, but with a mouse cursor hovering over the 'Teacher Template' link in the 'Teacher Rosters' column.

3. Columns A, B, and C (**Site Passcode, Account Name, and Site Name**) are automatically populated with your specific District and School's information. The Site Passcode is the unique identifier for each school in our database and is **required**. These 3 columns will determine where the username is created. Multiple schools can be used on the same spreadsheet.

**\*Copy and paste this information for each entry that you wish to create under that specific school\*:**

	A	B	C
1	Site Passcode	Account Name	Site Name
2			

4. Columns D and E (**First Name and Last Name**) are **required**. Avoid using special characters in this field (see **Tips** section below):

D	E
First Name	Last Name

5. Columns F and G (**Username and Password**) are **required**. This is the username and password that the user will login with. Usernames must be at least 6 characters long. Passwords must be at least 5 characters long. The only acceptable characters for the Username are letters, numbers, periods, underscores, and the @ symbol. Passwords may only use letters and numbers, and cannot be the same as the Username. (see **Tips** section below for more information on making unique Username and special characters)

**\*The Username must not already be registered in our database or the entry will not be created\*:**

F	G
UserName	Password

6. Column H (**Grade**) is optional. The accepted entries for this field are grades K, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12:

H
Grade

7. Column I (**Teacher ID**) is optional. Teacher IDs must be unique to each username within your Account (District). Duplicate Teacher IDs within your Account will be rejected. The Teacher ID can be used later to enroll teachers into classes:

I
Teacher ID

8. Column J (**Email**) is optional. This will be the email address that is used to recover forgotten usernames/passwords. It is highly recommended to enter email addresses to avoid duplicate user accounts and to facilitate username/password recovery.

**\*The email address must not already be registered in our database or else the entry will not be created\*:**

J
Email

9. Column K (**Assessment Access Flag**) is for Discovery Education Assessment customers only and is optional. If your school does not subscribe to Discovery Education Assessment then you may leave this field blank. If your school subscribes to Discovery Education Assessment then place a "Y" in this field to grant that username access to Assessment:

K
Assessment Access Flag

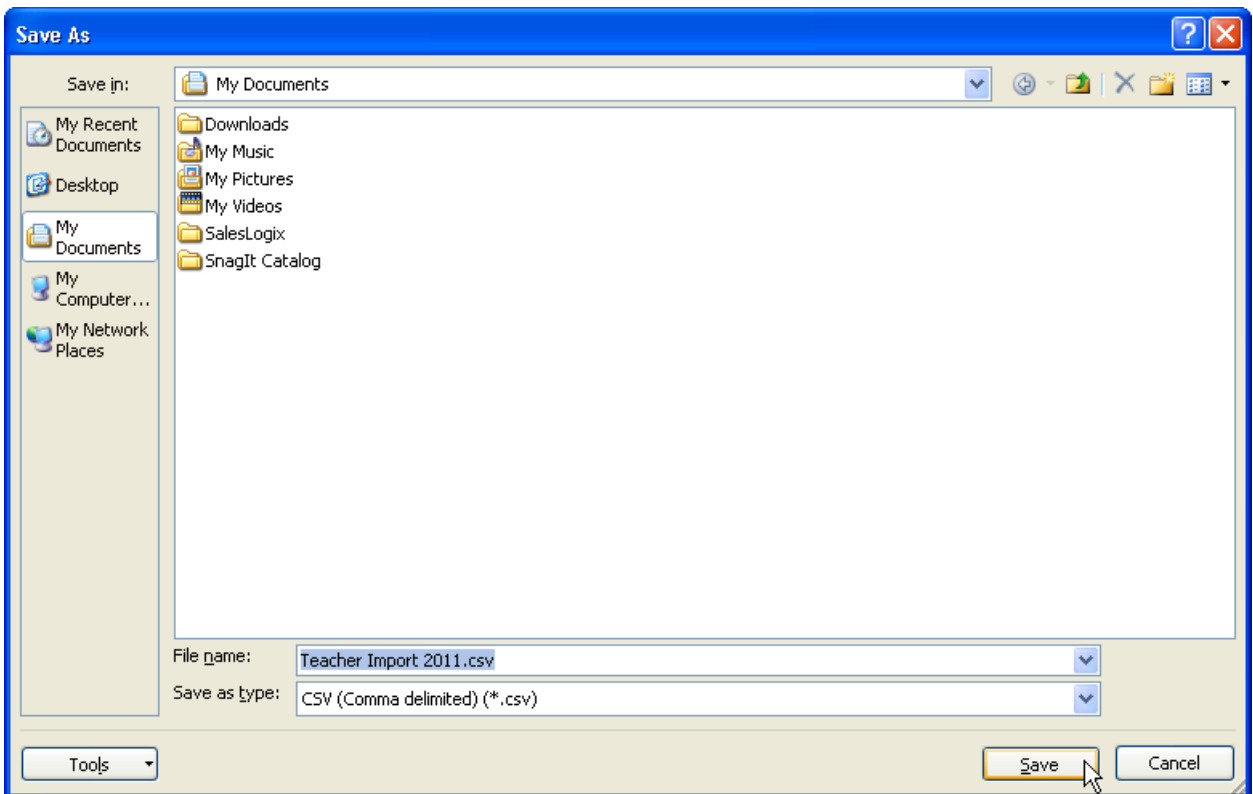
10. Column L (**Archive Flag**) is **required**. This field is used to determine if the entry will be created or archived. Enter "N" in this field to create the entry. Enter "Y" in this field to archive the entry. You can create and archive usernames on the same file if you wish. This must be entered for each row or else the entry will be rejected:

L
Archive Flag

11. Be sure that all the required fields are filled out for each entry and that all special characters (especially commas) are removed. Save the file to your computer as a .csv file type:

A	B	C	D	E	F	G	H	I	J	K	L
Site Passcode	Account Name	Site Name	First Name	Last Name	UserName	Password	Grade	Teacher ID	Email	Assessment Access Flag	Archive Flag

12. Within Excel, click **File** then choose **Save as..** so that you can choose the name, file type, and location of your file. Always keep a copy of your file on your computer for future reference:



13. Return to the Import page within My Admin. Click on the **Browse** button under Step 2:

## 2 Import Your Files

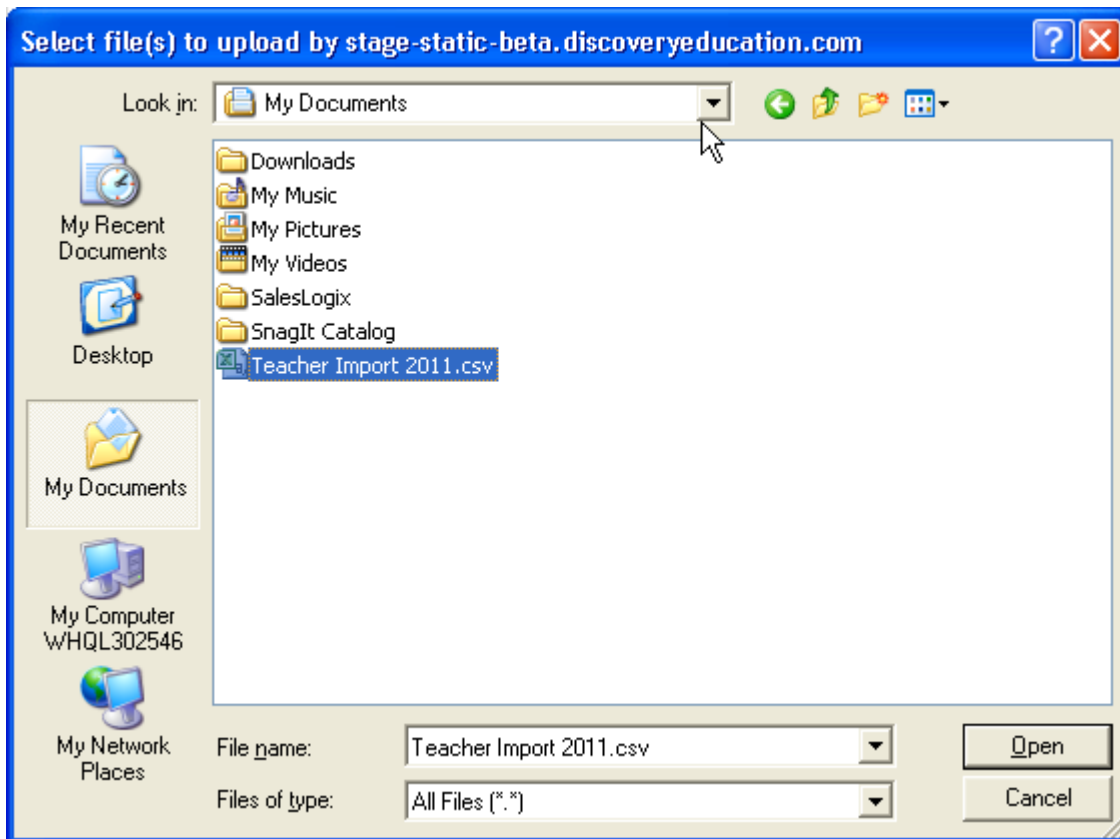
Upload your files for Teachers, Students, Class Lists and/or Class Rosters below

### Import Rosters

Browse and select one or more files to upload (.csv\*)

To select multiple files at once, hold down the Ctrl+Shift keys (PC) or Cmd+Option (Mac)

14. A pop-up window will appear. Locate the file on your computer, then click **Open**:



15. If the file format is correct and all of the column headers match the template, then the file will be uploaded into the Validation Queue. If the file is in an incorrect format or the column headers were changed or missing, then the file will be rejected:



16. The data will be validated within 2 hours. A status email will be sent to your provided email address that will outline any errors in the spreadsheet. You can see a detailed report once it is available by returning to the import page and clicking the **Import Status** button. You also have the option to abandon the upload:

<a href="#">Create Rosters</a> <a href="#">Update Rosters</a> <a href="#">Import Status</a>					
<a href="#">First</a> <a href="#">Previous</a> <a href="#">1</a> <a href="#">2</a> <a href="#">Next</a> <a href="#">Last</a>					
Upload Date	Filename	File Type	Validation Status	Import Status	Actions
7.18.2011 11:36AM	Teacher Import 2011.csv	teacher	Validation In Progress		<ul style="list-style-type: none"> <li><a href="#">abandon upload</a></li> </ul>

17. If the file format is correct and there are no extraneous commas, then the process will check each individual entry for any possible errors. If no errors were found then the file is ready for Import at 12:00 a.m. (CST). If there were entries with errors then you may view these by clicking on **Info** in the Validation column. You may also save a detailed report of all entries by clicking on **Download Details** under the Actions column:

<a href="#">Create Rosters</a> <a href="#">Update Rosters</a> <a href="#">Import Status</a>					
<a href="#">First</a> <a href="#">Previous</a> <a href="#">1</a> <a href="#">2</a> <a href="#">Next</a> <a href="#">Last</a>					
Upload Date	Filename	File Type	Validation Status	Import Status	Actions
7.18.2011 11:39AM	Teacher Import 2011.csv	teacher	Validation Completed 7 Errors <a href="#">info</a> 217 Succeeded <a href="#">info</a>	Pending	<ul style="list-style-type: none"> <li><a href="#">view error(s)</a></li> <li><a href="#">abandon upload</a></li> <li><a href="#">download details</a></li> </ul>

18. Once all errors are corrected you have the option to either abandon the original upload and reimport the entire file, or you can simply upload a file with only the corrections. Only entries that pass Validation will be scheduled for Import at 12:00 a.m. (CST):

<a href="#">Create Rosters</a> <a href="#">Update Rosters</a> <a href="#">Import Status</a>					
<a href="#">First</a> <a href="#">Previous</a> <a href="#">1</a> <a href="#">2</a> <a href="#">Next</a> <a href="#">Last</a>					
Upload Date	Filename	File Type	Validation Status	Import Status	Actions
7.18.2011 11:41AM	Teacher Import 2011.csv	teacher	Validation Completed	Import Complete	<ul style="list-style-type: none"> <li><a href="#">download details</a></li> </ul>

## Error Messages

Error Message	Cause	Solution
Account Permissions Error	You do not have Admin Access to the specified Account	You may only import/edit users within the Account you have admin access to
Archive Flag value must be Y or N	Invalid entry for the Archive Flag field	Enter Y or N in the Archive Flag field
Cannot update Admin profile through import process	Tried to edit an Admin's profile via import	You may not edit an Admin's profile via import
Email Address associated with another user	Email address is already registered to another username in our database	Use Find Users to find the username associated with that email address
Email contains invalid character(s)	A special character is in the Email field	Remove all special characters
First Name contains invalid character(s)	A special character is in the First Name field	Remove all special characters
First Name is required on initial import	First Name is a required field	Enter a first name
Grade is invalid	A non-accepted grade was entered	Enter a grade. K, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, or 12
Invalid Password	Password contains invalid characters or does not meet requirements	Remove all special characters and review the requirements
Invalid Username	Username contains invalid characters or does not meet requirements	Remove all special characters and review the requirements
Last Name contains invalid character(s)	A special character is in the Last Name field	Remove all special characters
Last Name is required on initial import	Last Name is a required field	Enter a last name
Assessment Access Flag value must be Y or N	Invalid entry for the Assessment Access Flag field	Enter Y or N or leave the field blank
Password cannot be the same as your username	Password cannot be the same as your username	Change your password so it does not match the username
Password is required on initial import	Password is a required field	Enter a password
Passwords must be at least 5 characters	Password was not at least 5 characters long	Enter a password with at least 5 characters
SITE Permissions Error	You do not have Admin Access to the specified Site	You may only import/edit users within the Site you have admin access to
Target Site is archived/inactive	The passcode entered is associated to an archived Site	Review your active Site Passcode
Teacher ID already tied to another Username	Teacher ID is already registered to a different	Use Find Users to find the username associated with

	username in your Account	that Teacher ID
Teacher ID contains invalid character(s)	A special character is in the Teacher ID field	Remove all special characters
Teacher ID does not exist in this account	Teacher ID is not registered to a username in this Account	You may not use the Teacher ID to update a profile unless it is associated to a Username
Teacher ID is not associated with Site	Teacher ID is not registered to a username in this Site	You may not use the Teacher ID to update a profile unless it is associated to a Username
Teacher ID exists more than once in your import file	Duplicate Teacher IDs exist on the import file	Change one of the Teacher IDs to be unique
Username already exists outside your Account	Username is already taken by another user	Make the Username more unique so that it will not already be registered to another user
Username already exists outside your Site	Username is already taken by another user	Make the Username more unique so that it will not already be registered to another user
Username exists more than once in your import file	Duplicate Usernames exist on the import file	Change one of the Usernames to be unique
Username is required	Username is a required field	Enter a Username
Valid Passcode not provided	Passcode entered does not exist or is not active	Review your active Site Passcode

## Tips

1. The usernames should have a unique school identifier at the beginning or end to avoid the username already being taken in the database. Even using just a student ID number will not guarantee the username will not already be taken. eg, JohnSmith\_AMS, 123456CHS, 123456\_Wildcats. For teachers, using a school email address is a viable option, eg. jsmith@school.k12.md.us.
2. Usernames must be at least 6 characters long. Passwords must be at least 5 characters long. Passwords are not case sensitive.
3. Do not change, rename, or delete the column headers from the template, even if the optional columns are not filled out.
4. Copy and paste the Site Passcode, Account Name, and Site Name that populated for your specific account for each entry. If you have multiple schools under you, then delete the populated entries that you do not wish to use.
5. Avoid using any special characters eg. commas, hyphens, apostrophes, spaces, etc within the First Name, Last Name, Username, and Password columns. **Use of commas in any cell will cause the import to fail.** \*Please note that

when copying information from another program, hidden characters may be present\*

If you have any questions, please feel free to contact the Customer & Technical Support team at 800-323-9084 or [education\\_info@discovery.com](mailto:education_info@discovery.com).