

## Importing Student Accounts for Classrooms in Streamline

Import Teachers/Import Students provides administrators with another option to create user accounts. The import feature allows administrators to import numerous user accounts at once.

To get to the Import link below, login to Streamline. Then click on My Admin in the top right corner or go to My DE tab under the Discovery Education logo on the left. Then look for Import Students in the middle of your screen under Manage My Student Access.

The screenshot shows the Discovery Education Customer Administration interface in Internet Explorer. The browser address bar shows <http://cpanel.discoveryeducation.com/index.cfm>. The page title is "Discovery Education Customer Administration". The navigation bar includes "My DE" (circled in red), "Streaming", "Health", "MediaShare", and "DEN". Below the navigation bar, there are tabs for "Home", "Teacher Center", "Professional Development", "My Content", "My Builder Tools", "My Classrooms", and "Upload Manager". The main content area is divided into several sections:

- Manage My Account:** Includes links for "Find", "Sites/Passcodes", and "Import Teachers".
- Manage My Network:** Includes links for "Add User", "Archive Users", "Archived Users - View", "Find Users", and "Shuffle Users".
- Manage Reports:** Includes a "Weekly Snapshot" table and "Most Popular Reports".
- Manage My Content:** Includes "Media Management" and "Upload Manager".
- Manage My Student Access:** Includes "Student Access" with a sub-link for "Import Students" (circled in red).
- Account Administrators:** Lists various site administrators.

| Logins | Streams | Downloads |
|--------|---------|-----------|
| 258    | 834     | 82        |

| Report               | Total Sites |
|----------------------|-------------|
| Top Video Report     | 19          |
| Account Usage Report |             |
| No Saved Reports     |             |

| Name               | Role          |
|--------------------|---------------|
| Ainsworth, Aleisha | Site Admin    |
| Asher, David       | Account Admin |
| Banasiewicz, Pat   | Site Admin    |
| Barrett, Barbara   | Site Admin    |
| Estridge, Linda    | Site Admin    |
| Grimley, LaSandra  | Site Admin    |
| Hendrickson, Pat   | Site Admin    |
| Hill, Tonette      | Site Admin    |

Click on Import Students to access the import page. Click to download the spreadsheet for students under Step 1.

### Import

STEP 1 **Begin** by clicking on the link below to download the import spreadsheet. The link to the right provides a PDF with instructions for completing the Excel spreadsheet. After completing, continue to step 2.



Once you download the spreadsheet, the account name, site name, passcode, and the role will pre-populate for all the buildings within your district.

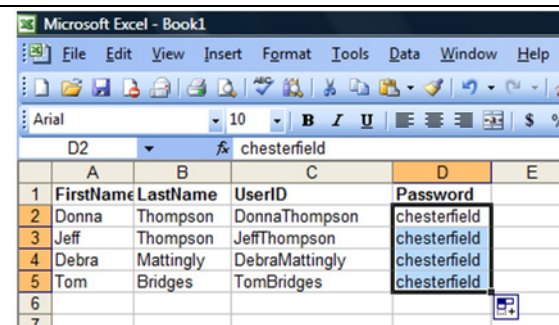
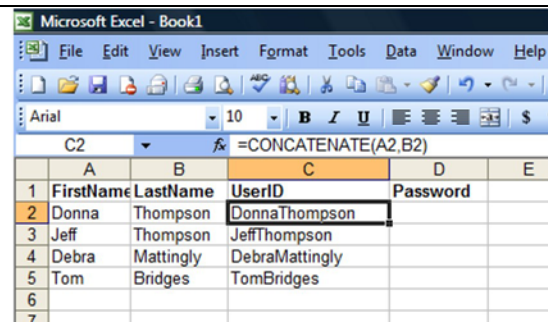
|   | A               | B        | C         | D         | E        | F     | G      | H        | I       |
|---|-----------------|----------|-----------|-----------|----------|-------|--------|----------|---------|
| 1 | AccountName     | SiteName | Passcode  | Firstname | Lastname | Email | Userid | Password | Role    |
| 2 | School District | School A | XXXX-1234 |           |          |       |        |          | TEACHER |
| 3 | School District | School B | 1234-XXXX |           |          |       |        |          | TEACHER |

For student accounts, you will be required to insert the first name, last name, grade, student id, and password. Email addresses are not required for student accounts. Please note that userids/usernames must be unique to all of Discovery Education and not just unique to your school or district.

Coming up with unique userids/usernames could be tricky. If you know how to use formulas and form fill-in options in Excel, it might make your job easier.

For the userids/usernames, create a **formula** that “adds” the first name and the last name together. It is called “Concatenate.”

**Form Fill-In:** If you want to use the same word/characters for the password, type it once. Then point to the little box in the bottom right corner of the cell. Your cursor will change to a small + sign. Drag down through that column to copy the text all the way down. If you want the passwords to be slightly different, maybe a number on the end, just put a starting number on the end and then copy it down. The number will increase down the column.



If you are importing multiple users into a specific building, you must copy and paste the pre-populated information (passcode, Role, etc.) into each row so that each user can be imported properly. Make sure to delete the school listings that you are not using for the import as well as columns A and B to remove the AccountName and SiteName from the worksheet.

| Passcode  | Firstname | Lastname | Email  | Userid   | Password  | Role    |
|-----------|-----------|----------|--|----------|-----------|---------|
| XXXX-1234 | Joe       | Smith    | <a href="mailto:jsmith@testschool.edu">jsmith@testschool.edu</a> | JoeSmith | discovery | TEACHER |
| 1234-XXXX | Jane      | Doe      | <a href="mailto:janed@testschool.edu">janed@testschool.edu</a>   | JaneJane | discovery | TEACHER |
| 1234-XXXX | Simon     | Says     | <a href="mailto:ssays@testschool.edu">ssays@testschool.edu</a>   | SimonS   | discovery | TEACHER |

Once you complete the data entry and remove the AccountName and SiteName columns, save the spreadsheet onto your desktop. Go back into your My Admin and click on "Upload Spreadsheet" under Step 2 to import the file.

STEP 2 Click the upload button below and select your completed spreadsheet. Wait 24 hours for processing. Then continue to step 3.



A pop-up window will appear for you to browse for the spreadsheet on your desktop. Click on "upload" to begin the import process.

Choose File to Import

The process will take 24 hours for users to import. Your import will appear under your "List of Imports" with a status message of "Pending... (available after 24 hours)".

After 24 hours, the status of your import will update. As part of Step 3 to complete the process, check to see if your users imported successfully. If there was an error with your import, the listing will appear the next day with an "Error, Action Required" status. Click on the link to view the error message.

Error messages explanations:

*Userid / UID exists but is not in the department specified:* Username is already in use. Choose another username for this user.

*More than one user exists with this userid:* Username is already in use. Choose another username for this user.

*More than one user exists with this email address:* A user account in our system is already using the same email address. The user may already have an account in use.

Any userids/usernames that are rejected, you could add a number to them:

=CONCATENATE(A2,B2,"22"). The number will be the same on the end of each ID.

Once you have corrected the errors, make sure to save the spreadsheet on your desktop before clicking on the "upload again" link to re-import the spreadsheet.