

## Batch Enrolling Users 2009-2010

### Idaho CHPWLN & PWLN Accounts

\* **Note:** This New Process includes the student State Assigned Student ID.

You can import learner information from an existing student information system into PLATO® Web Learning Network. Doing so minimizes the amount of data entry and, therefore, the possibility for error.

#### Before you begin

Student information must exist in a comma-separated variable (CSV) input file to properly import into PLATO Web Learning Network. You must identify what fields in the CSV file correspond to PLATO Name, Password, First Name, Last Name, and State Assigned ID for the information to import properly. The file must include these five fields in any order separated by commas (not spaces) only.

The first line of the file should identify what you want the fields named (e.g., PLATO Name, Password, First, Last, State Assigned ID). The next lines in the file should contain actual user information for each corresponding field and whether you want the information capitalized (e.g., sjasper, Idaho ,Sarah, Jasper, 5000123456).

*Note: PWLN Users only*

Batch enrollment is unavailable between the hours of 8:30 a.m. and 4:30 p.m. CST.

**Step #1:** Create a file in Excel with the following Column headings:

Column 1: PLATO Name

Column 2: Password

Column 3: First Name

Column 4: Last Name

Column 5: State Assigned ID

**Enter these column headings in exactly this case format.**

**NOTE:** Part of this can be done by creating a student list in your School Management system e.g. SIMMS and exporting the file. Save it to somewhere convenient and then open it to edit it as above.

**NOTE:** If using the student's name for the PLATO Name it **must** be the same as the combination of the First Name and Last Name with just one space between them or no space at all. Below are different examples of PLATO Name options.

**For Example:**

PLATO Name	Password	First Name	Last Name	State Assigned ID
Fred Perry		Fred	Perry	3456789
JimSmith		Jim	Smith	1223456
pedavies		Peter	Davies	1345678
simmonsmark		Mark	Simmons	1234569
davsal		Sally	Davies	1323454
1123456		Mickey	Mouse	1123456

**Password:**

If you want to let the students create their own password then leave this column blank; other wise complete these fields too, but ensure that when the students log on for the first time that the teacher has access to this list.**NOTE:** It is worth creating one extra name on the list so that you can test that the enroll process has been successful from the student login point of view.

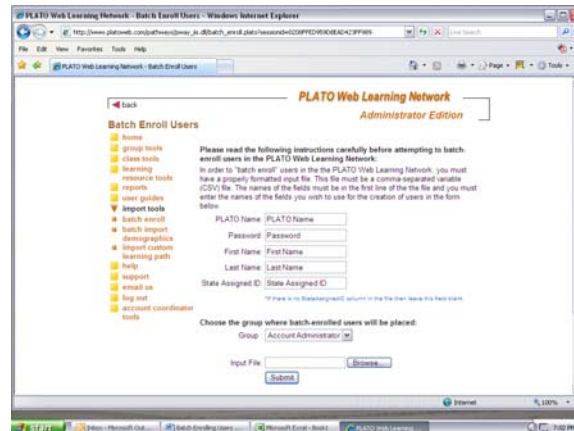
PLATO Name	Password	First Name	Last Name	State Assigned ID
Test 1		Test	1	123456789

**Step 2:** Give the file a name e.g. MonroeElem and then save in .CSV format. There will be an option for this in the Excel save drop down window.**NOTE:** Remember where you put the file in your documents, as you will browse for it later in the Batch Enroll Process.

**Step 3:** Log on to PLATO Learning as an Administrator.

**Step 4:** Create the group that you want to enroll your list of students into. To do this click on **Group Tools** and then **Create a Group**. Give the group an appropriate name (remember that the students/users will need this name to log onto PLATO). Uncheck the box that allows users to self enroll in this group. Ensure that the default audio preference is on. Remember to click **Send** at the bottom of the page. **NOTE:** If the group you wish to batch enroll into already exists skip this step and you can choose it from the drop down menu later in the process.

**Step 5:** Click on **Import Tools** then **Batch Enroll**. In the **five** boxes that appear in the center of the screen, type in the names of the column headings that you used in **Step 1**. For simplicity, these are exactly the same as the labeling on the five boxes so all you have to do is copy what is written to the left of the blank box into the box itself.



**Step 6:** From the drop down menu choose the group that you wish to enroll the students into. The new group you created in **Step 2** will appear on the list.

**Step 7:** Choose the input file by browsing for it. This is the file that you created in **Step 1**.

**Step 8:** Click on Submit

**Step 9:** Test the student/user log on by using the Test user you created in **Step 1**.



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