

## Batch Enrolling Users 2009-2010 Idaho PLE Accounts

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

You can import learner information from an existing student information system into PLE. 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 PLE. You must identify what fields in the CSV file correspond to School Name or ID, First Name, Last Name, PLATO Name, Primary Role, Secondary Role, Password and State Assigned ID for the information to import properly. The file must include these nine 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., School Name or ID, First Name, Last Name, PLATO Name, Primary Role, Secondary Role, Password and 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).

**Step #1:** Create a file in Excel or **Click Download Sample File** use the following Column headings:

Column 1: School Name or ID

Column 2: First Name

Column 3: Last Name

Column 4: PLATO Name

Column 5: Primary Role

Column 6: Secondary Role (Teachers/Administrators only)

Column 7: Password

Column 8: Grade

Column 9: State 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:**

School Name or ID	First Name	Last Name	PLATO Name	Primary Role	Secondary Role	Password	Grade	State ID
8991	Tina-Phan	McSmith	TsSmith	Learner		pwd	1	234567
8991	Jessica	Taylor	JessicaTaylor	Account Admin	School Admin Teacher	PWD	5	
8991	Kelli	Lucas	KELLILUCAS	District Admin		Pwd		
8991	Brian	Scott	BsScott	School Admin	Teacher Learner	pw123d	4	234567
8991	Megan	Moss	MeganMoss	Learner		pass	4	234567
School Name 1	Alexis	Rodrigue	AlexisRodriguez	Teacher	Learner	password	1	234567
School Name 1	McNeil	D'arrikaD	McNeilD'arrikaD	Learner		password	5	234567
School Name 1	Maggie	Hornick	MaggieHornick	Learner		password	5	234567
School Name 1	stapler	jeffrey	jeffreystapler	Teacher		password	11	
School Name 1	Eduardo	Menendez	MenendezEd11	Leamer		password	5	234567

### Password:

Complete this field, students are not allowed to create their own password, 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.

**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 PLE as an Administrator. **Go to Batch Enroll** in the Administrators Tab.

### Step 4: Upload Files

- A. Click **Browse** back on the Batch Enroll screen, and upload the file you have created.
- B. Select a district from the dropdown list.
- C. Click **Continue** and advance to the next step in the process.

### Step 5: Specify Column Headings

Are you sure you want to ignore first row (column headers) in uploaded file? <input checked="" type="radio"/> Yes <input type="radio"/> No					
Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
* School Name or ID	* First Name	* Last Name	* PLATO Name	* Primary Role	SIS ID
School Name or ID	First Name	Last Name	PLATO Name	Primary Role	SIS ID
PLATO Elementary School	Tina	Smith	tsmith	Learner	
PLATO Elementary School	Brad	Torres	btorres	Account Admin	
PLATO Elementary School	Thomas	Adams	tadams	District Admin	
PLATO Elementary School	Brian	Scott	bscott	School Admin	
PLATO Elementary School	Leslie	Davis	ldavis	Learner	
PLATO Elementary School	Lola	Garcia	lgarcia	Teacher	

By default, the system will use the data in the first row of your .csv file to determine column headings for the data. Please confirm that these columns headings match the data listed for that field, and then click **Continue**.

### Step 6: Specify User Roles (applicable to User File only)

When uploading a **User file**, you will be asked to specify PLATO roles for your users. Assign a PLATO role to each role that will be uploaded in your .csv file and click **Continue**.

### Step 7: Confirm Successful Upload File

Click **Finish** to confirm that you have successfully uploaded the .csv file. After upload process is complete, you are automatically taken to the Batch Enroll Monitor screen.

### Step 8: Review Log (Batch Enroll Monitor)

On the Batch Enroll Monitor screen, click **Download log** to review the file for any errors.

**Note:** The status will show as either receiving, processing, or complete. When the status is complete, it is recommended that you review the log for errors, correct these errors and redo the batch process.

Batch Enroll Status					
File Name	Upload Type	Start Date	Start Time	Elapsed Time	Status
BatchEnroll.csv	User	09/04/08	2:29PM	2:42PM	Complete <input type="button" value="DOWNLOAD LOG"/>

