

Coordinator: Adding Users

Adding Users Individually

Select the **Users** tab and click **Add User** to begin.

Fill out the form, selecting the User Type and Language from the dropdown menus. First Name, Last Name, and E-mail address are required fields.

If the user is a student, you must select a **PYP Homeroom** in order for the student to be linked to a grade level.

Click **Add User** to save.

The image shows two parts of the software interface. On the right is a 'Users' tab menu with options: 'Add user' (highlighted with a red box and an arrow), 'Import Students', 'Import Teachers', 'Import Parents', 'Export Students & Parents', and 'Export Teachers & Advisors'. On the left is the 'Add new user' form. It has a 'User type' dropdown set to 'Student'. Under 'Account Details', there are fields for 'First Name*' (Henry), 'Last Name*' (Epelbaum), and 'E-mail address*' (henry@eduvo.com). There is also a 'Language*' dropdown set to 'English'. Under 'Student Details', there is a 'Student ID' field (PY31204) and an 'IB Group or PYP Homeroom Class' dropdown set to 'IB PYP Homeroom (Grade 3)'. At the bottom, there is a note: 'An e-mail will be sent to this user with instructions on how to login the first time.' and two buttons: 'Add user' (highlighted with a red box) and 'Cancel'.

Importing Students Via CSV

- 1) Select the **Users** tab to begin. On the right menu, click **Import Students**.
- 2) Download the CSV template. Fill it in, following the template categories. It is essential that the format match the template and no columns (even if left blank) are deleted. Upload the completed file.



Student ID	First Name	Last Name	E-mail	Grade	Programme
219053	Stacy	Howard	stacy@eduvo.com	Pre-K3	IB PYP
120439	Henry	Epelbaum	henry@eduvo.com	3	IB PYP

Student ID: Any combination of letters and numbers unique to each student.

First Name, Last Name, and E-mail are required fields.

We can assist you with creating email accounts for students.

Grade: This should match your Years settings exactly (e.g. Pre-K3 or EC2).

Programme: IB DP, IB MYP, or IB PYP.

Note: After importing users, you will have the option of sending welcome emails with instructions on how to log in for the first time.

Importing Teachers via CSV Template

Select the **Users** tab and click **Import Teachers**. Download the CSV template and fill it in, following the template categories. As with students, it is essential that the format matches the template and no columns are deleted. Upload the completed file.

First Name	Last Name	E-mail
Richard	Chandler	richard@eduvo.com
Risa	Aoki	risa@eduvo.com
James	Hendrick	james@eduvo.com



Importing Parents via CSV Template

Select the **Users** tab and click **Import Parents**. Download the CSV template and fill it in, following the template categories. If there is only one parent, leave all Parent 2 columns blank. Upload the completed file.

The system can support up to five parents for each student. Parents will have read-only access to their children's assignment deadlines, coursework, grades and reports.



Student E-mail	Parent 1 First Name	Parent 2 Last Name	Parent 1 E-mail	Parent 2 First Name	Parent 2 Last Name	Parent 2 E-mail
henry@eduvo.com	Adrienne	Epelbaum	a_e@eduvo.com	Thomas	Epelbaum	t_e@eduvo.com

Changing Permission Levels: Admin, Teachers & Advisors, Group Advisors

Navigate to the **Users** tab to view all users. Once staff are in the system under **Teachers & Advisors**, Admin users may change user privileges by clicking on the link next to the user name.

Admins	Teachers & Advisors	Students	Parents
Name	Last Login		
Aoki, Risa	promote to admin or make group advisor	August 22, 2012	
Bauer, John	promote to admin or make group advisor	November 15, 2010	
Feynman, Steven	promote to admin or make group advisor	July 24, 2010	
Hendrick, James	promote to admin or make group advisor	September 9, 2012	
Lane, Cherry	promote to admin or make group advisor	October 4, 2011	
Lewis, Bess	promote to admin or make group advisor	Never	