

# Coordinator: Importing 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, it is imperative to select an IB Group.

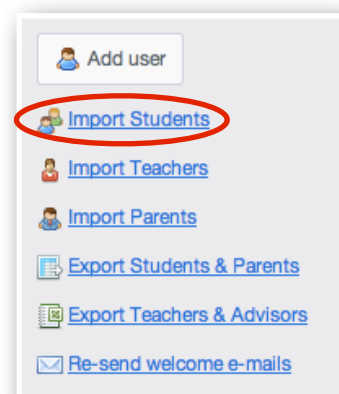
Click **Add User** to save.

The image shows two overlapping screenshots from the ManageBac interface. The background screenshot is the 'Add new user' form, which includes fields for 'User type' (set to 'Student'), 'Account Details' (First Name, Last Name, E-mail address), 'Language' (set to 'English'), and 'Student Details' (Student ID, IB Group or PYP Homeroom Class set to 'IB Diploma Class of 2013 (Grade 12)'). At the bottom are 'Add user' and 'Cancel' buttons. The foreground screenshot shows the 'Users' tab selected in the top navigation bar, with a red arrow pointing to the 'Add user' button in the right-hand menu. Other menu items include 'Import Students', 'Import Teachers', 'Import Parents', and 'Export Students & Parents'.

## 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	IB Group
132435	Chloe	Epelbaum	chloe@eduvo.com	12	IB DP	IB Diploma Class of 2013
534231	<a href="#">Kevin</a>	Lo	kevin@eduvo.com	11	IB DP	IB Diploma Class of 2014

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

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

**Grade:** Necessary for Diploma students.

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

**IB Group:** Appears under the **IB Manager** tab and organizes students by year.

## 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
chloe@eduvo.com	Adrienne	Epelbaum	<a href="mailto:a_e@eduvo.com">a_e@eduvo.com</a>	Thomas	Epelbaum	<a href="mailto:t_e@eduvo.com">t_e@eduvo.com</a>

## Changing Permission Levels:

### Admin, Teachers & Advisors, Group Advisors

Once faculty and administrators 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						<a href="#">promote to admin</a> or <a href="#">make group advisor</a>	August 22, 2012
Bauer, John						<a href="#">promote to admin</a> or <a href="#">make group advisor</a>	November 15, 2010
Feynman, Steven						<a href="#">promote to admin</a> or <a href="#">make group advisor</a>	July 24, 2010
Hendrick, James						<a href="#">promote to admin</a> or <a href="#">make group advisor</a>	September 9, 2012
Lane, Cherry						<a href="#">promote to admin</a> or <a href="#">make group advisor</a>	October 4, 2011
Lewis, Bess						<a href="#">promote to admin</a> or <a href="#">make group advisor</a>	Never