

Coordinator: Importing Users

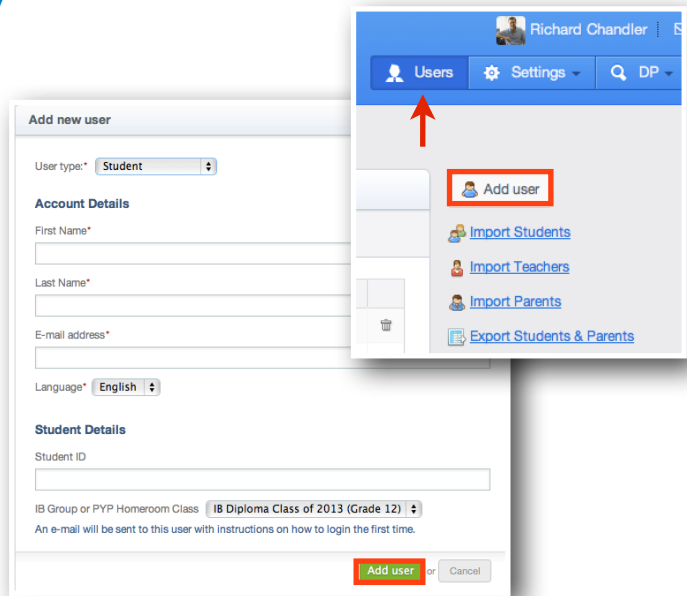
Adding Users Individually

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.

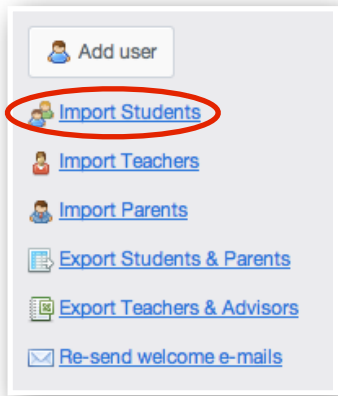
If the user is a student, it is imperative to select an IB Group.

Click **Add User** to save.



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	Kevin	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.

Note: Once any user account is created, a welcome email is automatically sent 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
chloe@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 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						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