

7. Complete and save this spreadsheet with information for your school:

- Delete the sample rows (*rows 2 and 3*)
- Make up a USERNAME for each student-
***When creating usernames, use the student's first initial, last name, and teacher's initials—this will make it easier to find your students within you school** i.e.) Mary Smith in Ms. Cindy Brown's Class: msmithcb*
- Enter FIRSTNAME for each student
- Enter LASTNAME for each student
- Make up a PASSWORD for each student (*passwords may be the same for all students*)
- Enter 0 under RESETPASSWORD for each student (*this restricts students from changing the password you assigned*)
- You may leave EMAIL blank
- Save the spreadsheet on your computer


8. Upload file:

- Click on CHOOSE FILE
- Find the spreadsheet you created and saved to your computer
- Click SAVE INFORMATION (*blue button on bottom left of Bulk User Upload window*)

9. Results:

- Wait... uploads may take a few hours to complete
- If you notice that you are missing any students, this means that the username already exists. You will need to make up a new username for any missing students.
- Create, save, and upload a new spreadsheet for only those students with errors OR student accounts can be done individually through the administrator accounts (*see 'Uploading an Individual Student' set of directions*)

If you have any questions, contact CTN at ctn@desalesmedia.org

or call 718-499-9705 

Learn360 Tech Support: 866-279-4090
Support Hours: 8:00 a.m. – 6:00 p.m. EST

