



# HOW TO GUIDE:

## Importing Teachers and Students in Exploros

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## Introduction

If you are new to Exploros and have not yet created teachers, students, and classes for instruction at your school, this document will provide a step-by-step description of how to use the import functionality.

There are three main steps to the process, which must be done in order:

- 1. Import teachers.**
- 2. Import students.**
- 3. Create instructional Classes.**

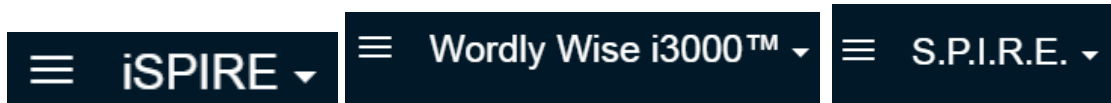
NOTE: In a new installation, the grouping of students into instructional classes (for each teacher) may not be known. Thus, a more complete process flow might best be described as:

- 1. Import teachers.**
- 2. Import students into holding classes (that is, for each teacher, create a single “All my Students” class that contains all of his/her students).**
- 3. iSPIRE/S.P.I.R.E. STAR only: Conduct placement testing to determine instructional classes.**
- 4. Create classes for each teacher’s instructional Classes.**
- 5. Move students into their respective instructional Classes.**

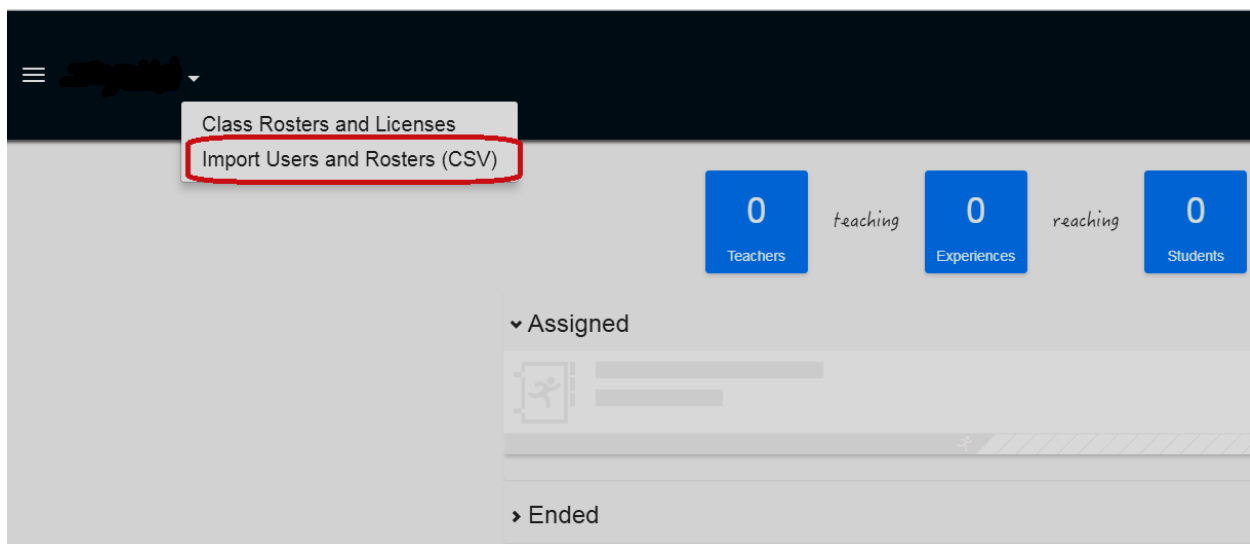
## STEP 1: Importing Teachers

### Import Users and Rosters (CSV)

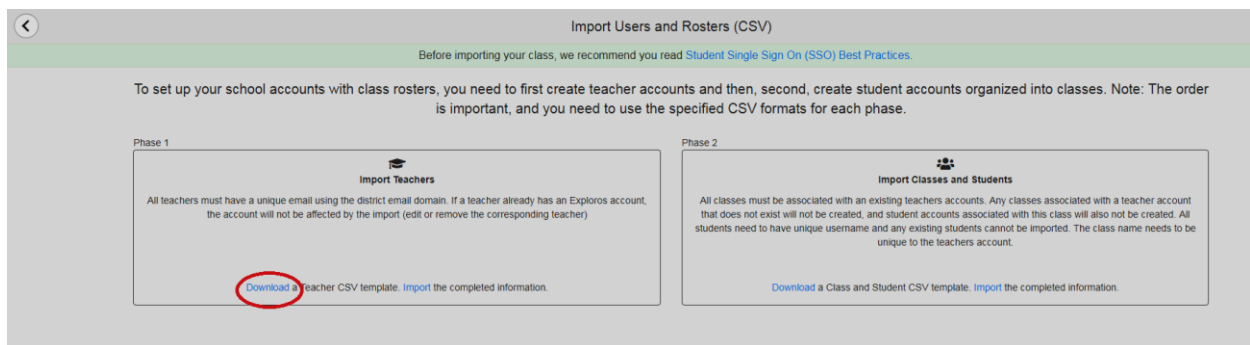
School Administrators can create teachers' accounts on behalf of teachers at the school by first going to the "Classes" area, clicking on the three horizontal bars in the top left corner, and then selecting the appropriate product: iSPIRE, Wordly Wise i3000, or S.P.I.R.E. STAR (views shown below). The little "carrot" triangle to the right brings up the view shown in Step 1 below.



1. Click "Import Users and Rosters (CSV)."



2. Download the Teacher CSV template by clicking "Download."



3. Fill in teacher information in the downloaded CSV file and save changes.

NOTE: If you are importing a large number of teachers, as a best practice you can use passwords that contain words and serial numbers that are easily generated by Excel (e.g., Teacher1, Teacher2).

NOTE: Please use the school-based email address for each teacher as his or her user name.

	A	B	C	D	E	F
1	givenName	familyName	email	password		
2	Teacher1	Import	<a href="mailto:TeacherImport1@schoolspecialty.com">TeacherImport1@schoolspecialty.com</a>	password		
3	Teacher2	Import	<a href="mailto:TeacherImport2@schoolspecialty.com">TeacherImport2@schoolspecialty.com</a>	password		
4	Teacher3	Import	<a href="mailto:TeacherImport3@schoolspecialty.com">TeacherImport3@schoolspecialty.com</a>	password		
5	Teacher4	Import	<a href="mailto:TeacherImport4@schoolspecialty.com">TeacherImport4@schoolspecialty.com</a>	password		
6	Teacher5	Import	<a href="mailto:TeacherImport5@schoolspecialty.com">TeacherImport5@schoolspecialty.com</a>	password		
7	Teacher6	Import	<a href="mailto:TeacherImport6@schoolspecialty.com">TeacherImport6@schoolspecialty.com</a>	password		
8	Teacher7	Import	<a href="mailto:TeacherImport7@schoolspecialty.com">TeacherImport7@schoolspecialty.com</a>	password		
9	Teacher8	Import	<a href="mailto:TeacherImport8@schoolspecialty.com">TeacherImport8@schoolspecialty.com</a>	password		
10	Teacher9	Import	<a href="mailto:TeacherImport9@schoolspecialty.com">TeacherImport9@schoolspecialty.com</a>	password		
11	Teacher10	Import	<a href="mailto:TeacherImport10@schoolspecialty.com">TeacherImport10@schoolspecialty.com</a>	password		
12	Teacher11	Import	<a href="mailto:TeacherImport11@schoolspecialty.com">TeacherImport11@schoolspecialty.com</a>	password		
13	Teacher12	Import	<a href="mailto:TeacherImport12@schoolspecialty.com">TeacherImport12@schoolspecialty.com</a>	password		
14						
15						
16						

4. Click “Import.”

Import Users and Rosters (CSV)

Before importing your class, we recommend you read [Student Single Sign On \(SSO\) Best Practices](#).

To set up your school accounts with class rosters, you need to first create teacher accounts and then, second, create student accounts organized into classes. Note: The order is important, and you need to use the specified CSV formats for each phase.

Phase 1

**Import Teachers**

All teachers must have a unique email using the district email domain. If a teacher already has an Exploros account, the account will not be affected by the import (edit or remove the corresponding teacher)

Download a Teacher CSV template. Import the completed information.

Phase 2

**Import Classes and Students**

All classes must be associated with an existing teachers accounts. Any classes associated with a teacher account that does not exist will not be created, and student accounts associated with this class will also not be created. All students need to have unique username and any existing students cannot be imported. The class name needs to be unique to the teachers account.

Download a Class and Student CSV template. [Import](#) the completed information.

- Select the CSV file.
- Verify any conflicts in the Verification/Error Handling step.

Import Users and Rosters (CSV)

You have conflicts in your import data. You must resolve all conflicts before you can import.

**Import Teachers**

<p>First name Last name Email Password</p> <p><a href="#">Edit</a> <a href="#">Remove</a></p>	<p>Teacher1 Import TeacherImport1@schoolspecialty.com exploros</p>	<p>Please use the school e-mail domain</p>
<p>First name Last name Email Password</p> <p><a href="#">Edit</a> <a href="#">Remove</a></p>	<p>Teacher2 Import Teacher2@schoolspecialty.com 123</p>	<p>Password must include at least 6 characters</p>
<p>First name Last name Email Password</p> <p><a href="#">Edit</a> <a href="#">Remove</a></p>	<p>Teacher3 Import Teacher3@schoolspecialty.com exploros</p>	

[Back](#) [Next](#)

- Click "Next."

Import Users and Rosters (CSV)

Review the teachers to import. Click Next when ready.

**Import Teachers**

<p>First name Last name Email Password</p> <p><a href="#">Edit</a></p>	<p>Teacher Import Teacher1@schoolspecialty.com exploros</p>
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- Review the list to make sure everything is correct; then click "Import."

Import Users and Rosters (CSV)

Review the teachers. Click Import when ready.

First name	Last name	Email	Password
Teacher	Import	Teacher@schoolspecialty.com	exploros

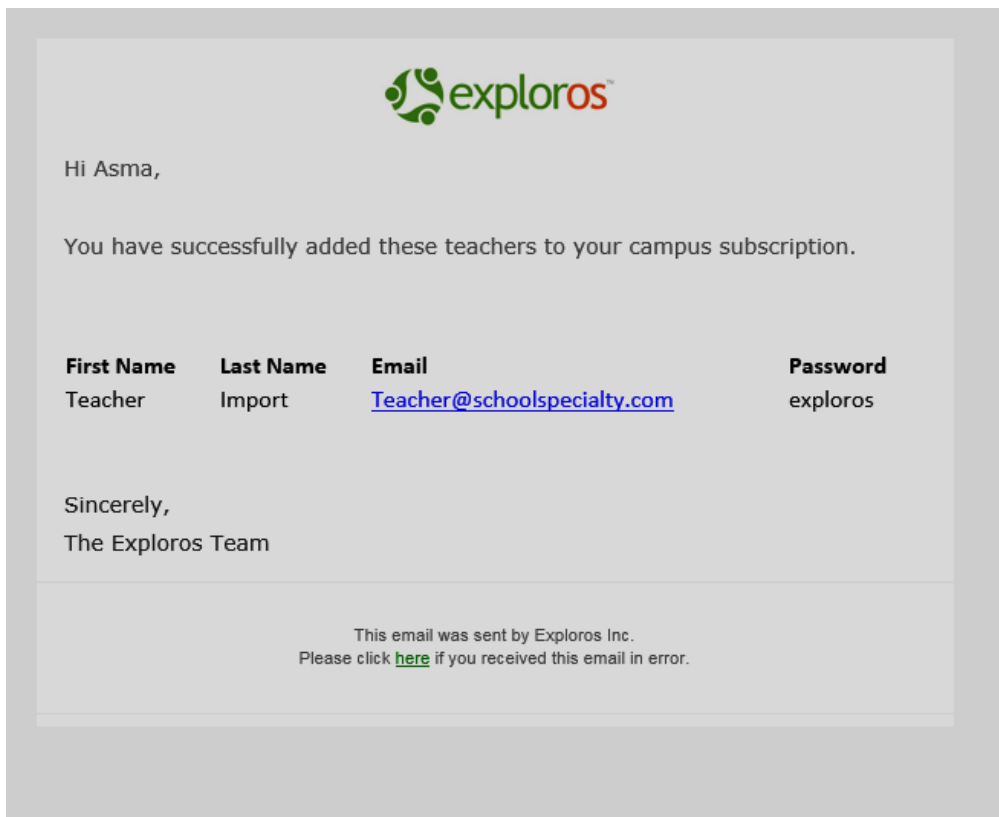
[Back](#) [Import](#)

9. Click “Email to me” to receive a list of all imported teacher(s) information so you will have a record of all user names and passwords created.



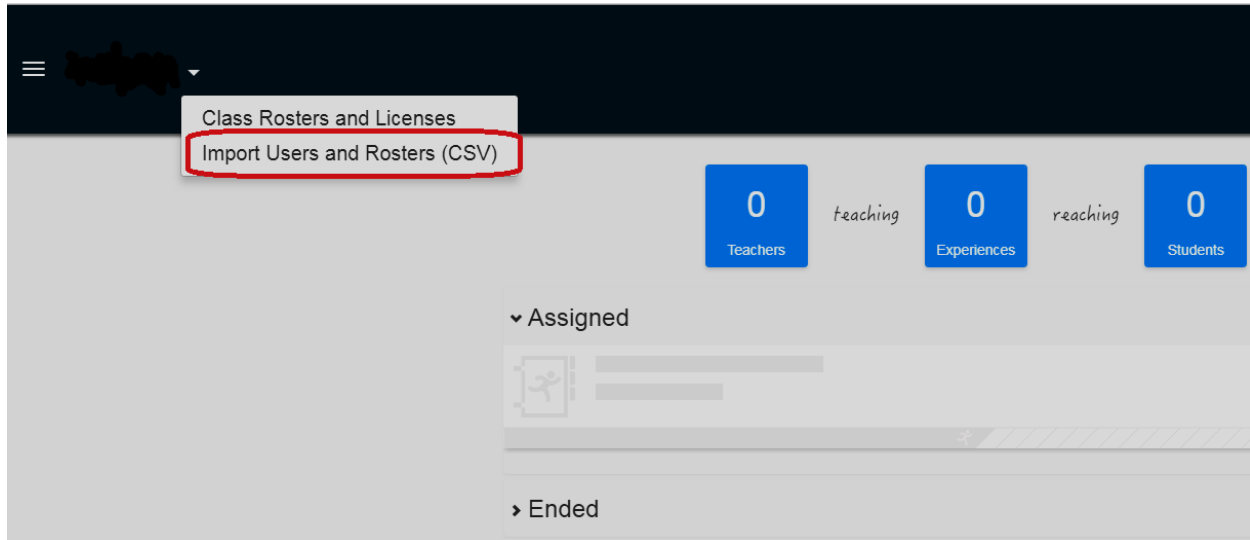
**NOTE: It is very important to click “Email to me” to receive the login credentials for the teachers you just imported.**

10. An email with a list of teachers’ information will be sent to you. Do not share these user names and passwords with teachers yet if you also plan to do the student import (Step 2). After the student import is complete, send the log in information to teachers, with instructions NOT to add students since they will have already been imported. Teachers can reset their passwords at any time.

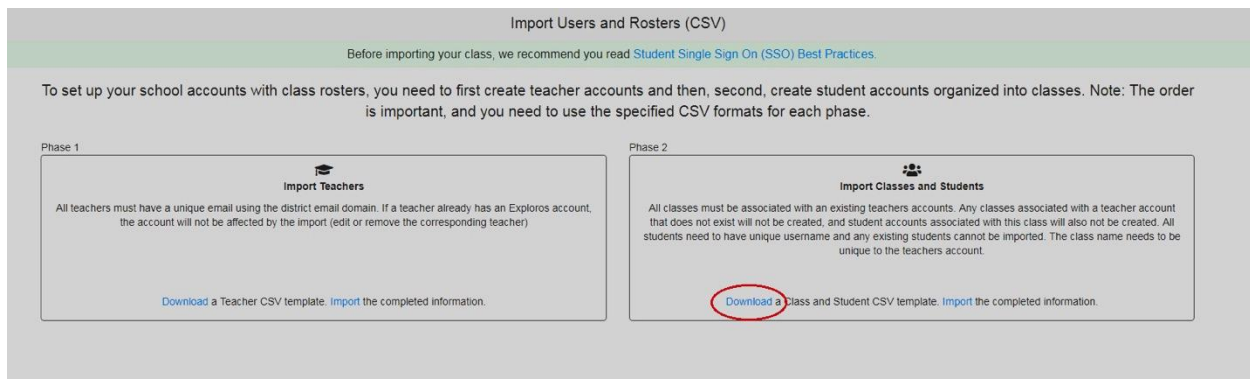


## STEP 2: Import Students into Classes

1. Click "Import Users and Rosters (CSV)."



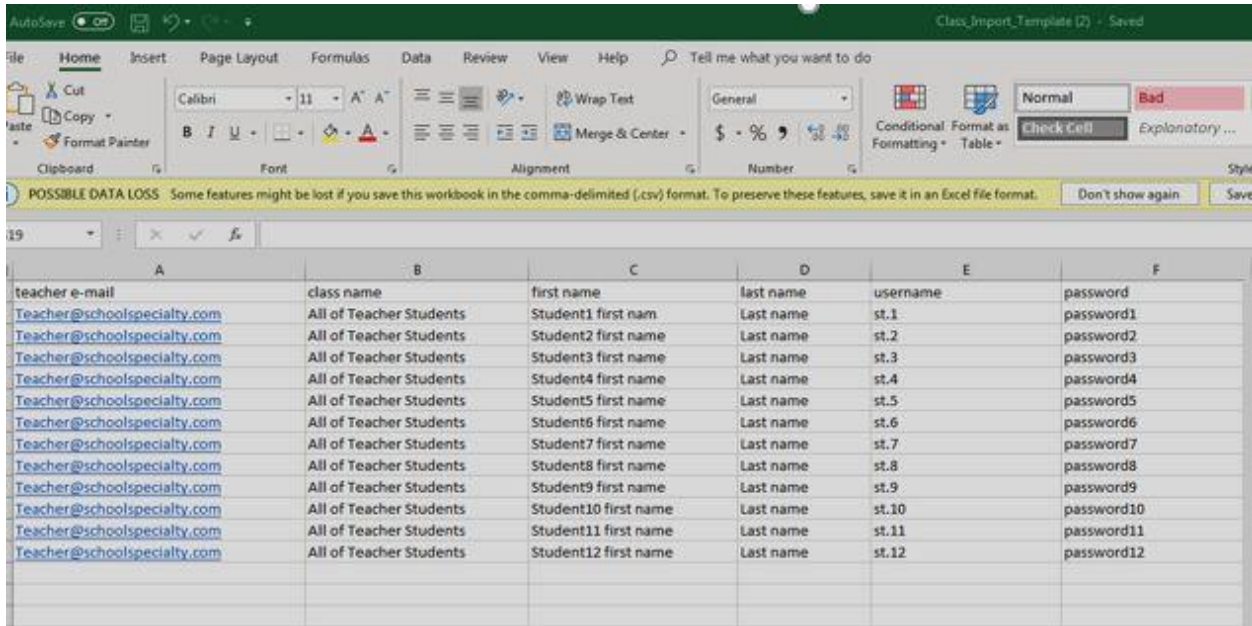
2. Download the Class and Student CSV template by clicking "Download."



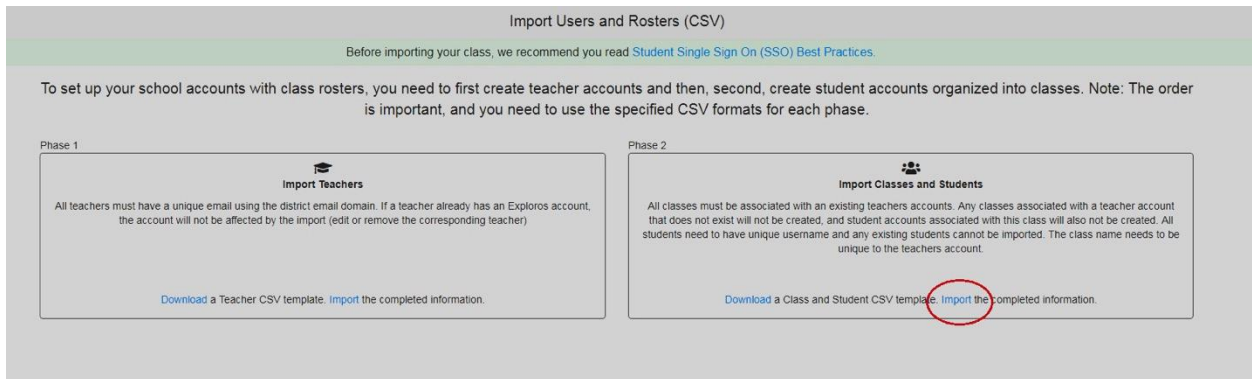
3. Complete the CSV template. Fill in imported teachers' email, class names, and students' information in the downloaded CSV file and save changes.

Note: The maximum class size is 50 students per class, though smaller classes are recommended for optimal experience using the program. If you do not know instructional groupings in advance for each teacher, you will need to create groups of 50 or fewer students with generic class names for the teacher (e.g., Smith Group 1) into which you can divide and place all their students. Teachers can later create their instructional classes using their "All Your Other Students" list.

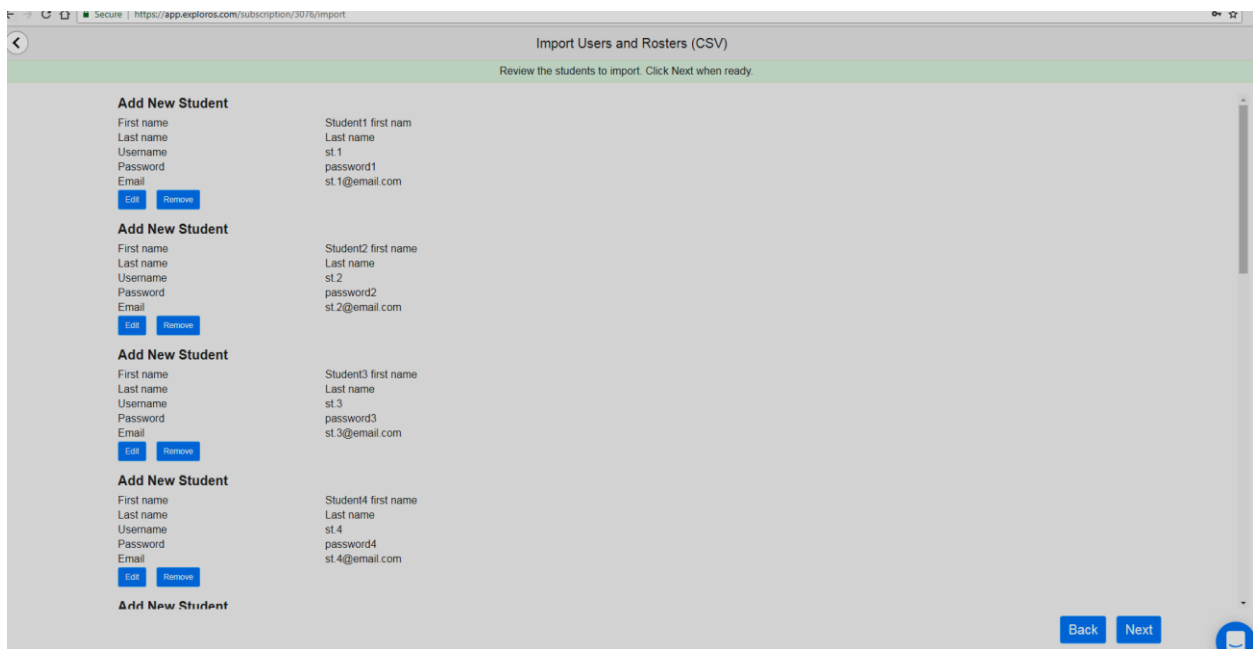
In the screenshot below, the CSV file was filled for one teacher for simplicity.



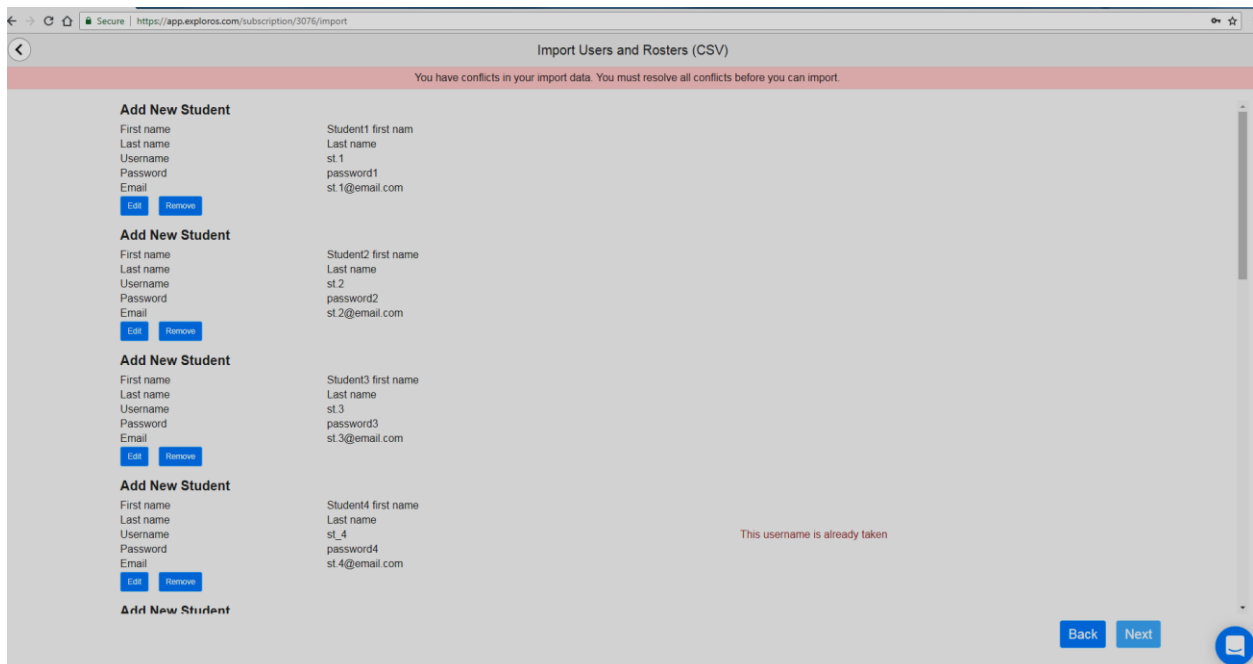
4. Click “Import” and select the CSV file.



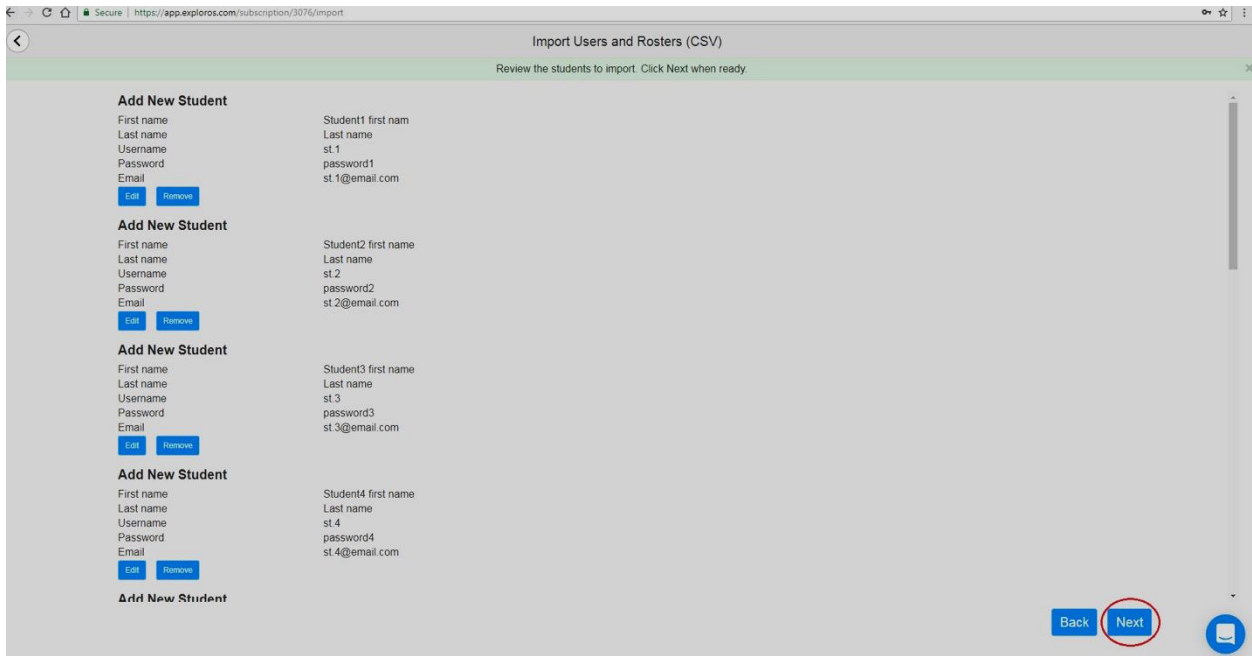
5. The importing screen will open to verify the imported data.



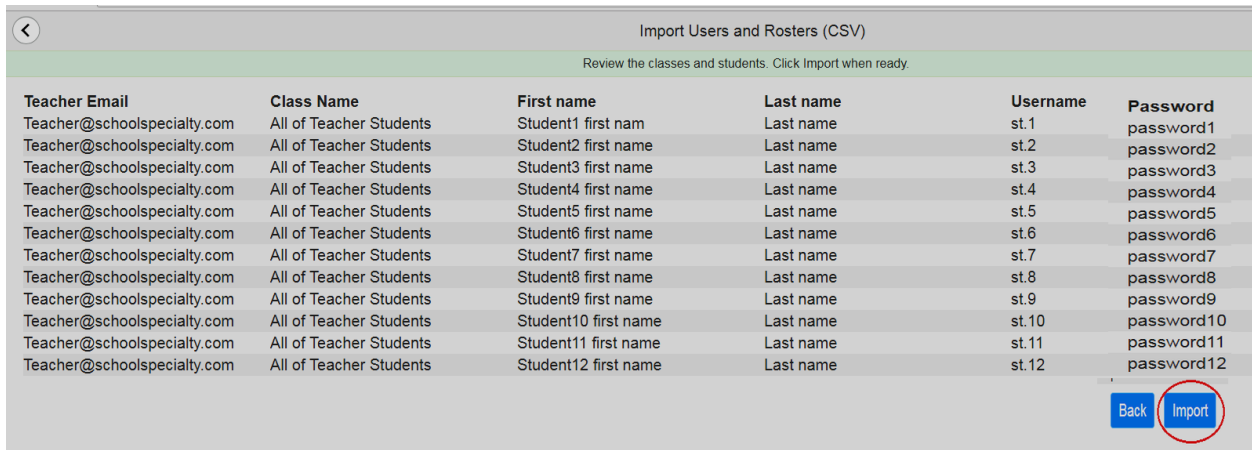
6. If there are any conflicts or errors, the screen will look like below. You will need to resolve any conflicts in the Verification/Error Handling step before proceeding.



7. Click "Next."



8. Review the list to make sure everything is correct; then click "Import."



- Click "Email to me" to receive a list of all imported student information so you will have a record of all user names and passwords created.

Import Users and Rosters (CSV)

Success! The following accounts were added. Save the passwords for your records; they cannot be shown again.

Teacher Email	Class Name	First name	Last name	Username	Password
Teacher@schoolspecialty.com	All of Teacher Students	Student1 first nam	Last name	st.1	password1
Teacher@schoolspecialty.com	All of Teacher Students	Student2 first name	Last name	st.2	password2
Teacher@schoolspecialty.com	All of Teacher Students	Student3 first name	Last name	st.3	password3
Teacher@schoolspecialty.com	All of Teacher Students	Student4 first name	Last name	st.4	password4
Teacher@schoolspecialty.com	All of Teacher Students	Student5 first name	Last name	st.5	password5
Teacher@schoolspecialty.com	All of Teacher Students	Student6 first name	Last name	st.6	password6
Teacher@schoolspecialty.com	All of Teacher Students	Student7 first name	Last name	st.7	password7
Teacher@schoolspecialty.com	All of Teacher Students	Student8 first name	Last name	st.8	password8
Teacher@schoolspecialty.com	All of Teacher Students	Student9 first name	Last name	st.9	password9
Teacher@schoolspecialty.com	All of Teacher Students	Student10 first name	Last name	st.10	password10
Teacher@schoolspecialty.com	All of Teacher Students	Student11 first name	Last name	st.11	password11
Teacher@schoolspecialty.com	All of Teacher Students	Student12 first name	Last name	st.12	password12

[Email to me](#)

**NOTE: It is very important to click "Email to me" to receive the login credentials for the students you just imported.**

- An email with a list of student information will be sent to you.

Hi Teacher,

A class has been imported for you. Below is a copy of the information.

First Name	Last Name	Username	Password	Email
Student1 first nam	Last name	st.1	password1	<a href="mailto:st.1@email.com">st.1@email.com</a>
Student2 first name	Last name	st.2	password2	<a href="mailto:st.2@email.com">st.2@email.com</a>
Student3 first name	Last name	st.3	password3	<a href="mailto:st.3@email.com">st.3@email.com</a>
Student4 first name	Last name	st.4	password4	<a href="mailto:st.4@email.com">st.4@email.com</a>
Student5 first name	Last name	st.5	password5	<a href="mailto:st.5@email.com">st.5@email.com</a>
Student6 first name	Last name	st.6	password6	<a href="mailto:st.6@email.com">st.6@email.com</a>
Student7 first name	Last name	st.7	password7	<a href="mailto:st.7@email.com">st.7@email.com</a>
Student8 first name	Last name	st.8	password8	<a href="mailto:st.8@email.com">st.8@email.com</a>
Student9 first name	Last name	st.9	password9	<a href="mailto:st.9@email.com">st.9@email.com</a>
Student10 first name	Last name	st.10	password10	<a href="mailto:st.10@email.com">st.10@email.com</a>
Student11 first name	Last name	st.11	password11	<a href="mailto:st.11@email.com">st.11@email.com</a>
Student12 first name	Last name	st.12	password12	<a href="mailto:st.12@email.com">st.12@email.com</a>

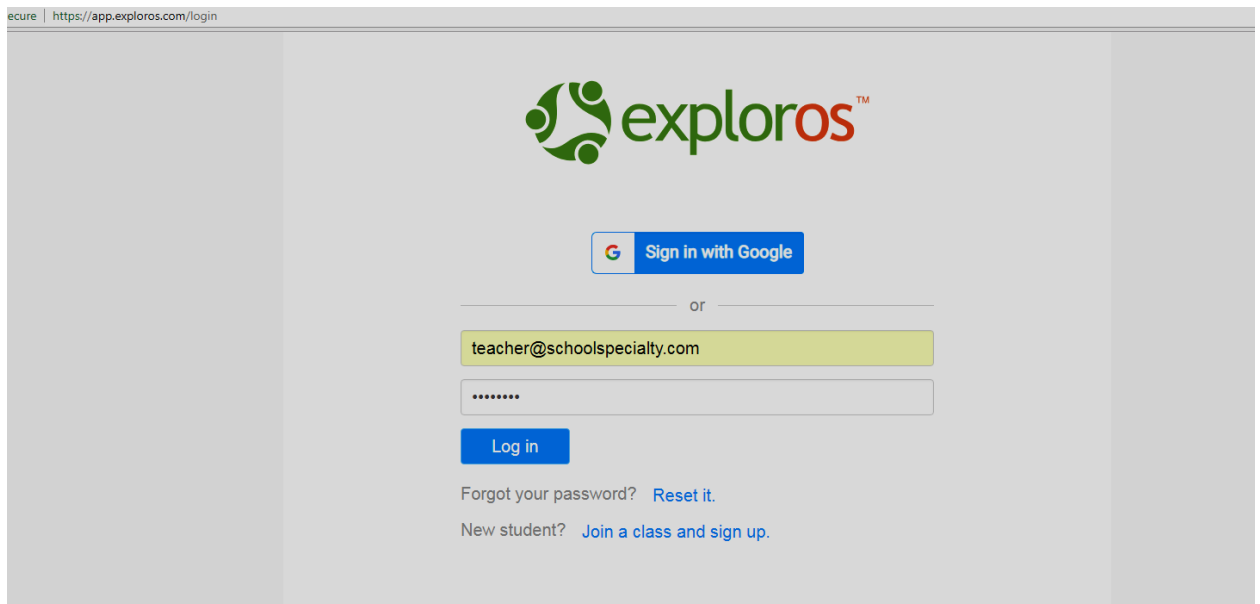
Sincerely,  
The Exploros Team

This email was sent by Exploros Inc.

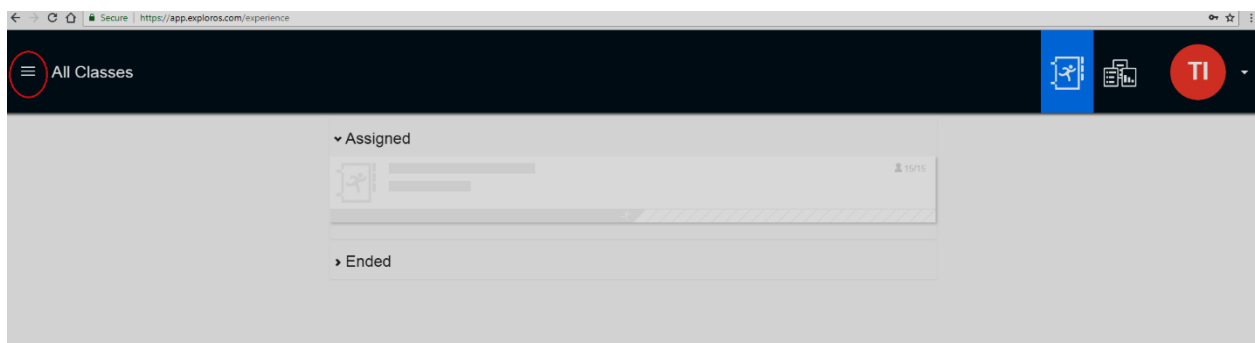
### STEP 3: Teachers Create their Remaining Instructional Classes

Teachers will need to understand how they are set up after the initial import of students. In many cases, all students connected to a teacher will have been placed into one generic class. Now each teacher will need to create his or her instructional classes. Instructional classes will depend on what service you are providing. For iSPIRE and S.P.I.R.E. STAR, these are usually small groups of students who are at the same level as determined by the Placement Test. For Wordly Wise i3000, students are often grouped based on grade level and class.

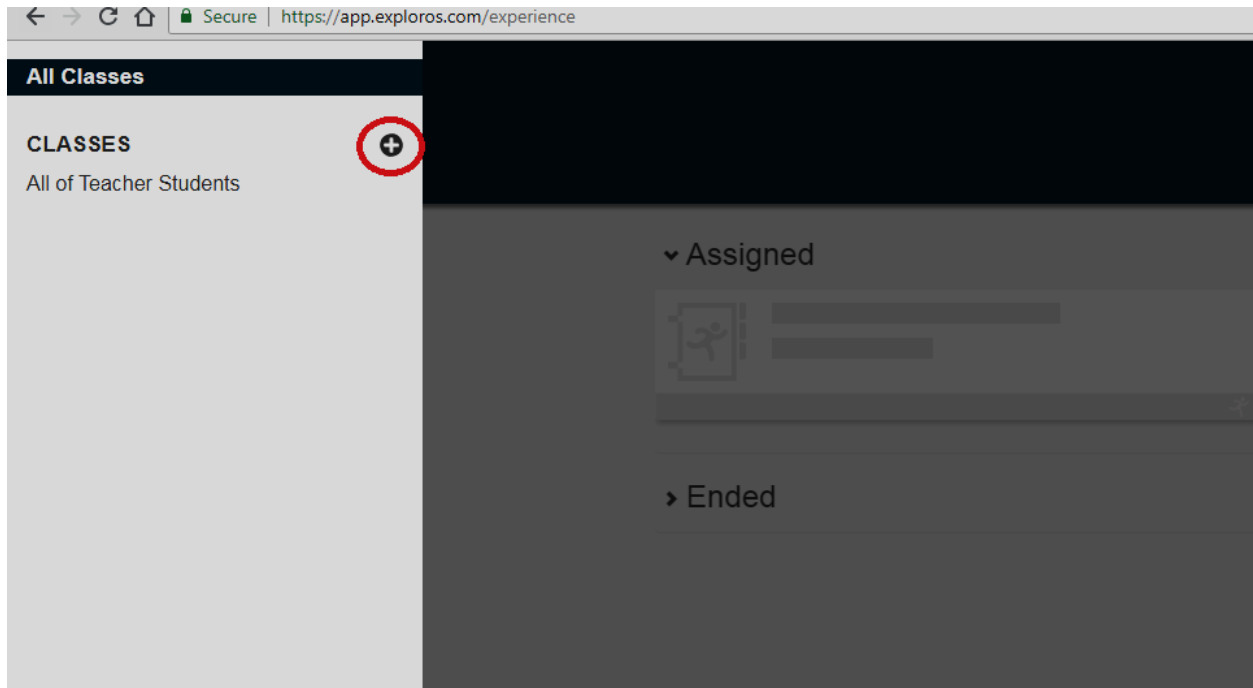
1. Go to <https://app.exploros.com/login>.
2. Login with your teacher credentials.



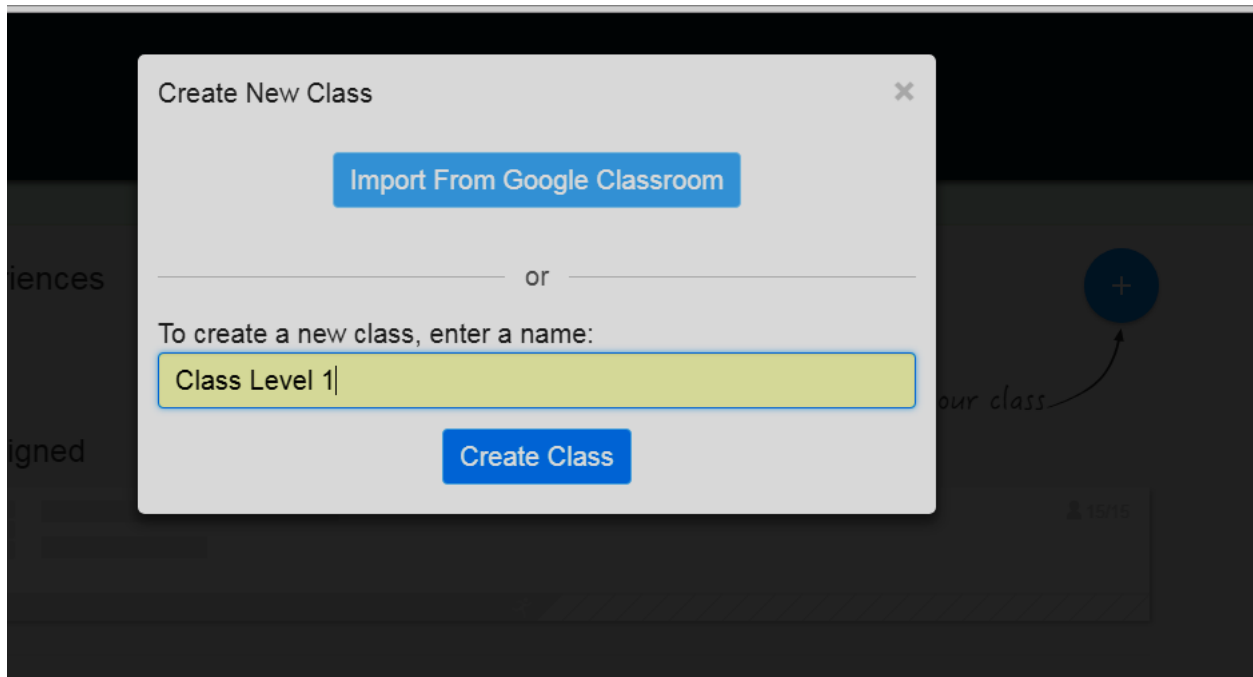
3. From the top left corner, click on the three horizontal bars beside "All Classes."



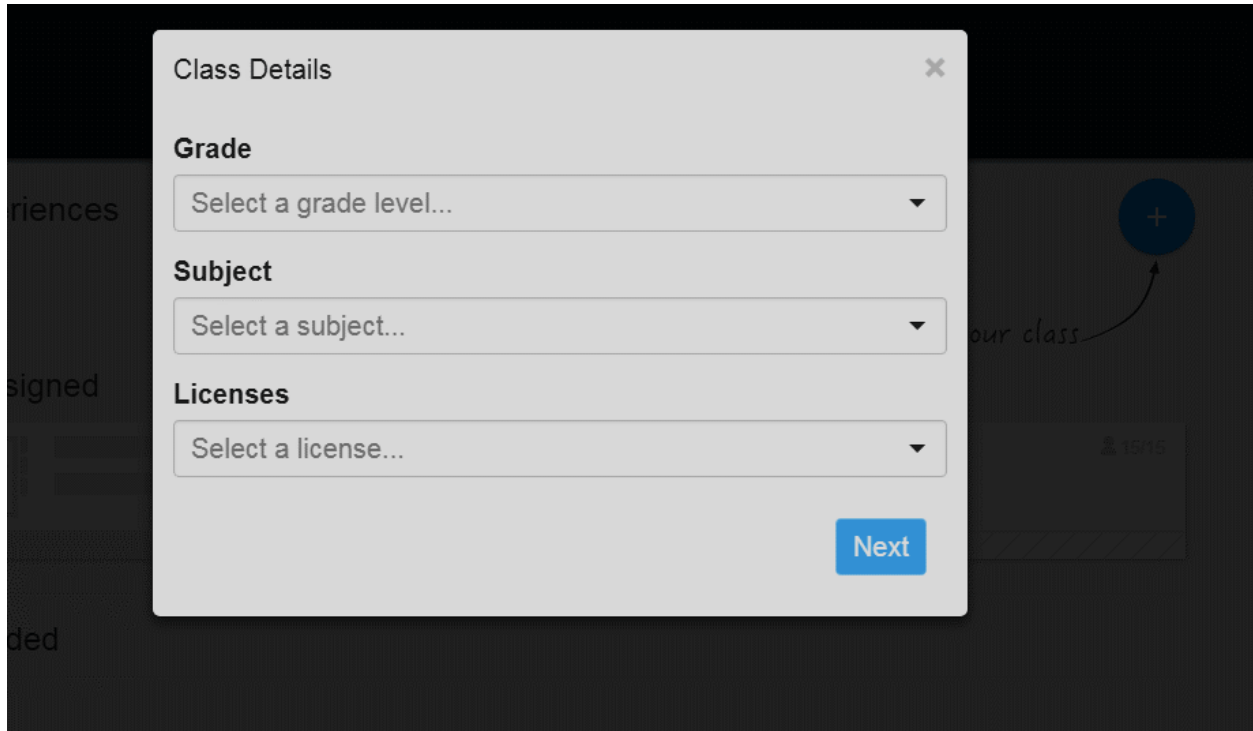
4. Add a class by selecting the + sign.



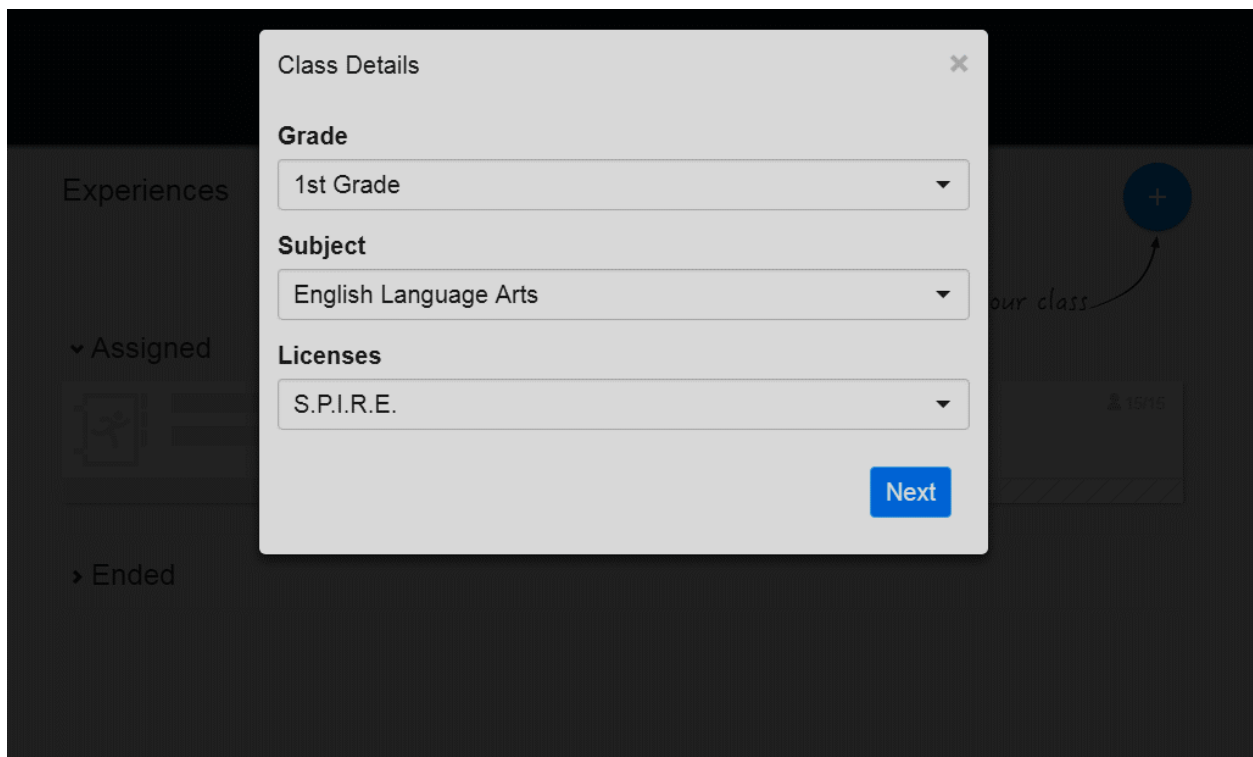
5. Give your first class a name.



6. Fill in the details for your first class.

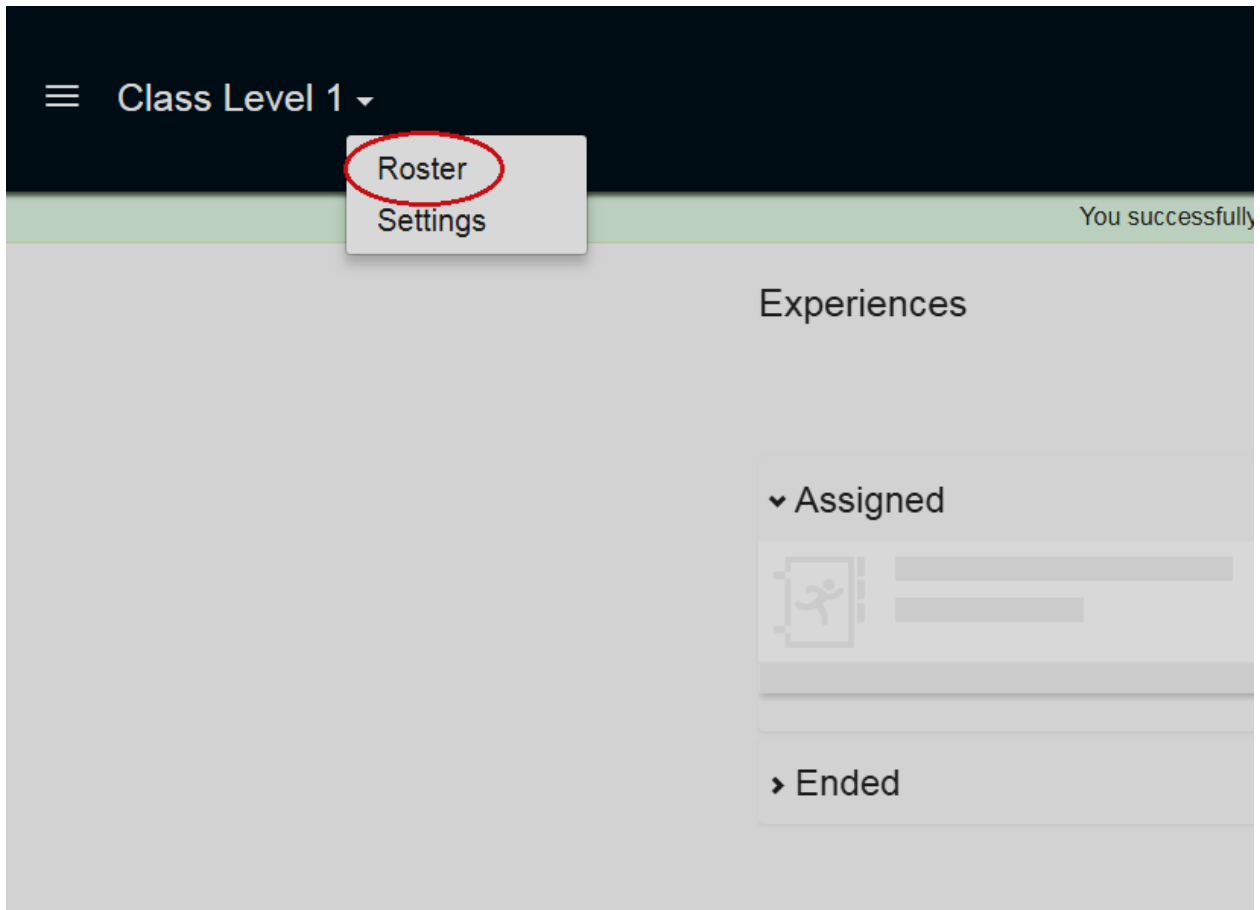


The screenshot shows a 'Class Details' dialog box with three dropdown menus. The first menu is labeled 'Grade' and contains the text 'Select a grade level...'. The second menu is labeled 'Subject' and contains the text 'Select a subject...'. The third menu is labeled 'Licenses' and contains the text 'Select a license...'. A blue 'Next' button is located at the bottom right of the dialog box. The background is dark and shows a blurred interface with a blue plus sign and the text 'our class'.

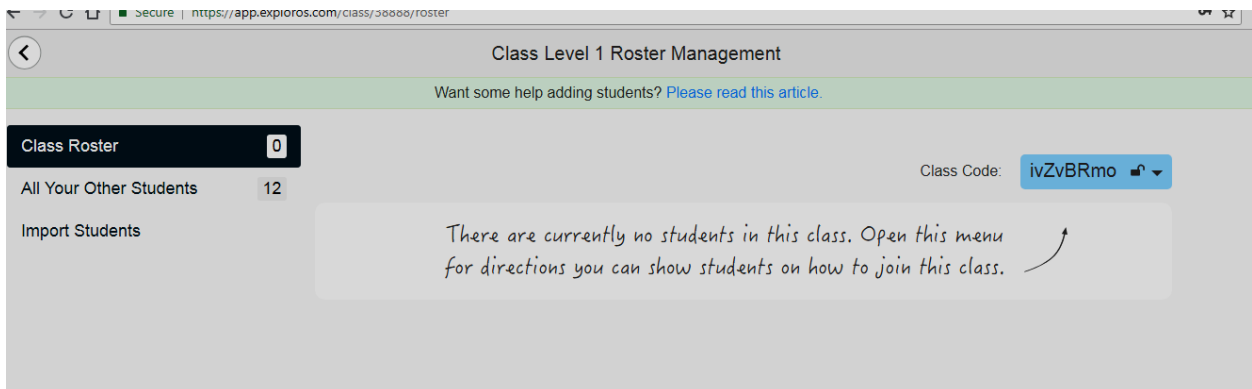


The screenshot shows the same 'Class Details' dialog box, but now the dropdown menus are filled with specific values. The 'Grade' menu shows '1st Grade', the 'Subject' menu shows 'English Language Arts', and the 'Licenses' menu shows 'S.P.I.R.E.'. The blue 'Next' button remains at the bottom right. The background is dark and shows a blurred interface with a blue plus sign and the text 'our class'.

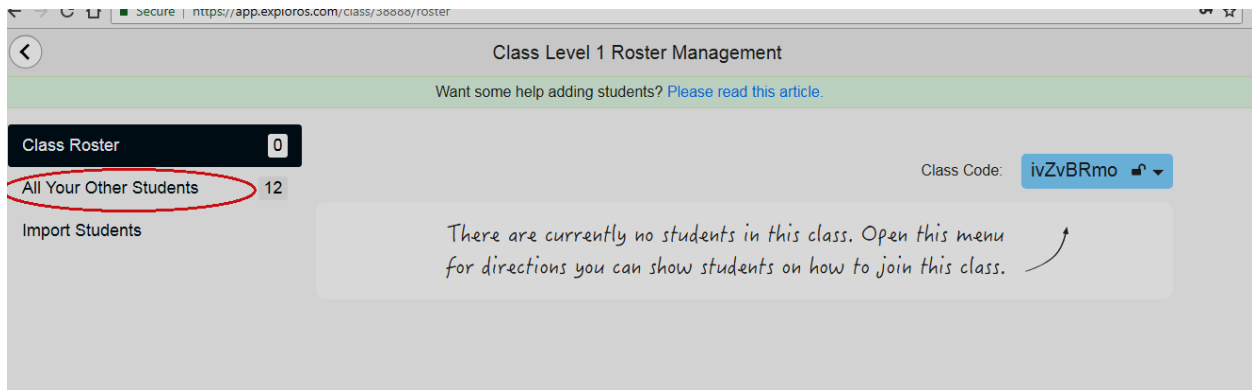
7. To add students to this class, click on the little arrow beside the class name and select "Roster."



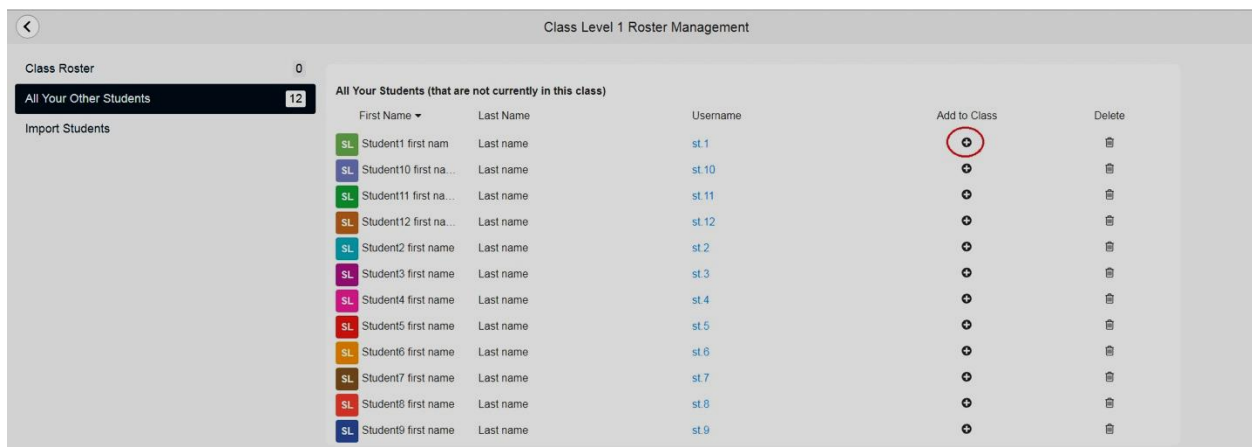
8. The Class Roster screen will open, showing a message that there are currently no students in this class.



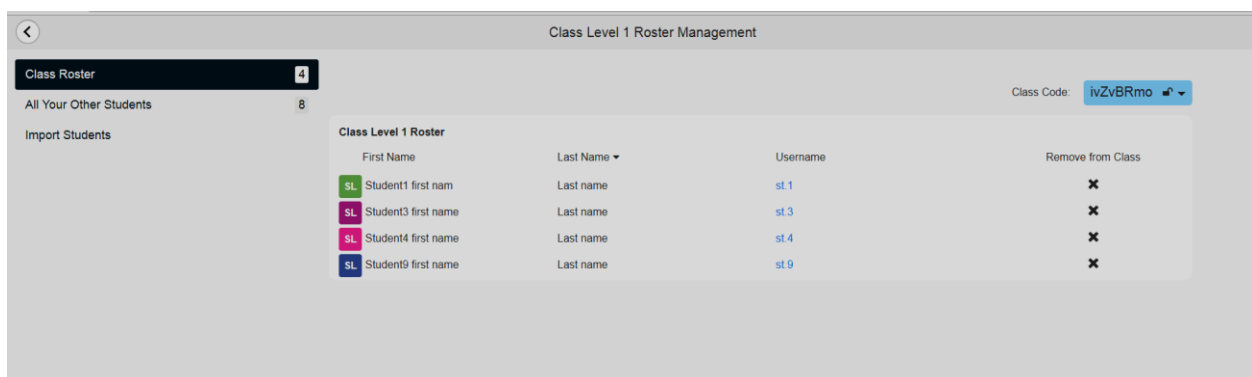
9. To add existing students, click on “All Your Other Students.”



10. A list of all students who were imported in Step 2 will open. Select the + sign beside a student’s name to add that student to the instructional class (based on the instructional groups you previously determined).



11. Click back on “Class Roster” to see the students you added to your class.



12. Repeat Steps 3 to 11 to create an instructional class for each instructional group.