

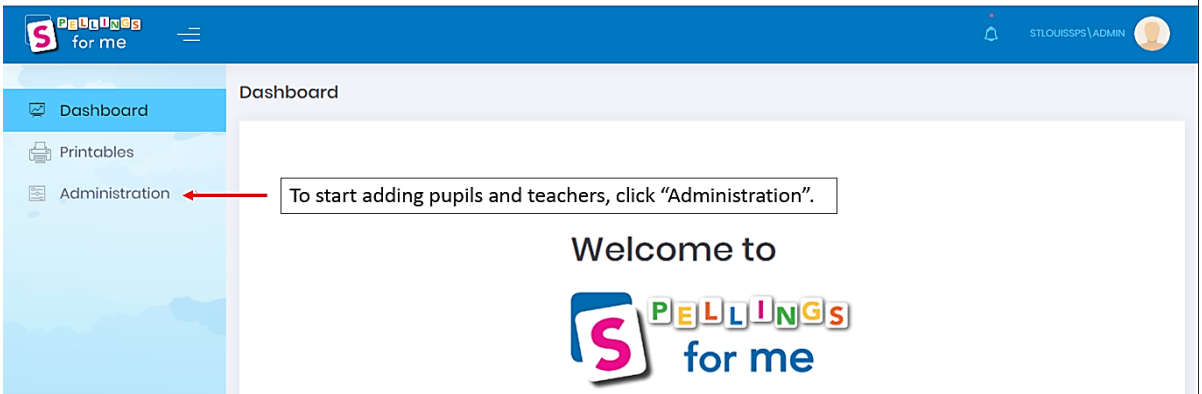
# Importing Users by Bulk (teachers and students)

There are two ways of adding users to your school profile:

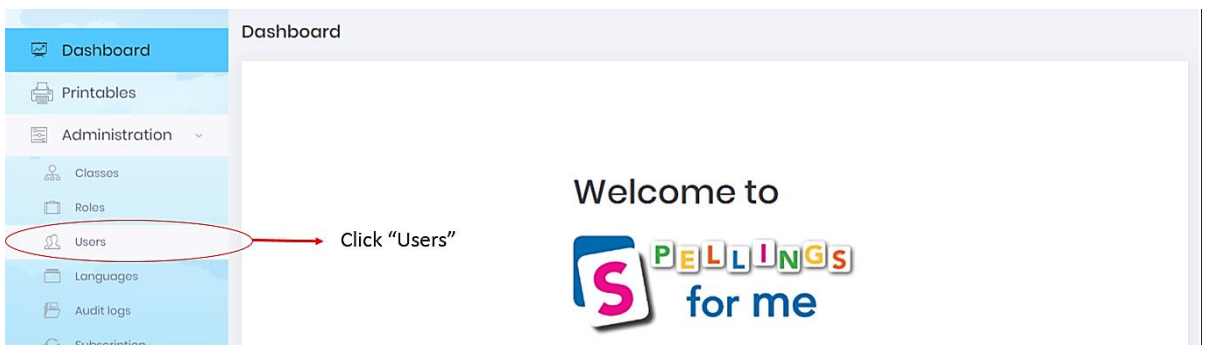
- (i) Bulk import- recommend as this is the quickest, most efficient option (see below).
- (ii) Single user (see pg. 18).

## Bulk Import

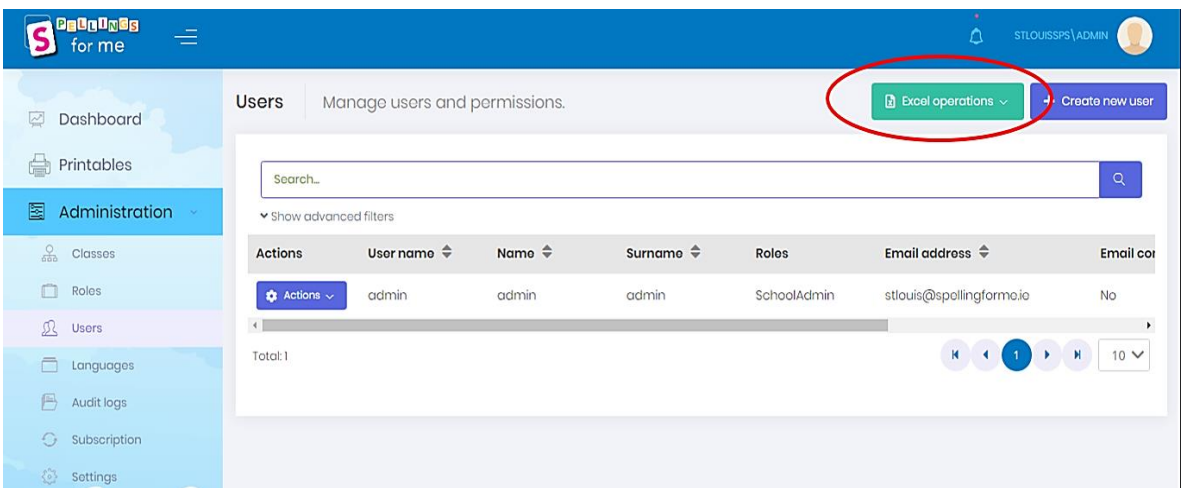
1. To begin adding pupils and teacher by bulk, click 'Administration' on the left menu bar.



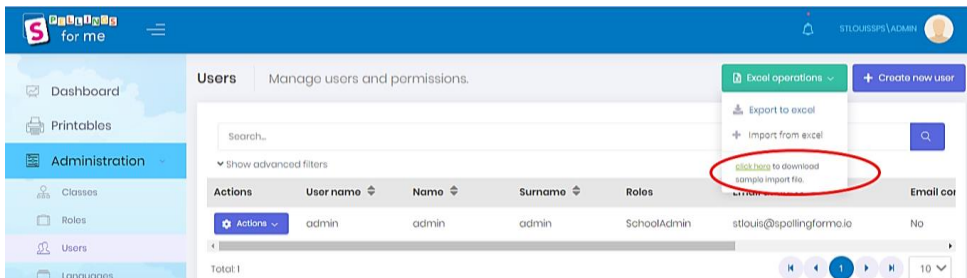
2. Click "Users".



3. Click "Excel Operations"



4. Click “Click here to download sample import file”. Click and open the sample import file when it is downloaded. This is an Excel document.



If you want to import from an Aladdin Excel file, see **“How to change your Aladdin Excel file, to a *Spellings for Me* bulk import Excel file”** now

5. This sample Excel document will download. Delete the sample data and input your own.

## Uploading Students

Edit this file by inputting your own school users' information (students and teachers). You should delete our sample data. You can upload your entire school on one Excel file or you can create multiple files and upload them one by one on a class by class basis.

**You should fill out Cells A, B and C (First Name, Surname and Class Name)**

	A	B	C	D	E	F	G	H
1	First Name*	Surname*	Class Name	Level	Assigned Roles	Email	UserName	Password
2	Douglas	Adams	1st class Mr. Ryan 20/21	8				
3								

### Cell C (Class Name)

Ensure the class name is written exactly the same for the relevant users. If there is an existing folder in your school account with this exact name, users will go into that folder. If there is no folder with this name, the program will create a new folder with this name. When naming the folders it is useful to name them as: Standard +Teacher Name + Academic year

### Cell D (Level)

This is optional. If you would like to skip a student on to a certain level, you can do so here. Leave this blank if you want students to begin at Level 1. Refer to pg. 49 of the teacher manual or sample words from each level.

### Cell E (Assigned Roles)

This can be left blank or you can type student if you wish. However, it is a student by default.

### Cell F (Email)

This should be left blank for students. The program will generate a fake email for them. Students do not need an email address to access the *Spellings for Me* program.

### Cell G & H (UserName & Password)

These cells should be left blank. The program will create usernames and passwords for users. Only fill this in if you want a specific username or password for that user. Usernames/passwords can be edited at any time.

## Uploading Teachers

You should fill out Cells A, B, C, E and F (First Name, Surname, Class Name, Assigned Roles and Email).

	A	B	C	D	E	F	G	H
1	First Name*	Surname*	Class Name	Level	Assigned Roles	Email	UserName	Password
2	Douglas	Adams	1st class Mr. Ryan 20/21	1	Student			
3								
4	Paul	Ryan	1st class Mr. Ryan 20/21		Teacher	<a href="mailto:paul.ryan@acme.com">paul.ryan@acme.com</a>		
5								

### Cell C (Class Name)

Ensure that this is written exactly the same for the relevant users- students and teachers. Folders can be created for support teachers also. e.g. Support Class Ms. Quinn 2020/2021

### Cell D (Level)

Leave this blank for teachers.

### Cell E (Assigned Roles)

You must write teacher here.

### Cell F (Email)

Type each teacher's individual, valid email address. This is how we communicate individual login details. Teachers cannot share email addresses.

### Cell G & H (UserName & Password)

These cells should be left blank. The program will create usernames and passwords for users. Only fill this in if you want a specific username or password for that user. Usernames/passwords can be edited at any time.

Students and teachers can be uploaded on the same Excel file. You can upload your entire school on one Excel file or you can create multiple files and upload them one by one, on a class by class basis.

### **Note:**

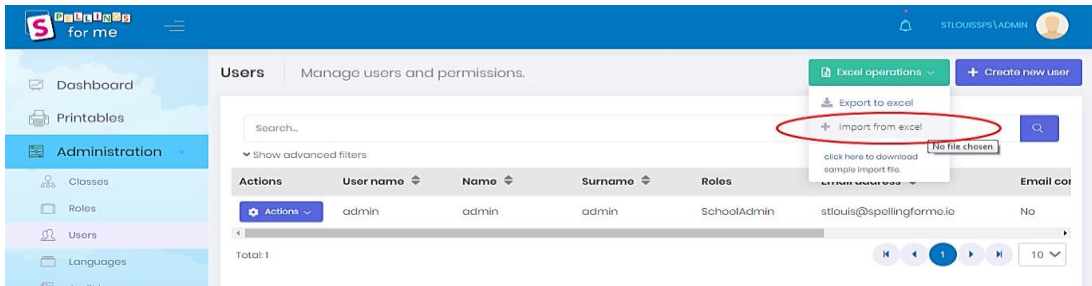
It is very important to NOT include special characters such as fadas or apostrophes when inputting names. The system will not recognise these characters and therefore will not create a valid username for that user. The 'Find & Replace' function in Excel is very useful for this. See pg. 11 for more instruction on this.

O'Brien	✗
OBrien	✓

Sinéad	✗
Sinead	✓

6. Save this file.

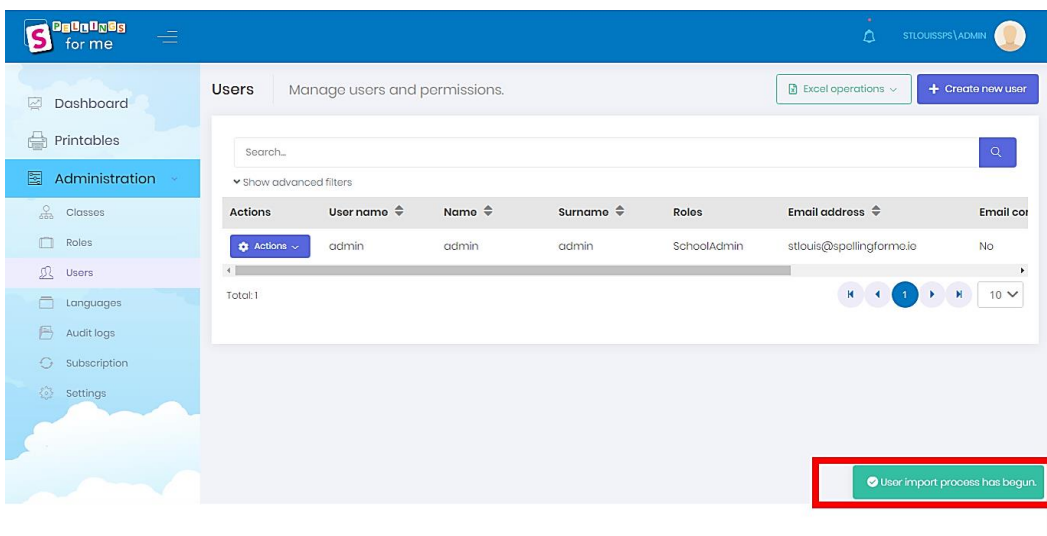
7. Click Excel operations then “Import from Excel”.



8. Select your file and click “open” (alternatively you can double click).

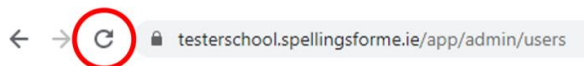
**NB: Do not do this twice as it will result in duplicated users!**

9. A message will appear saying user import process has begun. This is very brief, don't worry if you miss it, your upload is still working! The upload will begin straight away. Exactly how fast the users upload will depend on your internet speed. With normal speeds it should take approximately 1 second per user.

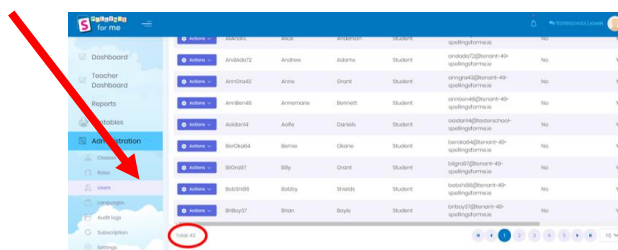


To monitor the upload, you should:

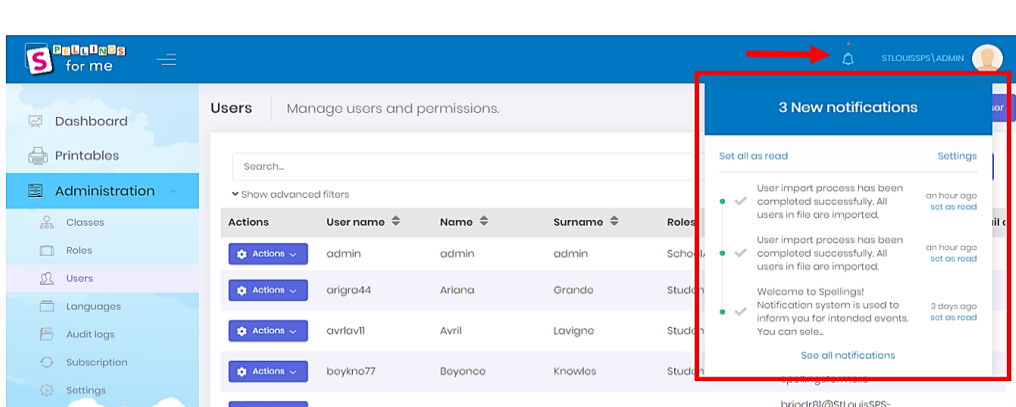
- Refresh the page. The refresh button is located to the left of the address bar.



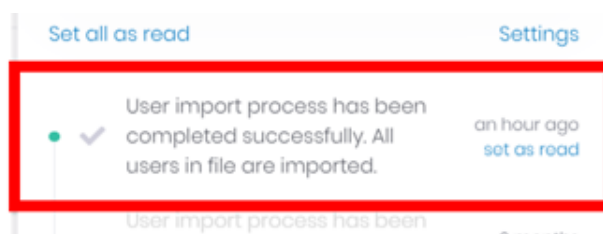
- Keep an eye on the number of users on the bottom left of the 'Users' page



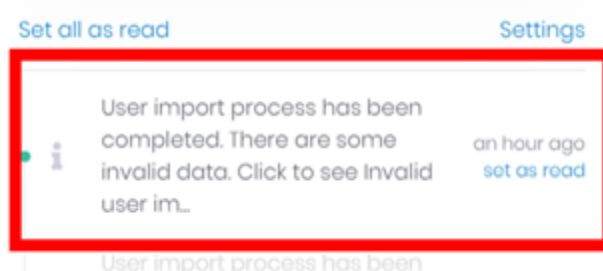
10. Refresh the page and check your notification bell for a message.



If the import has been fully successful, this message will appear:



If the import has been fully successful, this message will appear:



You should:

1. Click this notification and download the Excel file to see which users were not uploaded.
2. Edit this file. You will likely have to delete fadas and apostrophes that were accidentally left in.
3. Save this file and upload it in the same way.

Have a look to see if all your users are uploaded and in their classes.

If you are happy with this, you are finished.

Teachers will have received an email with their login details.

When they log in all the pupils will be in their class folder.

They should watch the video "*Running Spellings for Me in Your Class*".

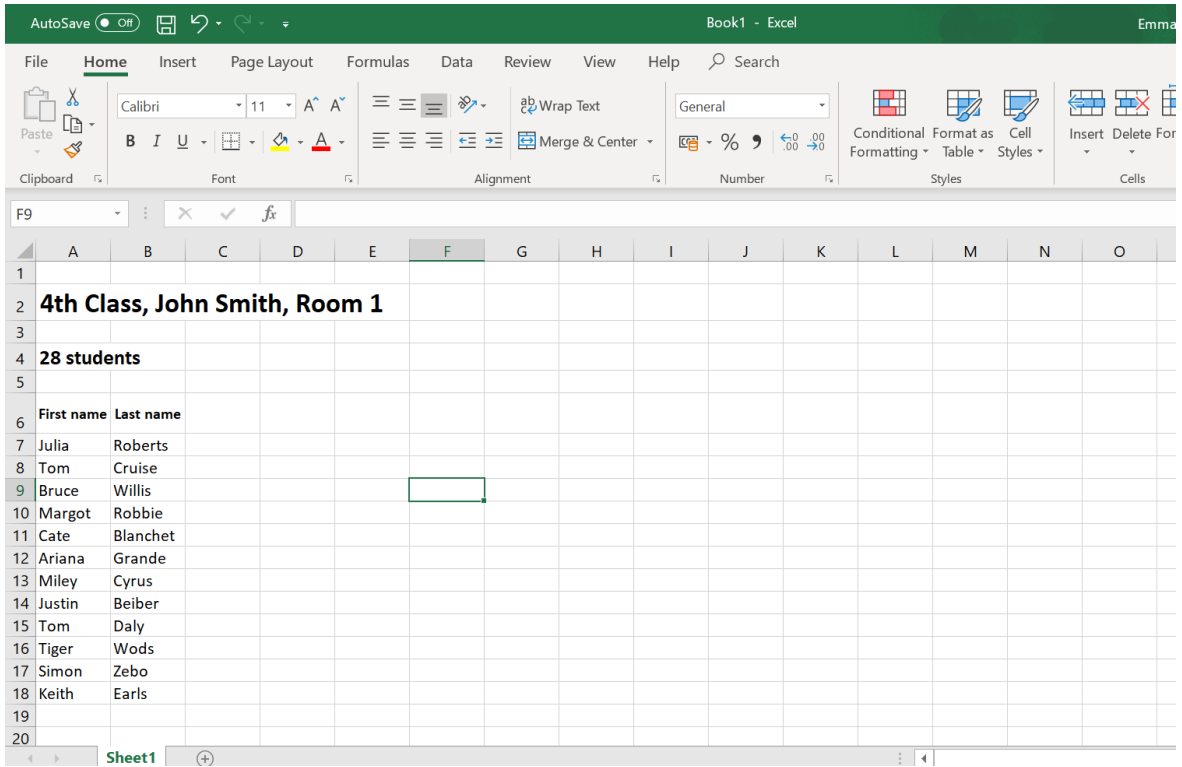
If you want to manually add/remove pupils from class folders, turn to pg. 39-40 of the teacher manual. This is useful for support teachers.

If you are having difficulty, please don't hesitate to contact the support team in *Spellings for Me* at [info@spellingsforme.ie](mailto:info@spellingsforme.ie) We can assist you or bulk upload for you if you like.

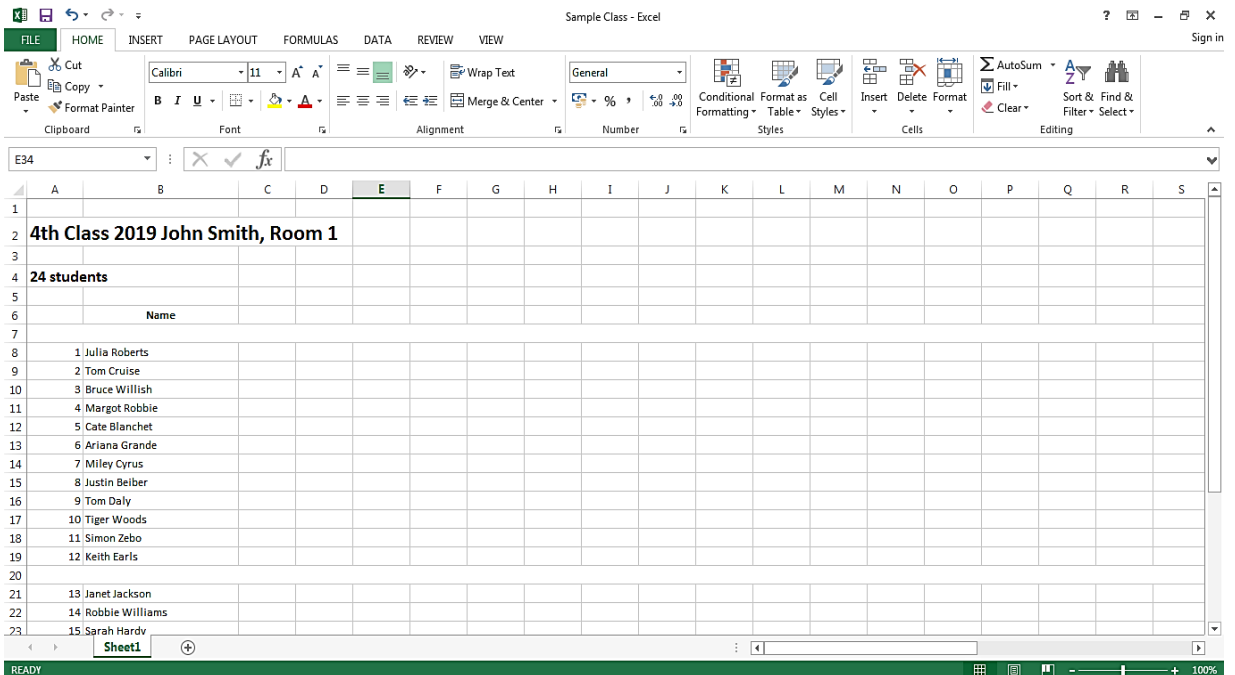
# How to change your Aladdin Excel File, to a Spellings for Me Bulk Import Excel File

The main aim is to get children's first names in separate columns to their surnames.

If your Excel file has them in separate columns, and looks something like this, follow **Method 1**.

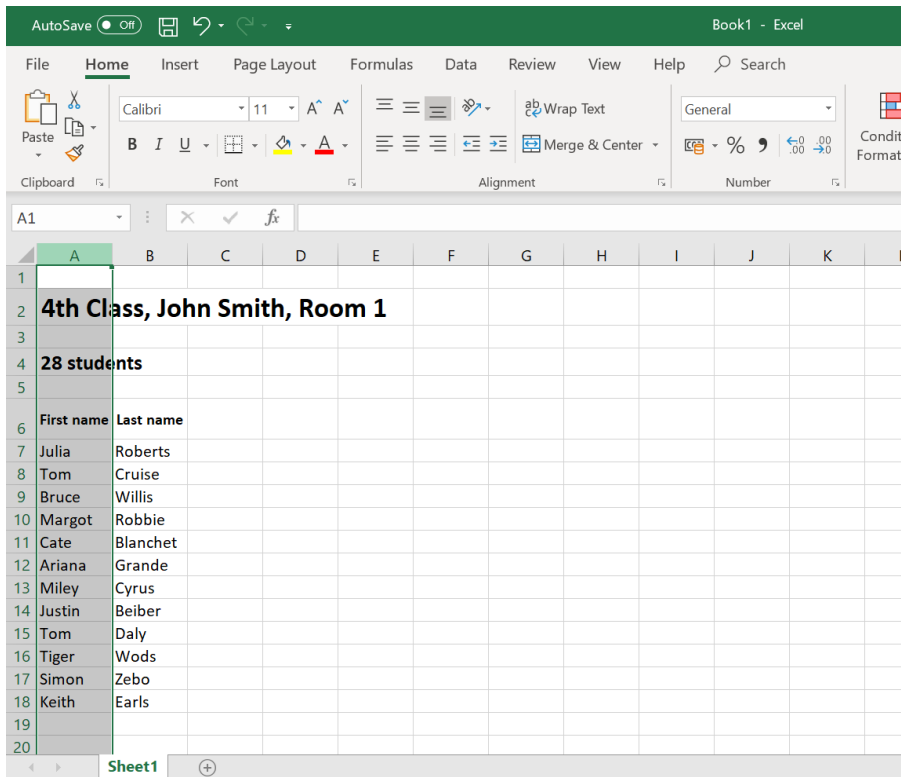


If your Excel file has the first names and surnames in one cell. Follow **Method 2**.

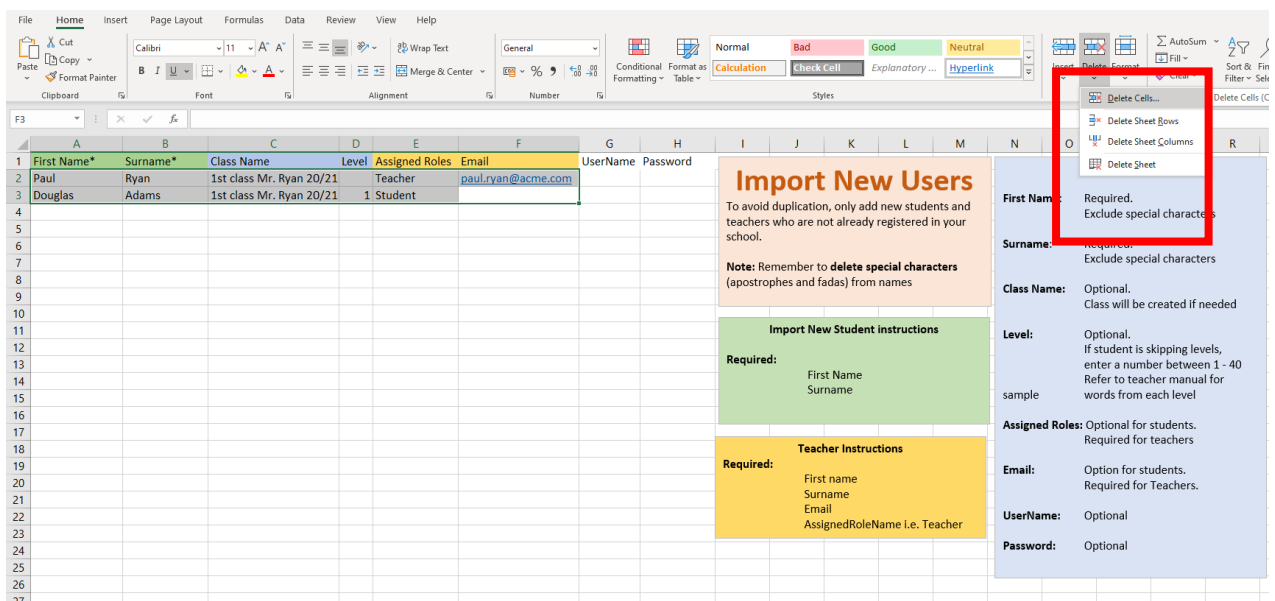


# Method 1

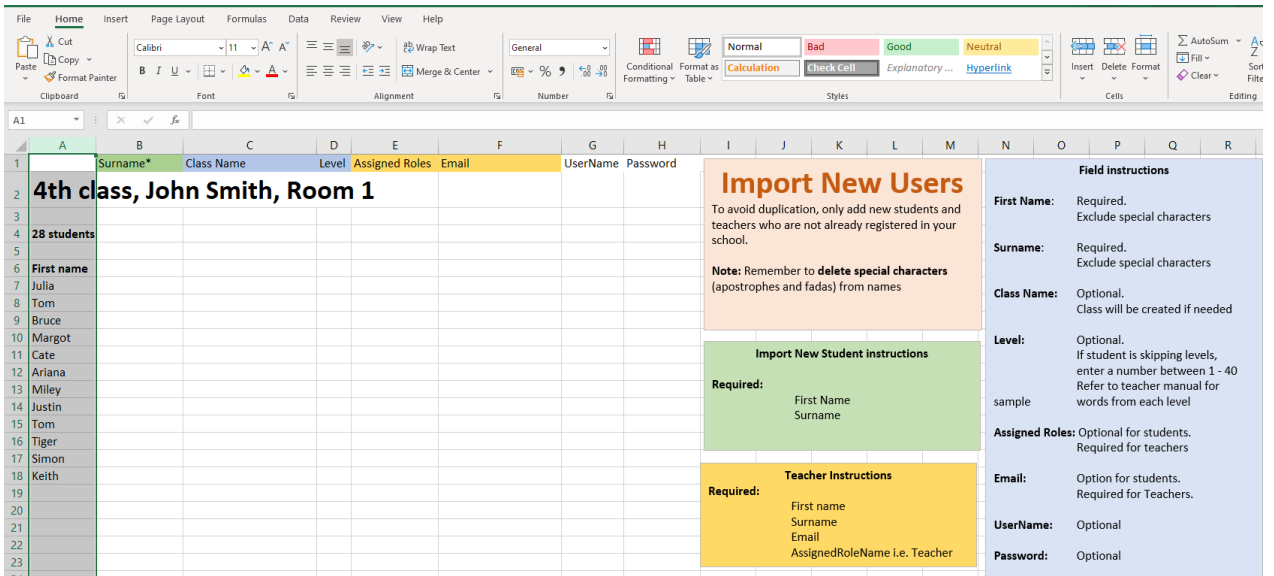
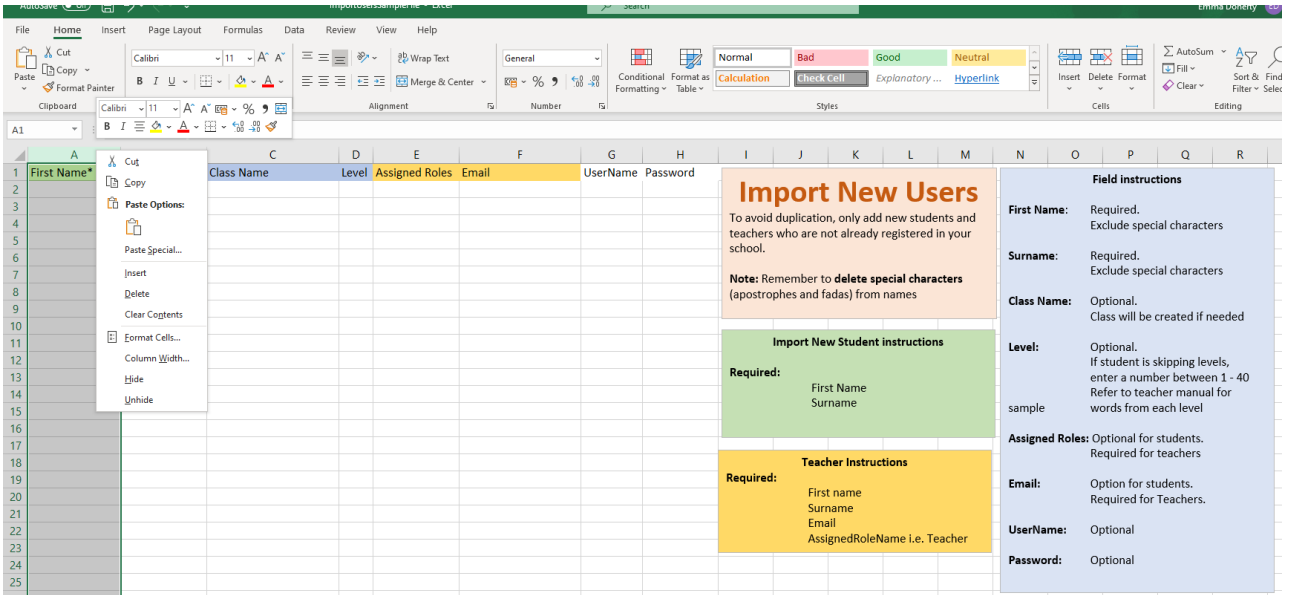
1. Hold the cursor over the cell with their first names and right click and select 'copy'. In this case it is Cell A.



2. Go to the sample Excel file you downloaded from *Spellings for Me*. Delete the sample data. Make sure you leave the headings in Line 1.

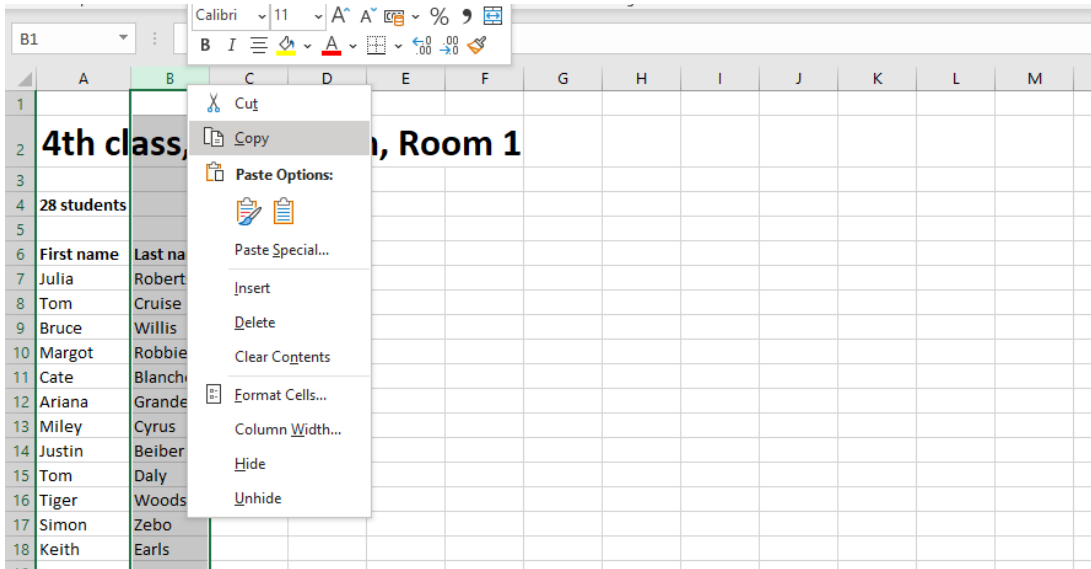


3 On the import file, right click on Cell A, and click paste.

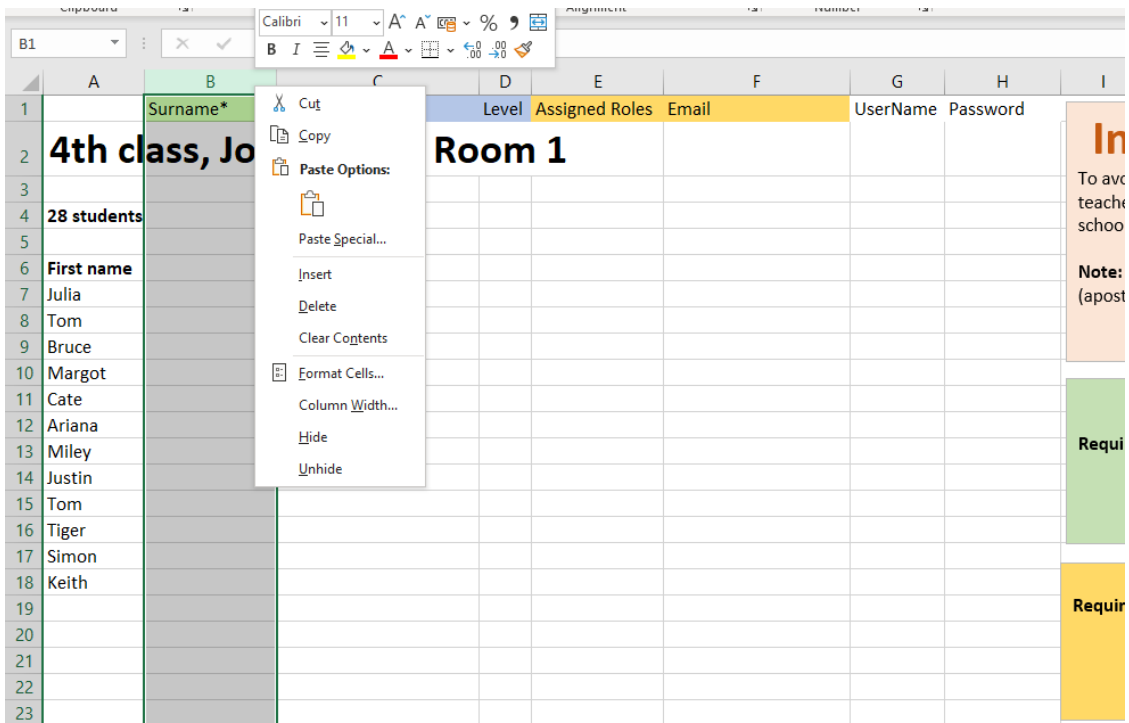




4. Go back to your Aladdin file, hold the cursor over the cell with their surnames and right click and select 'copy'.



5. Go back to your Excel document and do the same for the surnames (Cell B). Copy and paste into the *Spellings for Me* import file.



	A	B	C	D	E	F	G	H	I
1			Class Name	Level	Assigned Roles	Email	UserName	Password	
2	<b>4th class, John Smith, Room 1</b>								<b>Imp</b> To avoid c teachers v school.  <b>Note:</b> Ren (apostrop
3									
4	<b>28 students</b>								
5									
6	<b>First name</b>	<b>Last name</b>							
7	Julia	Roberts							
8	Tom	Cruise							
9	Bruce	Willis							
10	Margot	Robbie							
11	Cate	Blanchet							
12	Ariana	Grande							
13	Miley	Cyrus							
14	Justin	Beiber							
15	Tom	Daly							
16	Tiger	Woods							
17	Simon	Zebo							
18	Keith	Earls							
19									
20									
21									
22									
23									
24									
25									

6. It is now advised to tidy up this Excel file. Delete all blank cells that are not needed.

The screenshot shows the Excel interface with the following content:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1			Class Name	Level	Assigned Roles	Email	UserName	Password										
2	<b>4th class, John Smith, Room 1</b>								<b>Import New Users</b> To avoid duplication, only add new students and teachers who are not already registered in your school.  <b>Note:</b> Remember to delete special characters (apostrophes and fadas) from names	<b>Field instructions</b> <b>First Name:</b> Required. Exclude special characters  <b>Surname:</b> Required. Exclude special characters  <b>Class Name:</b> Optional. Class will be created if needed  <b>Level:</b> Optional. If student is skipping levels, enter a number between 1 - 40 Refer to teacher manual for words from each level  <b>Assigned Roles:</b> Optional for students. Required for teachers  <b>Email:</b> Option for students. Required for Teachers.  <b>UserName:</b> Optional  <b>Password:</b> Optional								
3																		
4	<b>28 students</b>																	
5																		
6	<b>First name</b>	<b>Last name</b>																
7	Julia	Roberts																
8	Tom	Cruise																
9	Bruce	Willis																
10	Margot	Robbie																
11	Cate	Blanchet																
12	Ariana	Grande																
13	Miley	Cyrus																
14	Justin	Beiber																
15	Tom	Daly																
16	Tiger	Woods																
17	Simon	Zebo																
18	Keith	Earls																
19																		
20																		
21																		
22																		
23																		
24																		
25																		

Additional instructions in the spreadsheet:

- Import New Student instructions:** Required: First Name, Surname
- Teacher Instructions:** Required: First name, Surname, Email, AssignedRoleName i.e. Teacher

7. Fadas and apostrophes are examples of special characters. Special characters that are not compatible with Microsoft Excel. You should use the “Find and Replace” option.

Find á replace with a

Find é replace with e

Find í replace with i

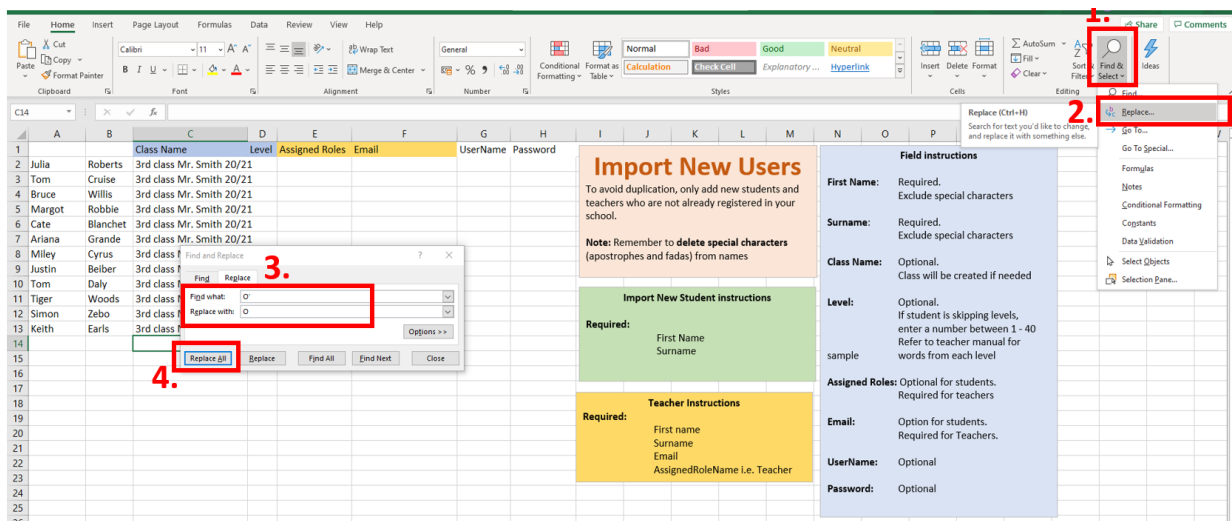
Find ó replace with o

Find ú replace with u

Find o’ replace with o

(to get fadas, hold AltGR and the vowel)

Other examples ü, ž, ł, á, š, ó, etc. Simply replace them in the same fashion

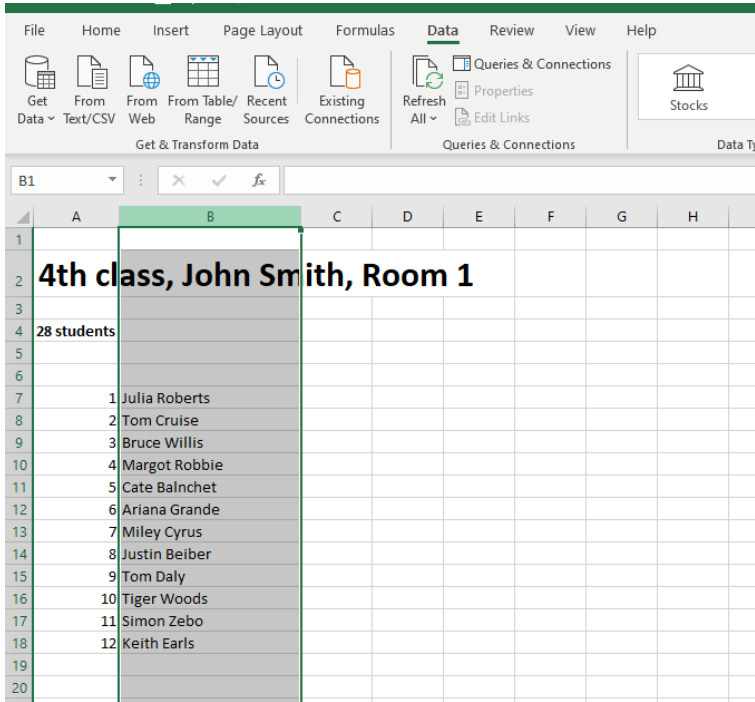


8. The file is now compatible with *Spellings for Me*. The programme will generate everything else for you if you leave them blank (usernames, fake email addresses and random passwords etc.). If you want a specific username/password/email address etc., you should enter it now in the Excel sheet. Blank “Assigned role names” are automatically deemed as students. It is recommended to import teachers separately with an Excel document **using real emails** and changing the ‘assigned role name’ to ‘teacher’. You could also give them all the same password and they could change it later, but it is not required.

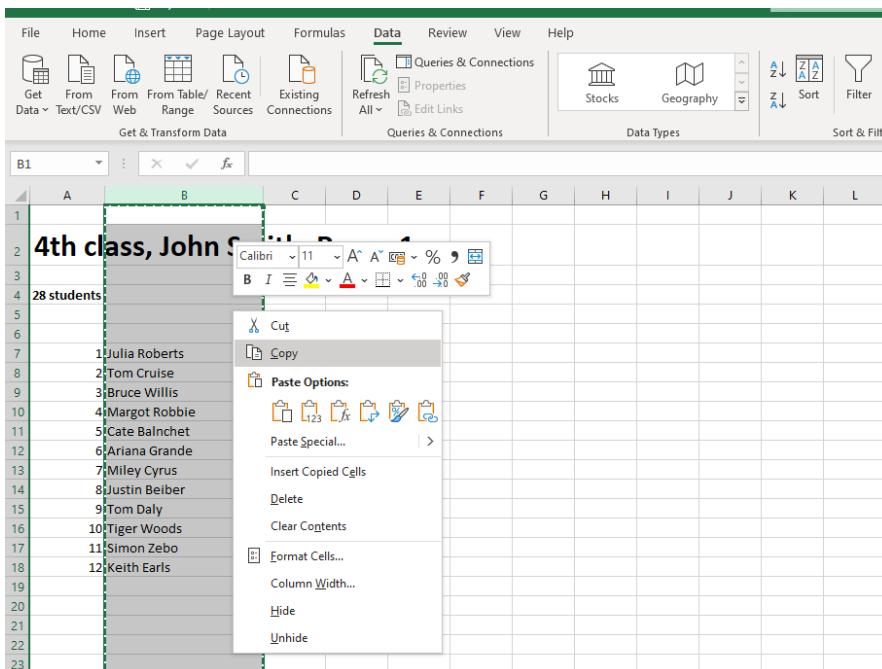
9. Go back to **Importing Users** Step 6.

# Method 2

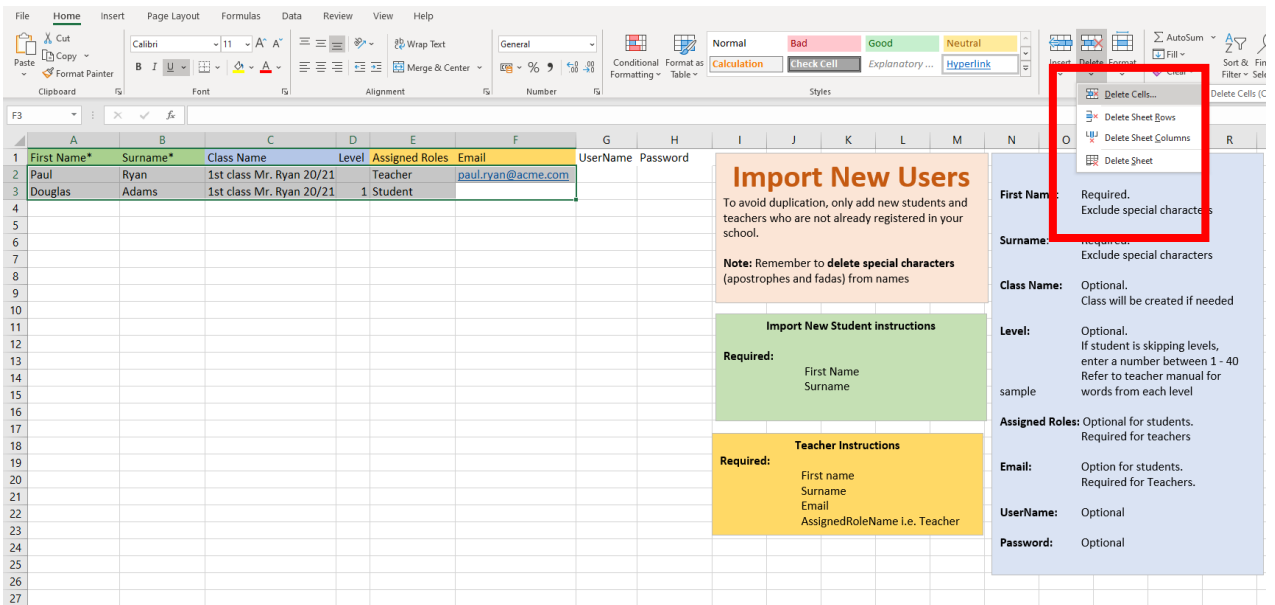
1. Hold the arrow over the cell with the first names and surnames. In this case, it is Cell B. All Cell B will be highlighted.



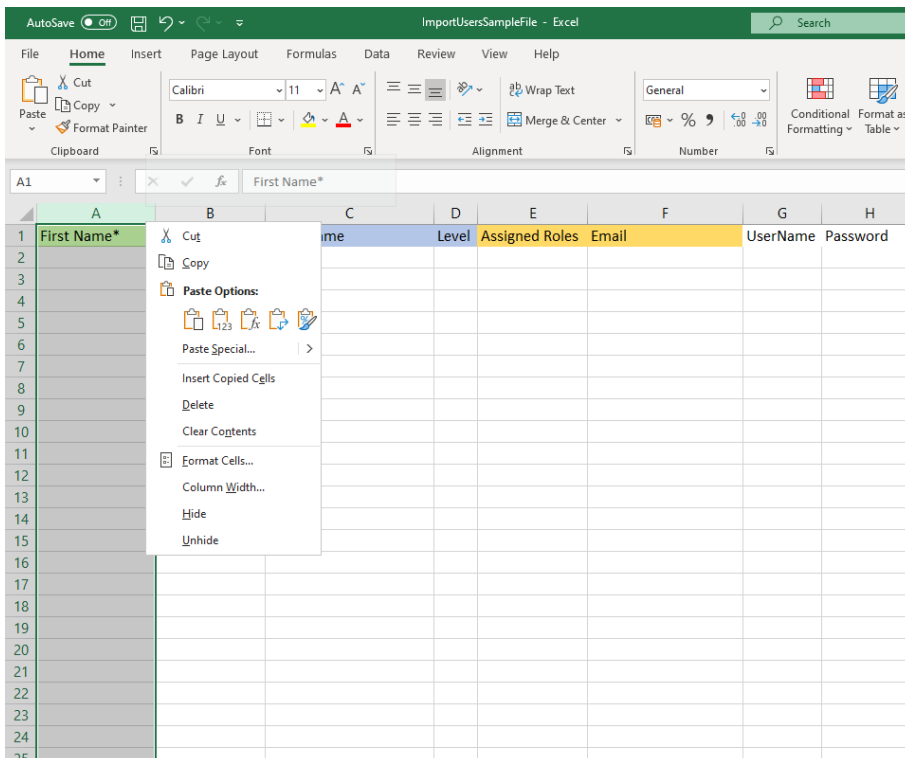
2. Holding the mouse over Cell B, right click and select “copy”. You should see a moving highlighted box.



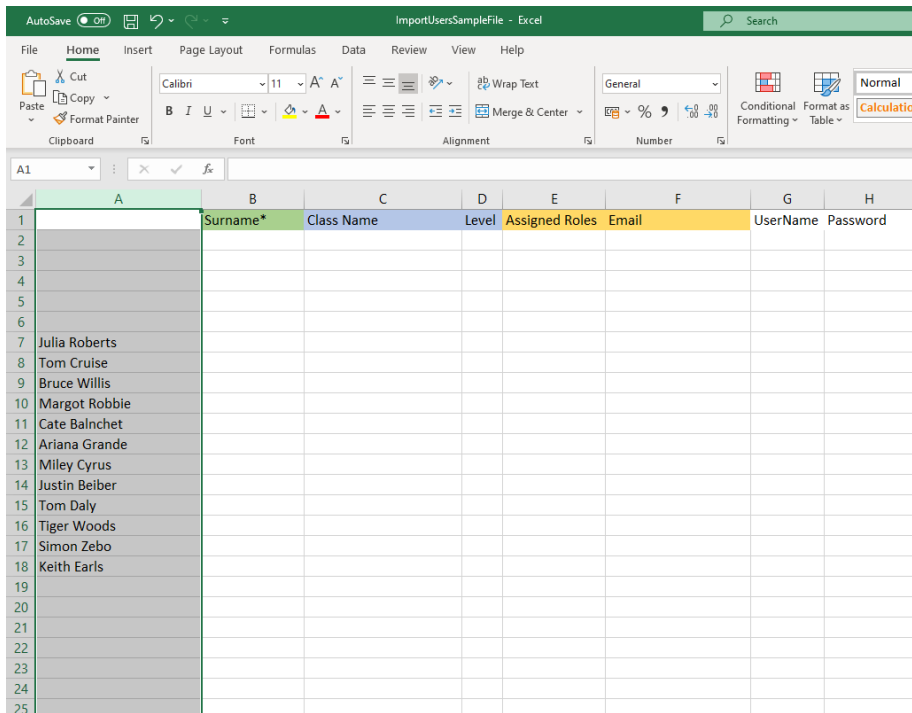
3. Go to the sample Excel file you downloaded from *Spellings for Me*. Delete the sample data. Make sure you do not type in Line 1 where the headings are.



4. Right click on Cell A, and click paste. The heading may delete but this is fine. Leave them blank.

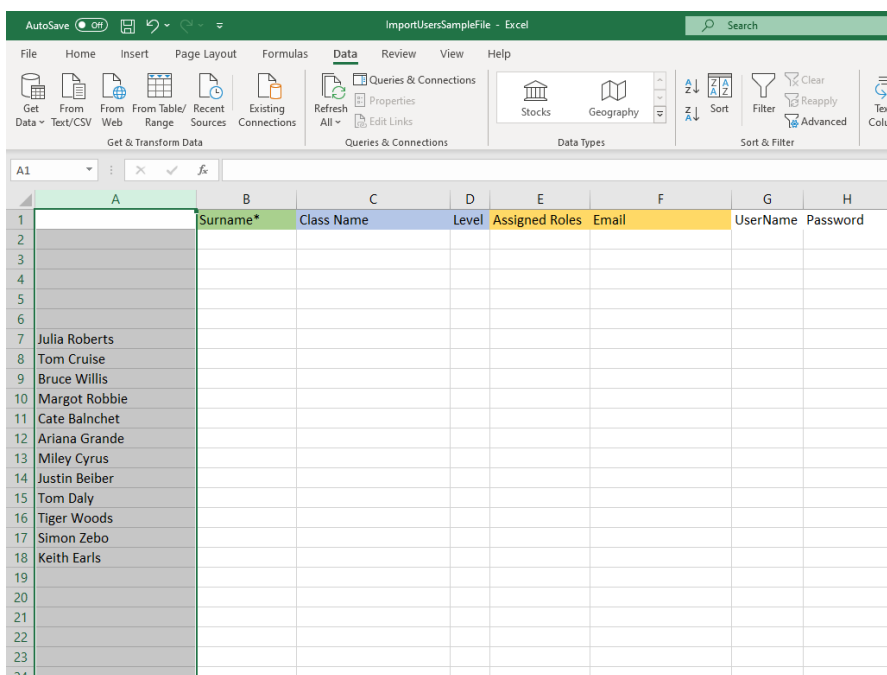


5. It should look like this:



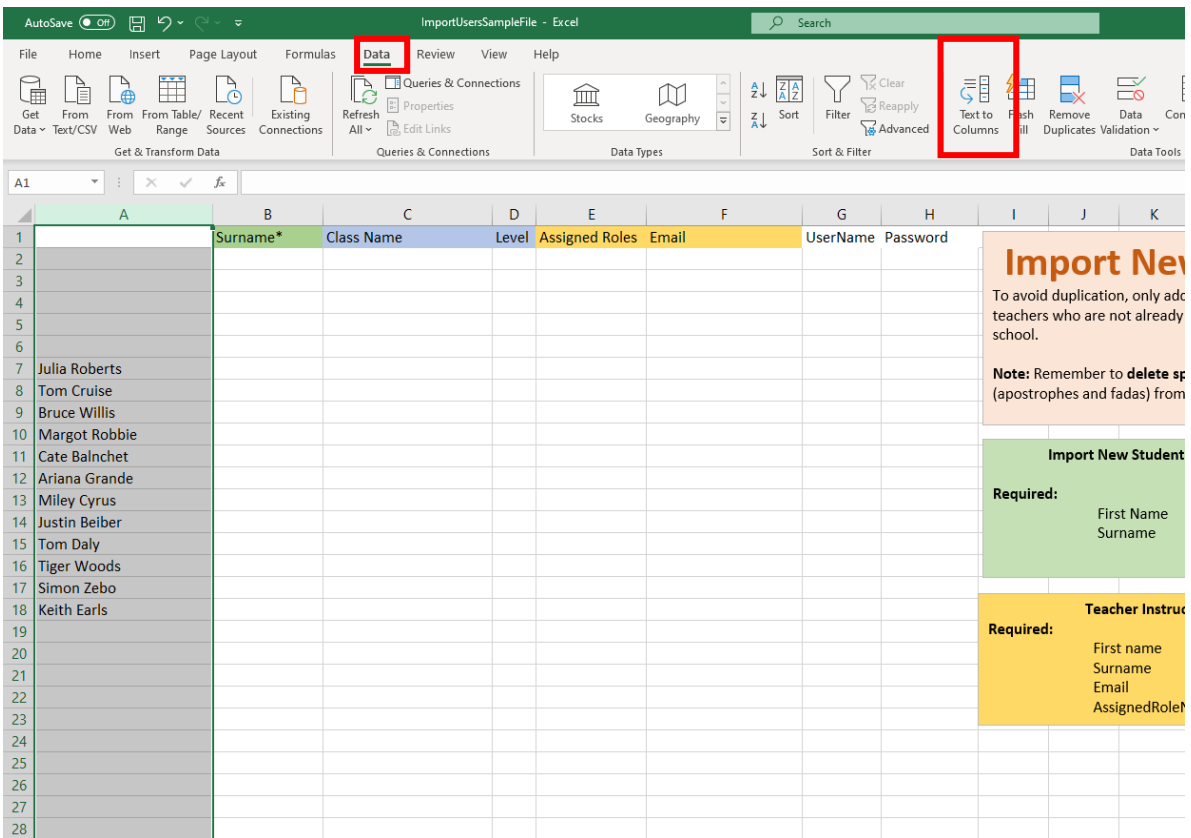
6. We now need to split the forenames and surnames.

(i) Click A to highlight

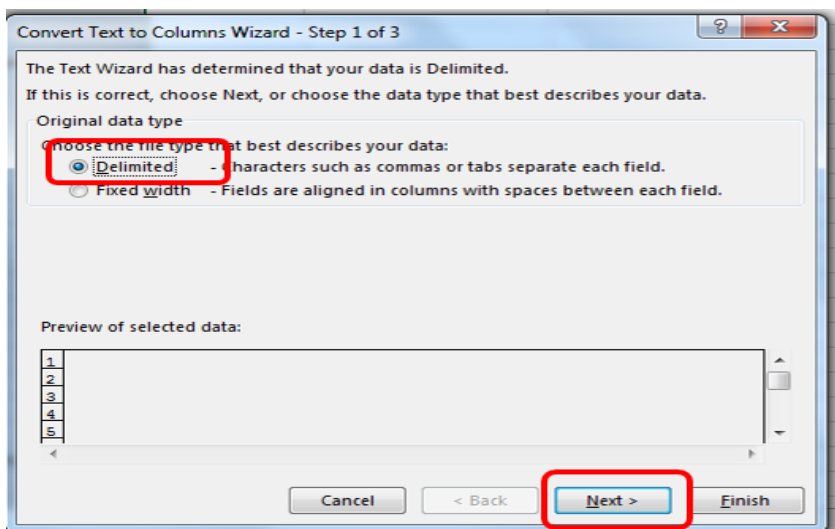


(ii) Click Data.

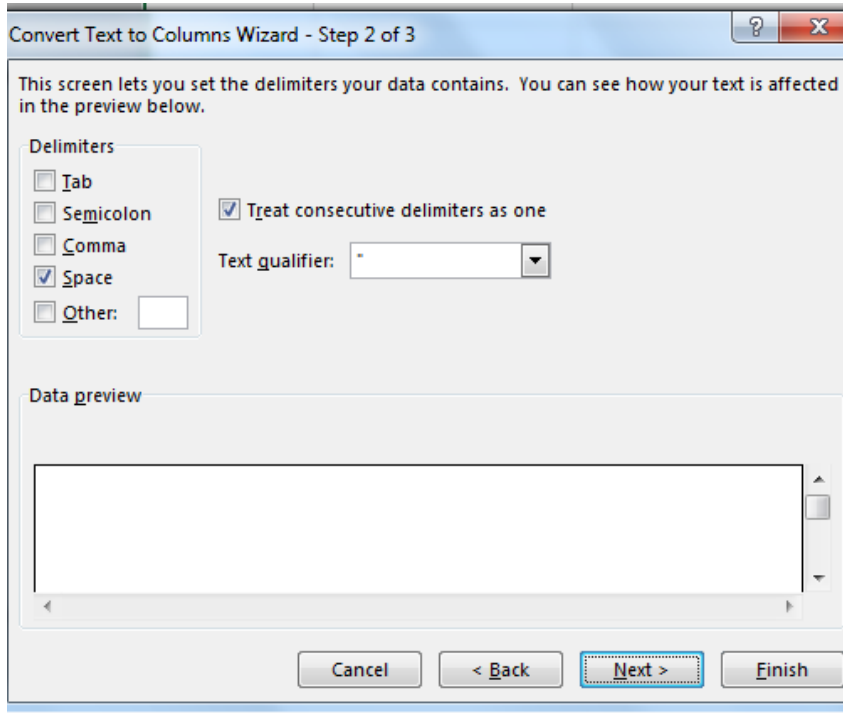
(iii) Click Text to Columns.



(iv) Select “Delimited” and click next.



(v) Tick “space” and untick “tab” before clicking next.

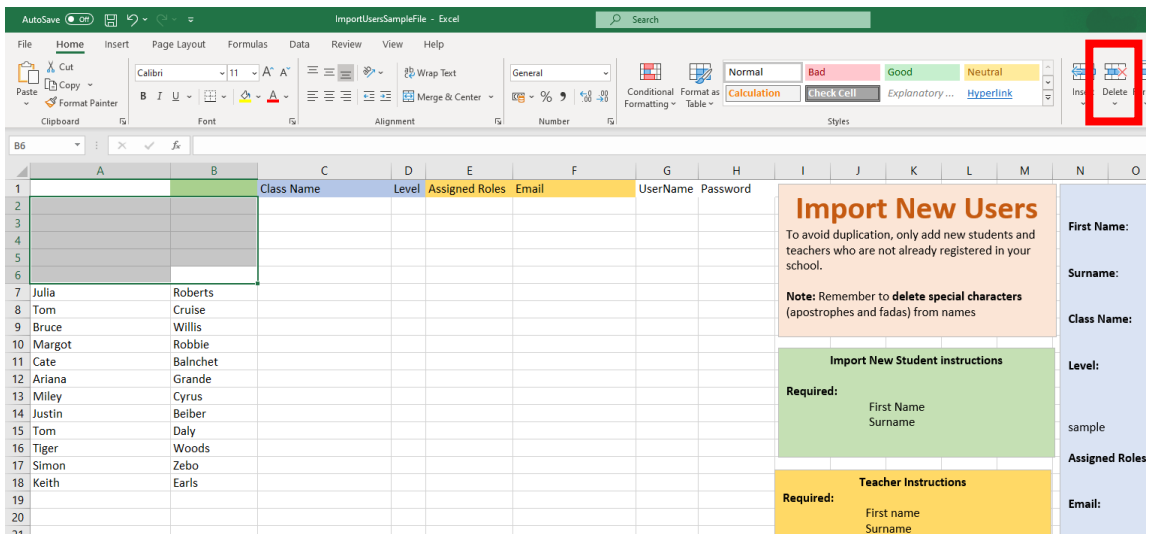


(vi) Click ‘Finish’

(vii) Click ‘OK’.

(viii) You may see a message “There is already data here. Do you want to replace it”? Click ‘Yes’.

7. It is now advised to tidy up this Excel file. Delete all blank upper that are not needed. Remember to leave Line 1 blank.



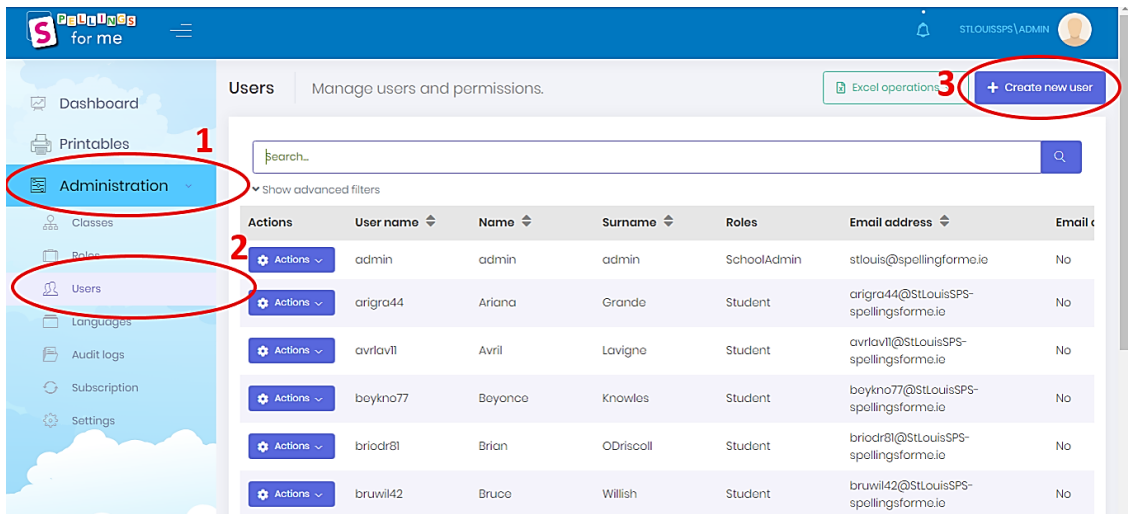




# Creating Single Users (students and teachers)

1. In the admin profile or the teacher profile, click:

Administration → Users → Create new user



2. Fill out the information. Remember, if you are creating a teacher profile, use their real email address. If you are creating a student profile, a fake email address is fine. You cannot use the same email address, real or fake, for multiple users.

Click roles to choose if you are creating a teacher profile or a student profile.

Name \*

This field is required

Surname \*

Email address \*

Creating a student= use a fake email  
Creating a teacher= use their own real email address

Phone number

Leave blank

User name \*

Level

You can let a student start at a certain level here.  
Leave as it is if creating a teacher profile

Tick whichever boxes you want.

Set random password.  
 Should change password on next login.  
 Send activation email.  
 Active  
 Lockout enabled

User information | Roles | Classes  
 Name \*  
John  
 Surname \*  
O'Mahony  
 Email address \*  
johnfakeemail@spellingsforme.ie  
 Phone number  
 User name \*  
johmah11  
 Level  
0  
 Set random password.  
 Should change password on next login.  
 Send activation email.  
 Active  
 Lockout enabled

# Having Multiple Roles

If you want to be the administrator and a teacher too this is possible.

1. Click on 'Administration'.
2. Click 'Users'.
3. Search for your own name yourself (by your first name, surname or username).
4. Click 'Actions'.
5. Click 'Edit'.
6. Click 'Role' on the top tab.
7. Tick 'Teacher' or 'Admin', whichever is required.
8. You will be required to input your password. Go back to the 'User Information' tab and write your password in twice.
9. Click 'Save'.

The screenshot shows the 'Administration' sidebar on the left with 'Administration' (1) and 'Users' (2) highlighted. The main area is titled 'Users' and contains a search bar (3), filter options, and a table of users. The 'Actions' column (4) for the 'admin' user is highlighted.

Actions	User name	Name	Surname	Roles	Email address
Actions	admin	admin	admin	SchoolAdmin, Teacher	p.grace@bishoppalvinie
Actions	aiskel41	Aishling	Kelly	Teacher	a.kelly@bishoppalvinie
Actions	aisclar28	Aisling	Darcy	Teacher	a.darcy@bishoppalvinie

The screenshot shows the 'Edit user: admin' form with the 'User Information' tab selected (6). The 'Password' and 'Password (repeat)' fields (8) are highlighted with a red box.

The screenshot shows the 'Edit user: admin' form with the 'Roles' tab selected (7). The 'SchoolAdmin' and 'Teacher' checkboxes are checked and highlighted with a red box.

# How to Log In

## Step 1

Go to [www.spellingsforme.ie](http://www.spellingsforme.ie)

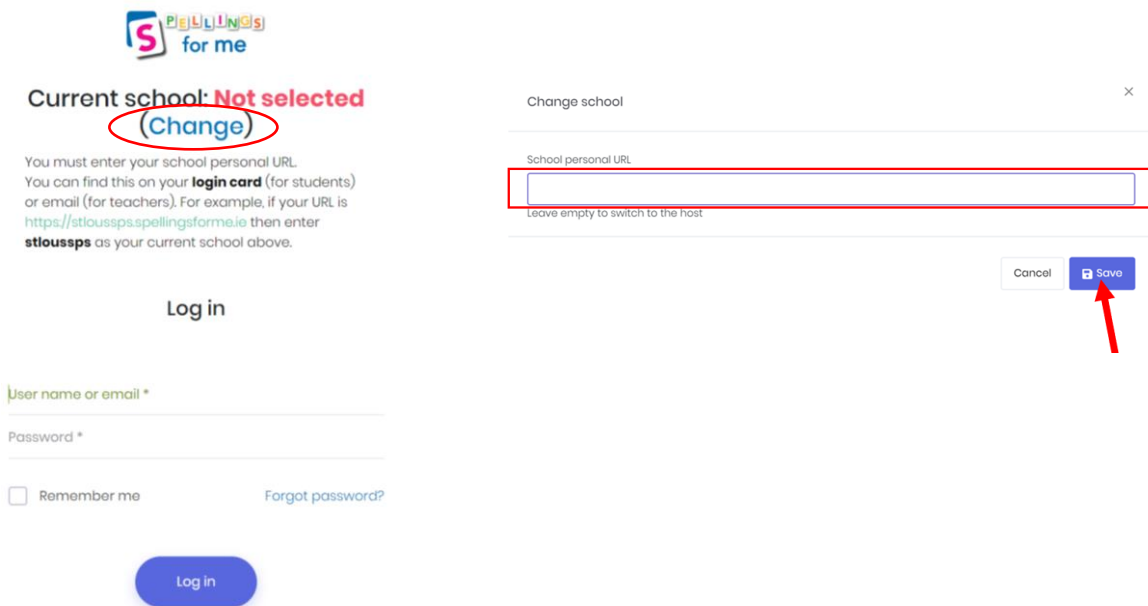
## Step 2:

Click 'Log In'.



## Step 3:

Click 'Change' if your current school does not appear. You will then be prompted to enter your School Personal URL.

A screenshot showing the 'Change school' dialog box and the login form. The dialog box is titled "Change school" and has a close button (X) in the top right. It contains a text input field for "School personal URL" which is highlighted with a red box. Below the input field, there is a small text label "Leave empty to switch to the host". At the bottom of the dialog, there are two buttons: "Cancel" and "Save". The "Save" button is highlighted with a red arrow. To the left of the dialog, the main login form is visible. It features the "Spellings for me" logo at the top. Below the logo, the text "Current school: Not selected" is displayed, with a red circle around the word "Change" in parentheses. Below this, there is a paragraph of instructions: "You must enter your school personal URL. You can find this on your login card (for students) or email (for teachers). For example, if your URL is https://stiousps.spellingsforme.ie then enter stiousps as your current school above." Below the instructions, there is a "Log in" button. The login form also includes fields for "User name or email \*" and "Password \*", a "Remember me" checkbox, and a "Forgot password?" link. A "Log in" button is located at the bottom of the login form.

## Step 4:

Log in with the login details you received via email. Remember to check your spam/junk folder if it is not in your message inbox.