# Importing Users by Bulk (teachers and students)

There are two ways of adding users to your school profile:
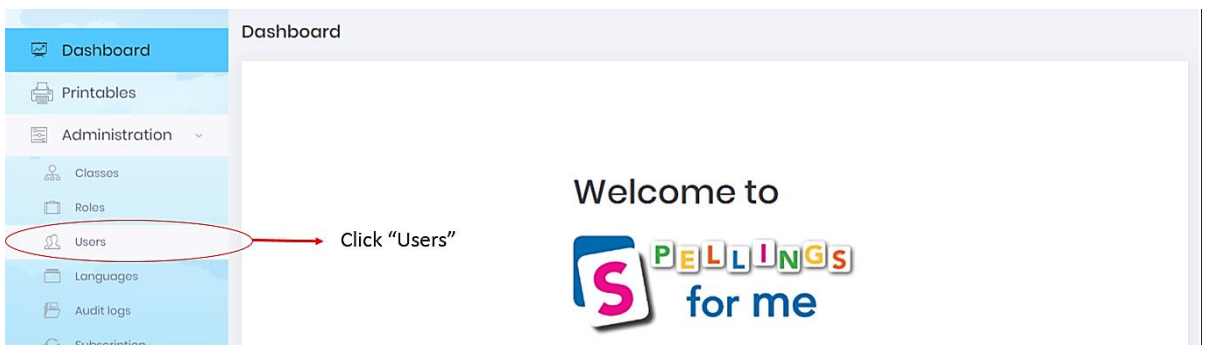(i) Bulk import- recommend as this is the quickest, most efficient option (see below).
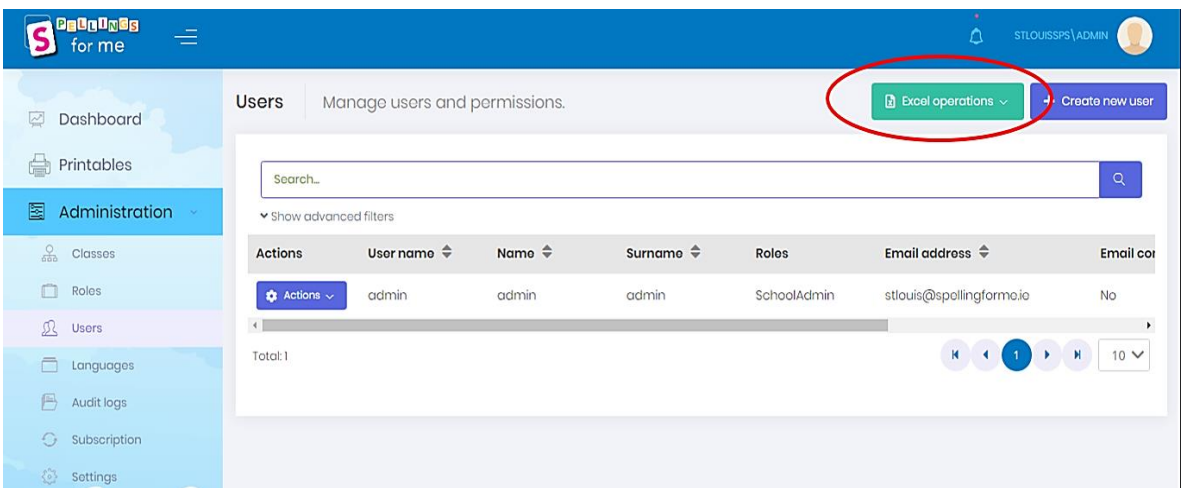(ii) Single user (see pg. 18).

Bulk Import

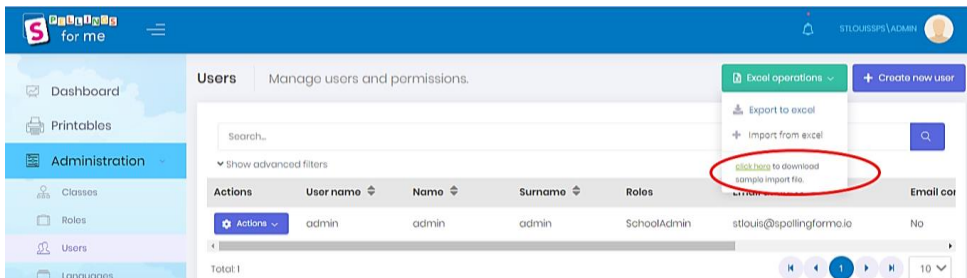1. To begin adding pupils and teacher by bulk, click 'Administration' on the left menu bar.

To start adding pupils and teachers, click "Administration".
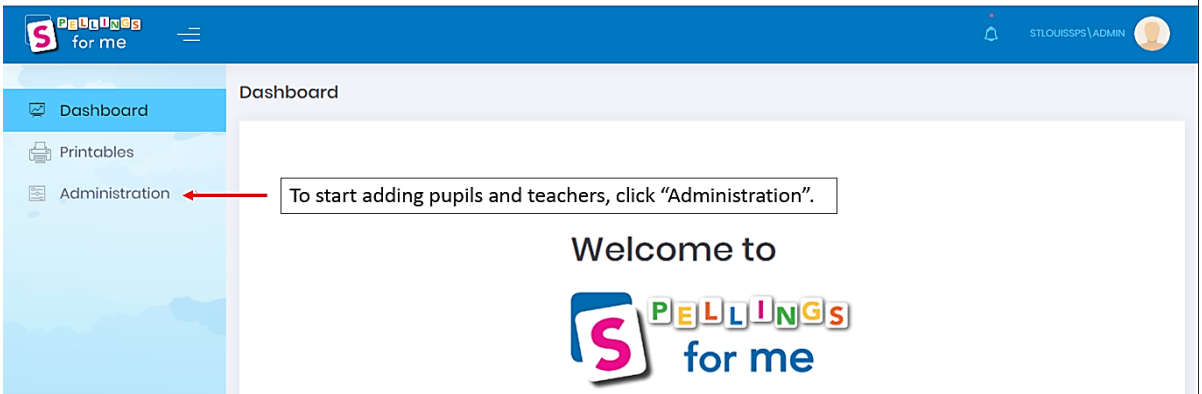
2. Click "Users".

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	paul.ryan@acme.com		
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".
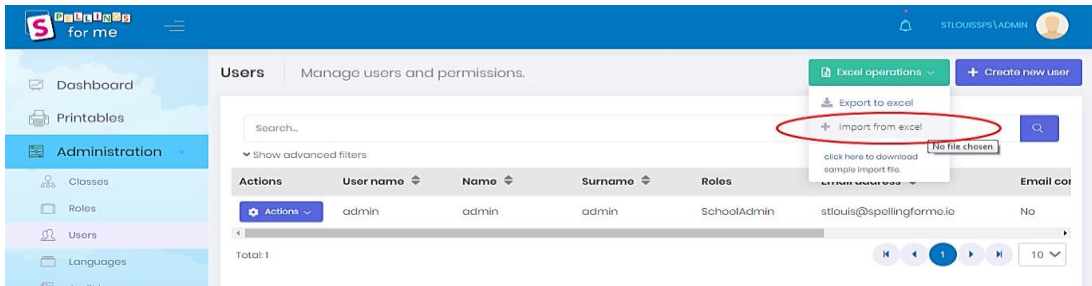
8. Select your file and click "open" (alternatively you can double click).

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.
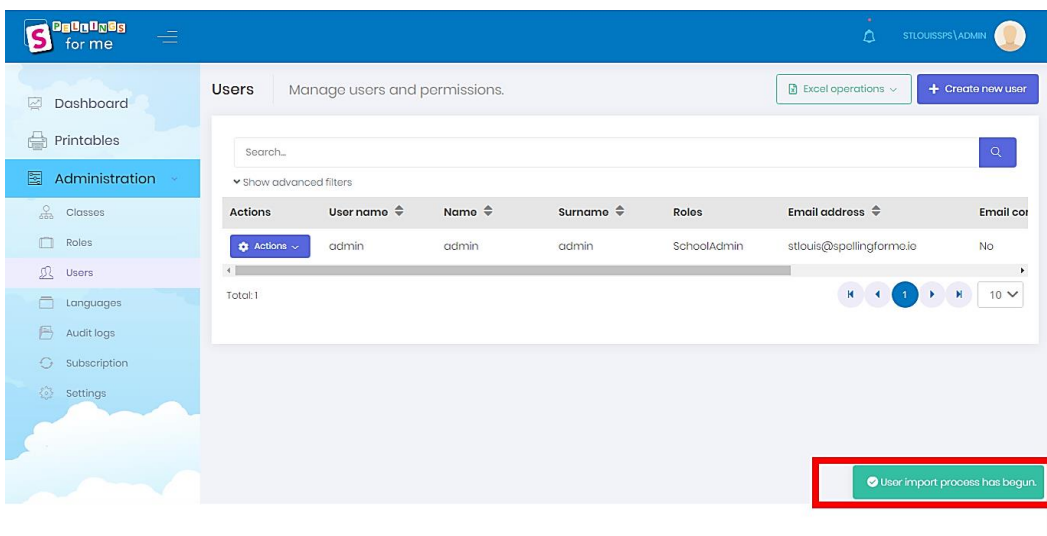
To monitor the upload, you should:

• Refresh the page. The refresh button is located to the left of the address bar.
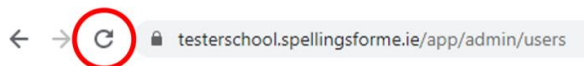
• Keep an eye on the number of users on the bottom left of the 'Users' page
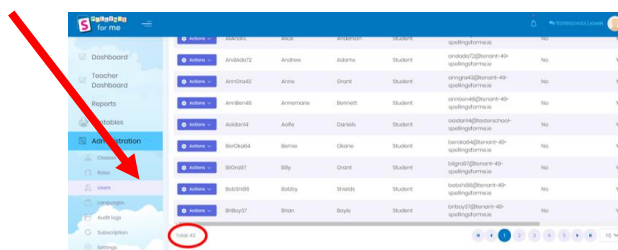
10. Refresh the page and check your notification bell for a message.
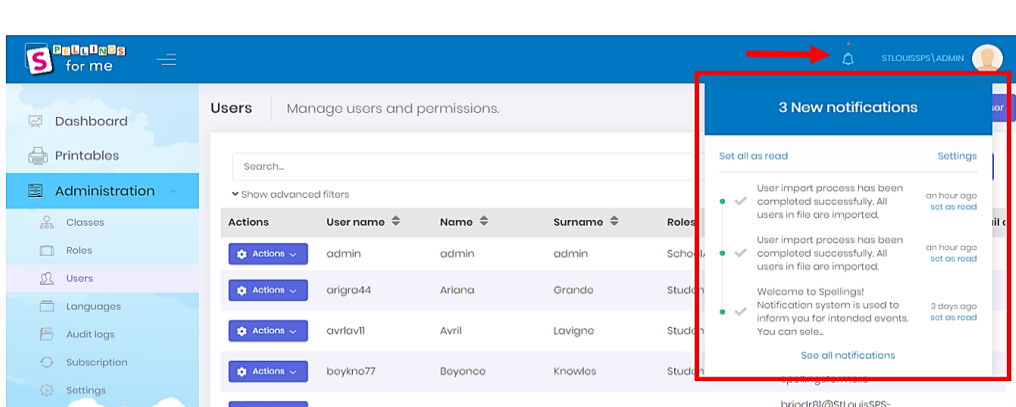
If the import has been fully successful, this message will appear:
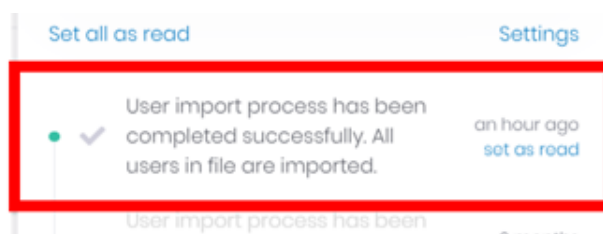
If the import has been fully successful, this message will appear:
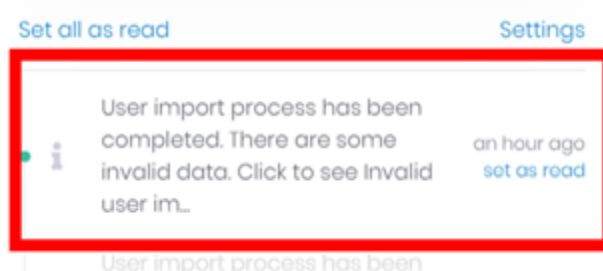
You should:

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 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.**
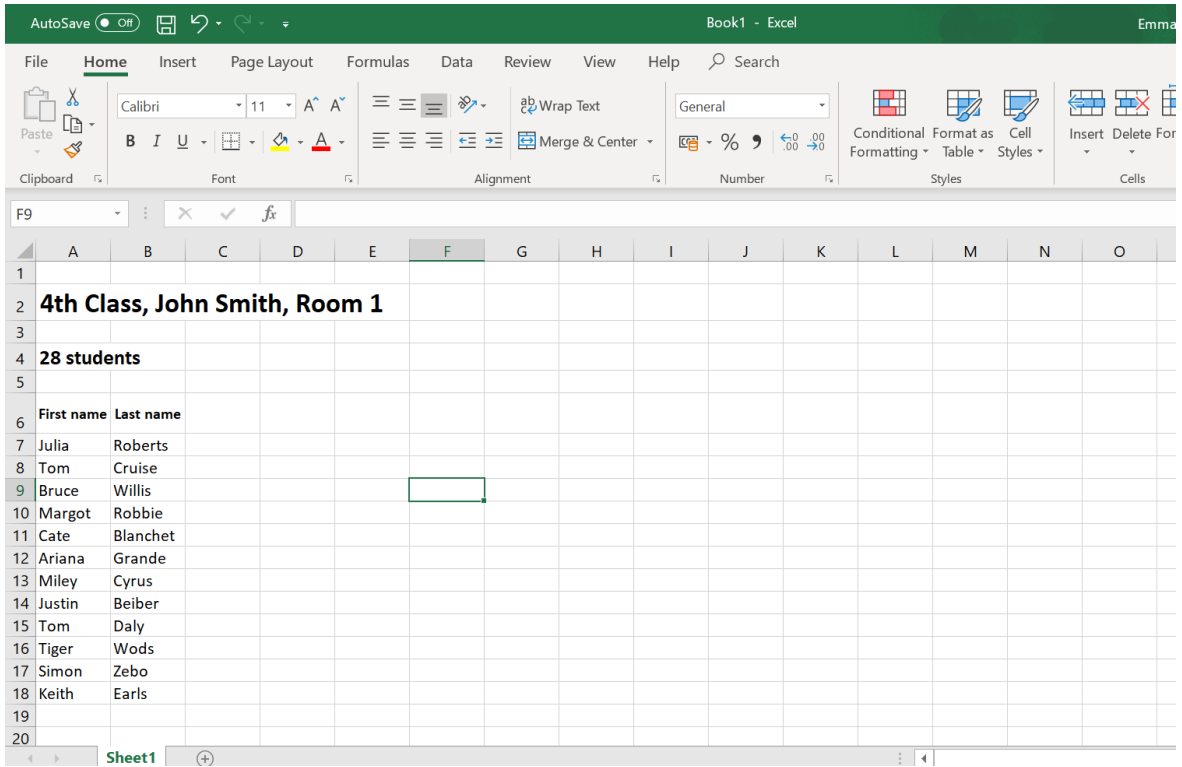
If your Excel file has the first names and surnames in one cell. Follow **Method 2**.
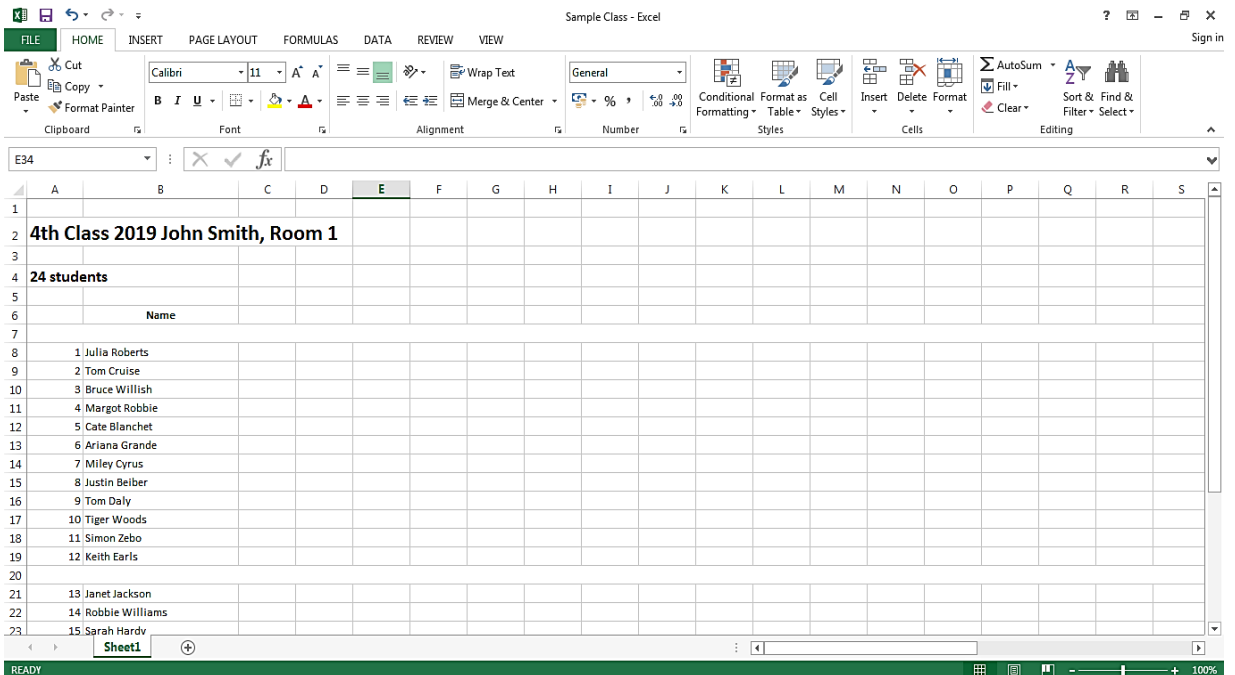
Method 1

1. Hold the curser over the cell with their first names and right click and select 'copy'.
In this case it is Cell A.
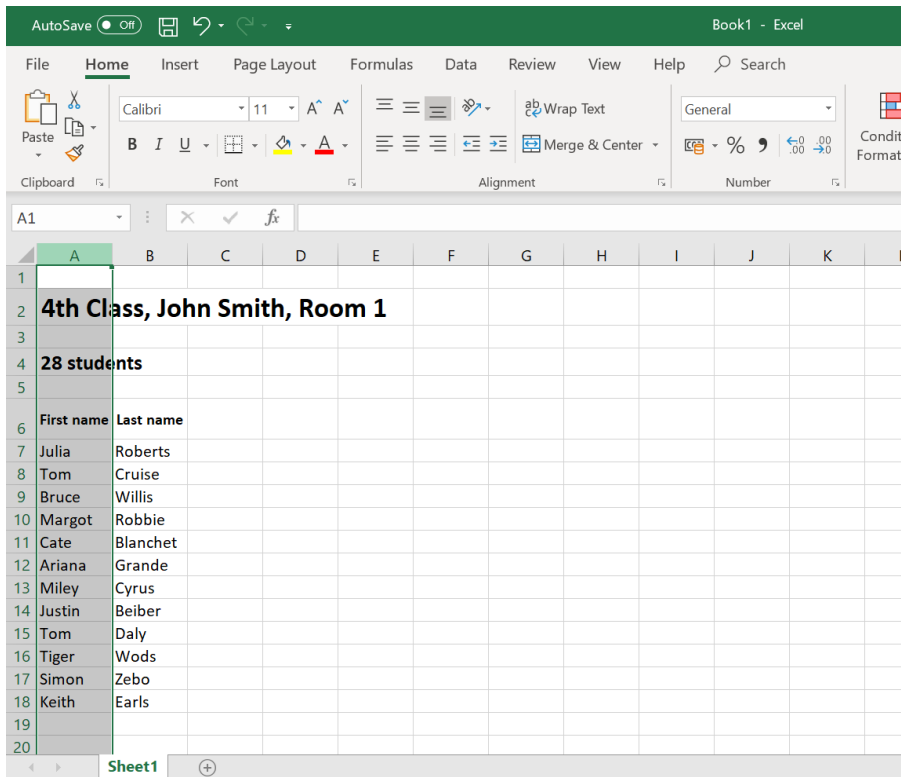
2. Go to the sample Excel file you downloaded from *Spellings for Me*. Delete the sample data. Make sure you leave the headings in Line 1.
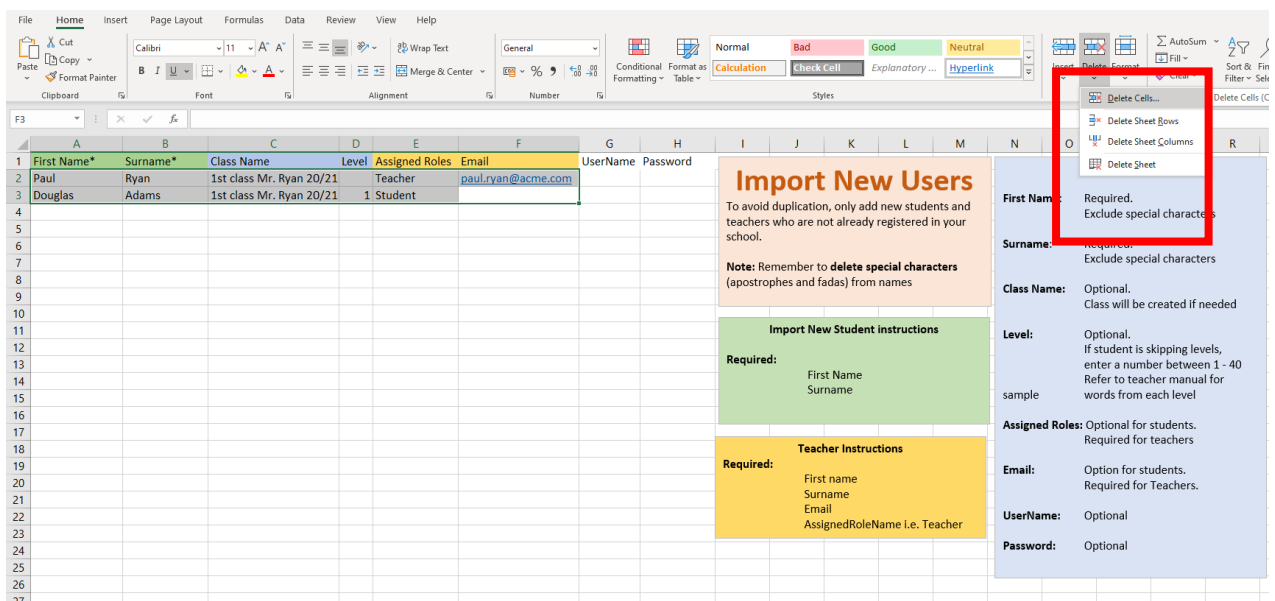
3   On the import file, right click on Cell A, and click paste.
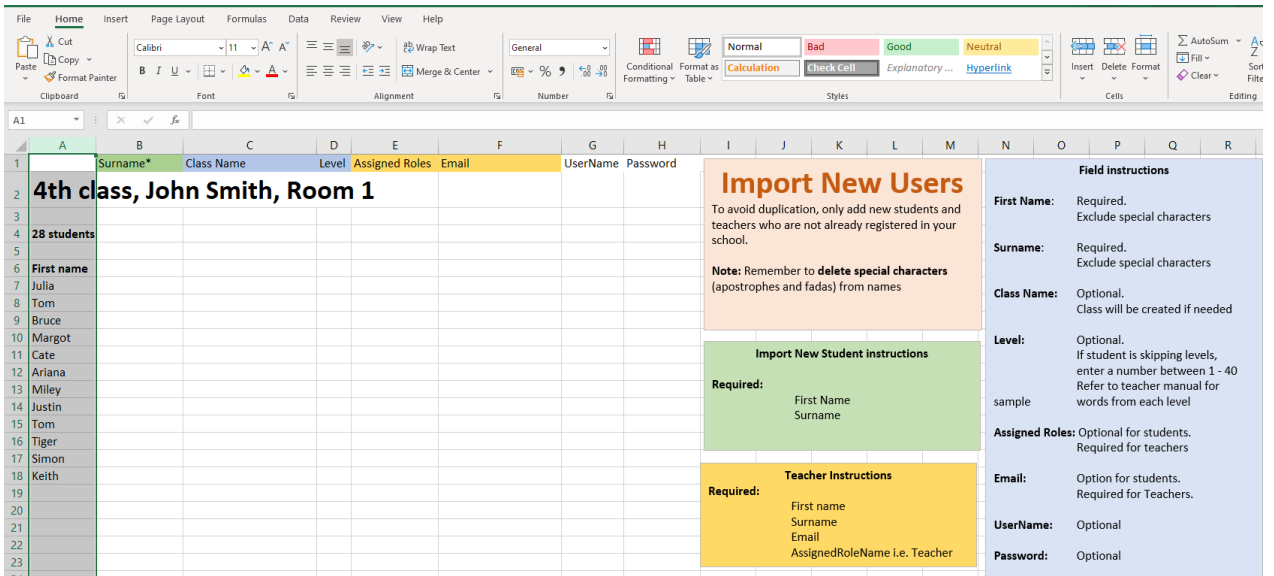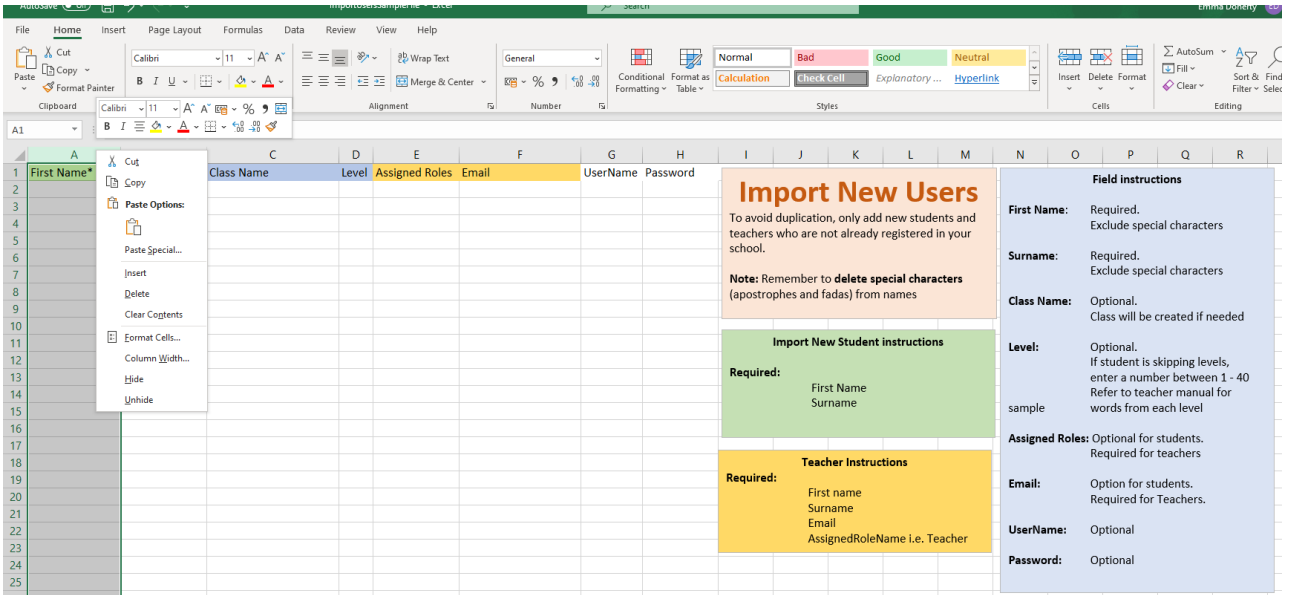
4. Go back to your Aladdin file, hold the curser over the cell with their surnames and right click and select 'copy'.
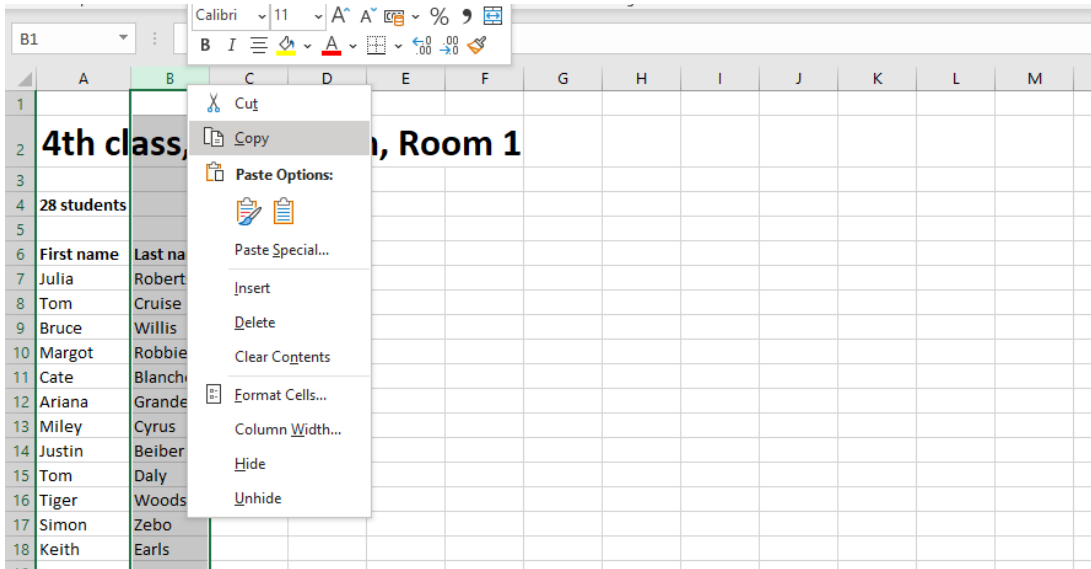
5. Go back to your Excel document and do the same for the surnames (Cell B). Copy and paste into the *Spellings for Me* import file.

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

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.

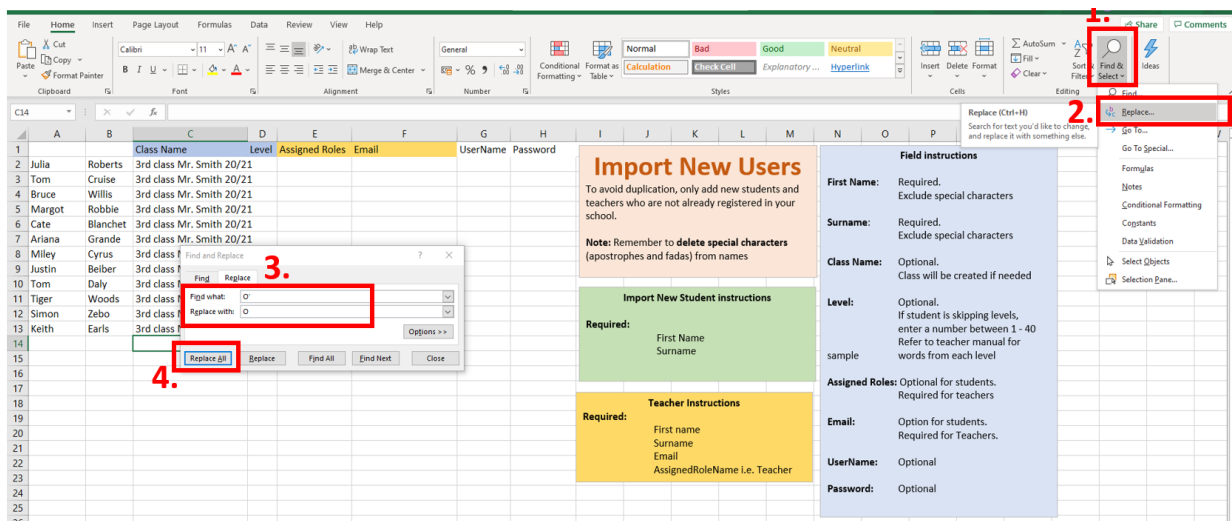Find á replace with a
Find é replace with e
Find í replace with i
Find ó replace with o
Find ú replace with u
Find o' replace with o
(to get fadas, hold AltGR and the vowel)

Other examples ü, ż, 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.
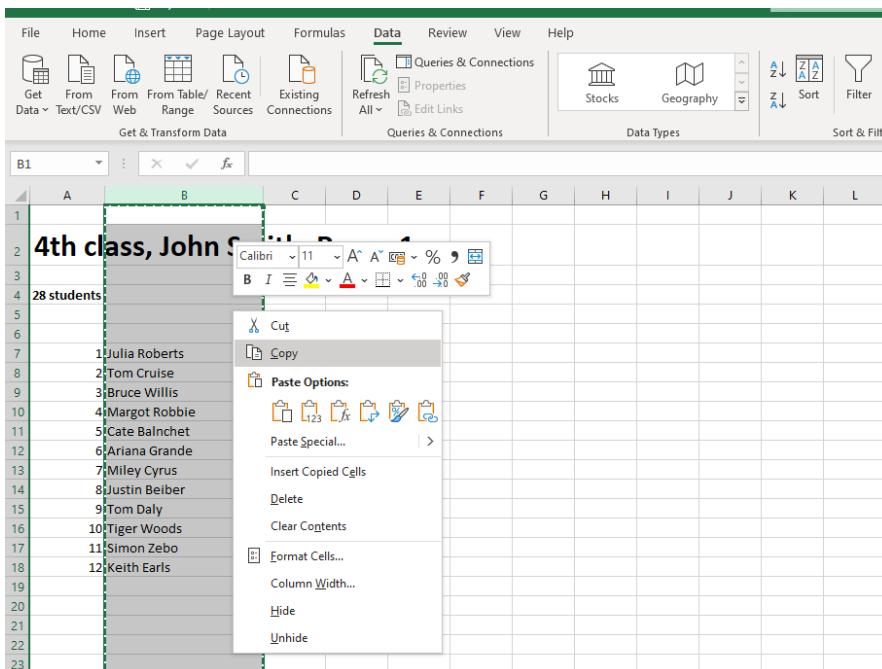
9. Go back to **Importing Users** Step 6.

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.
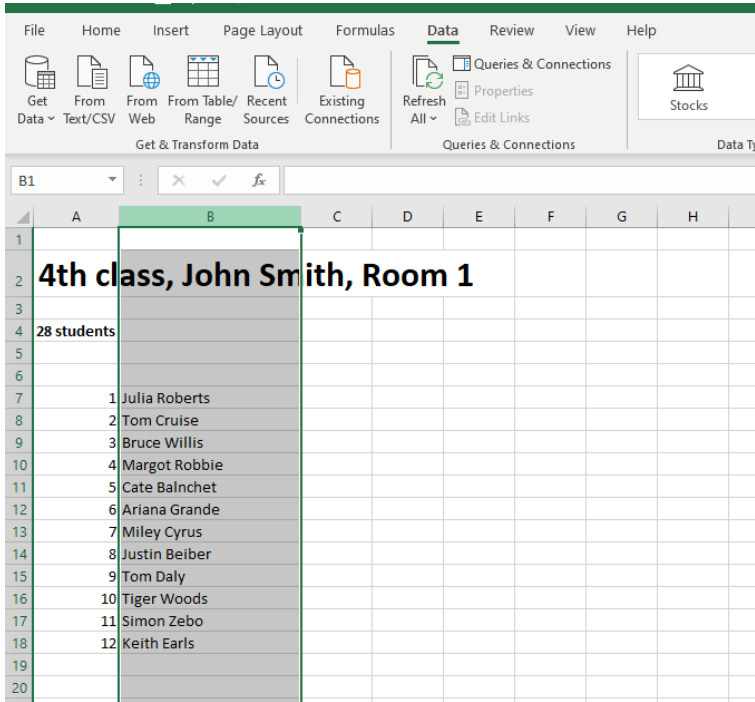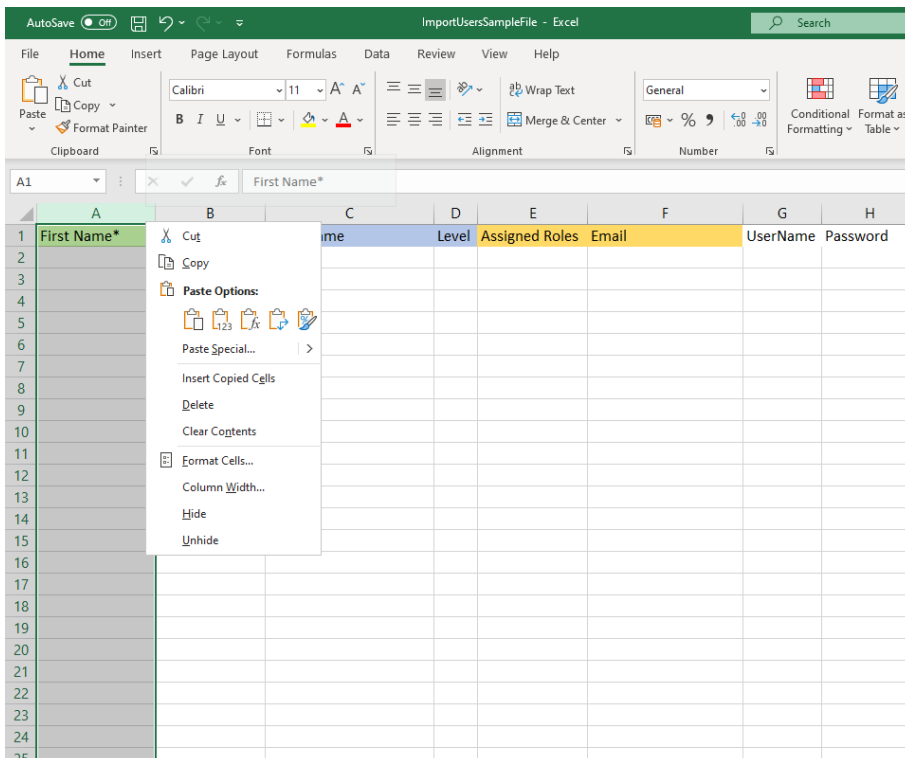

2. Holding the mouse over Cell B, right click and select "copy". You should see a moving highlighted box.
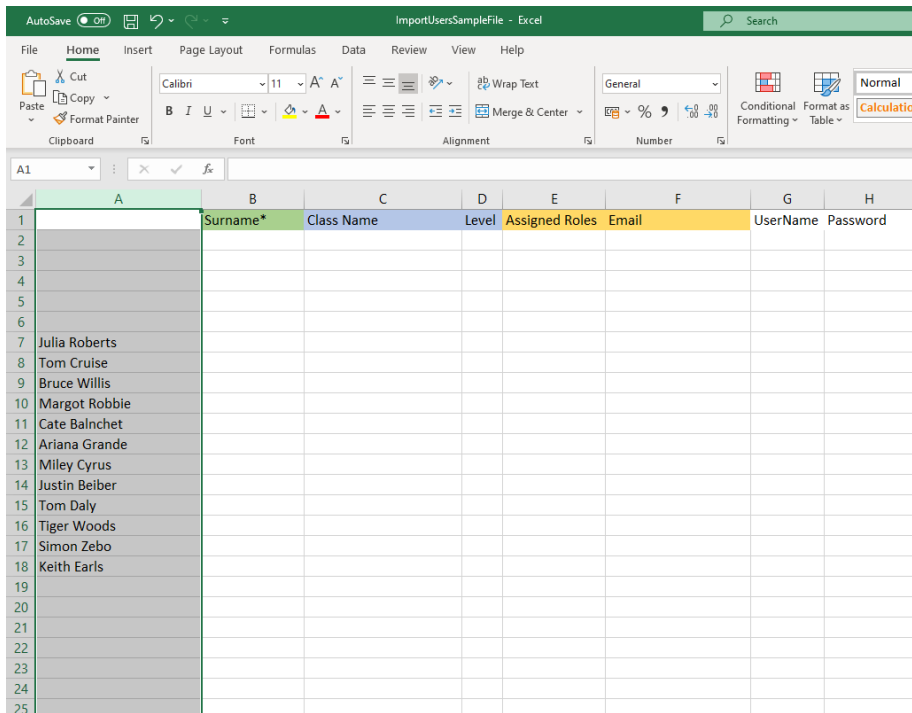
3. Go to the sample Excel file you downloaded from *Spellings for Me*. Delete the sample data. Make sure you do not type in Line 1 where the headings are.
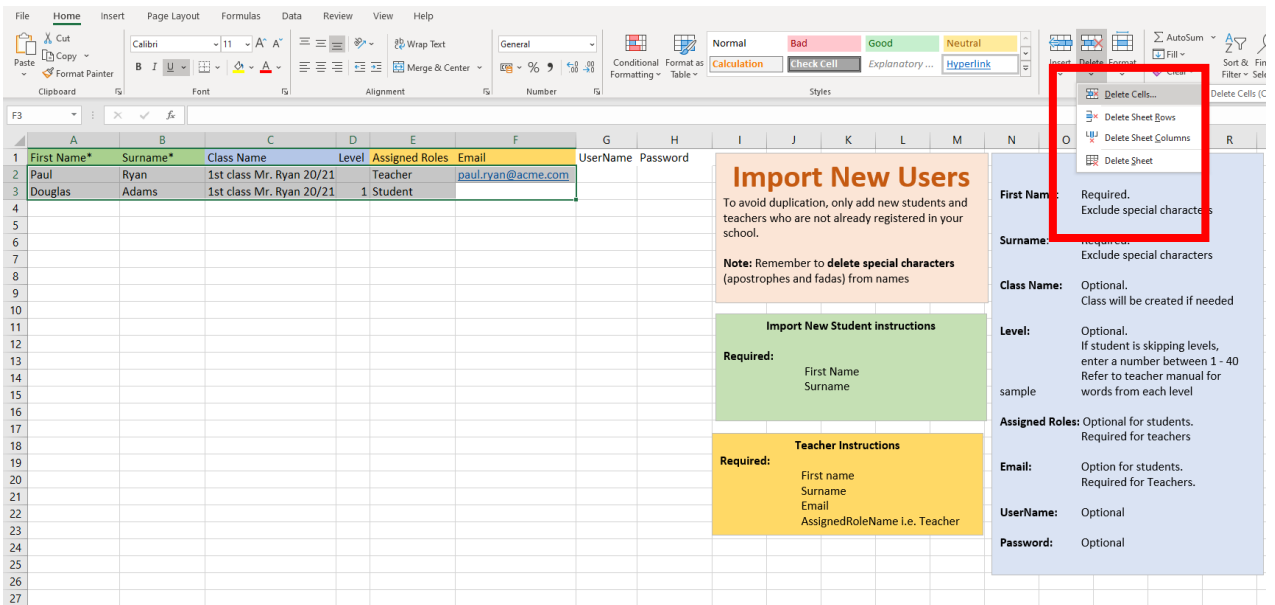
4. Right click on Cell A, and click paste. The heading may delete but this is fine. Leave them blank.
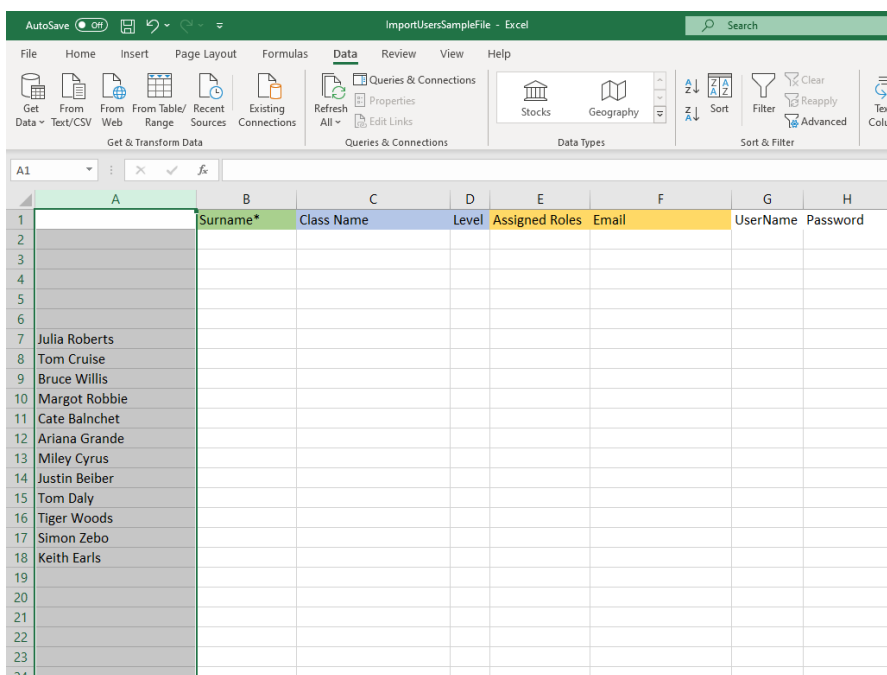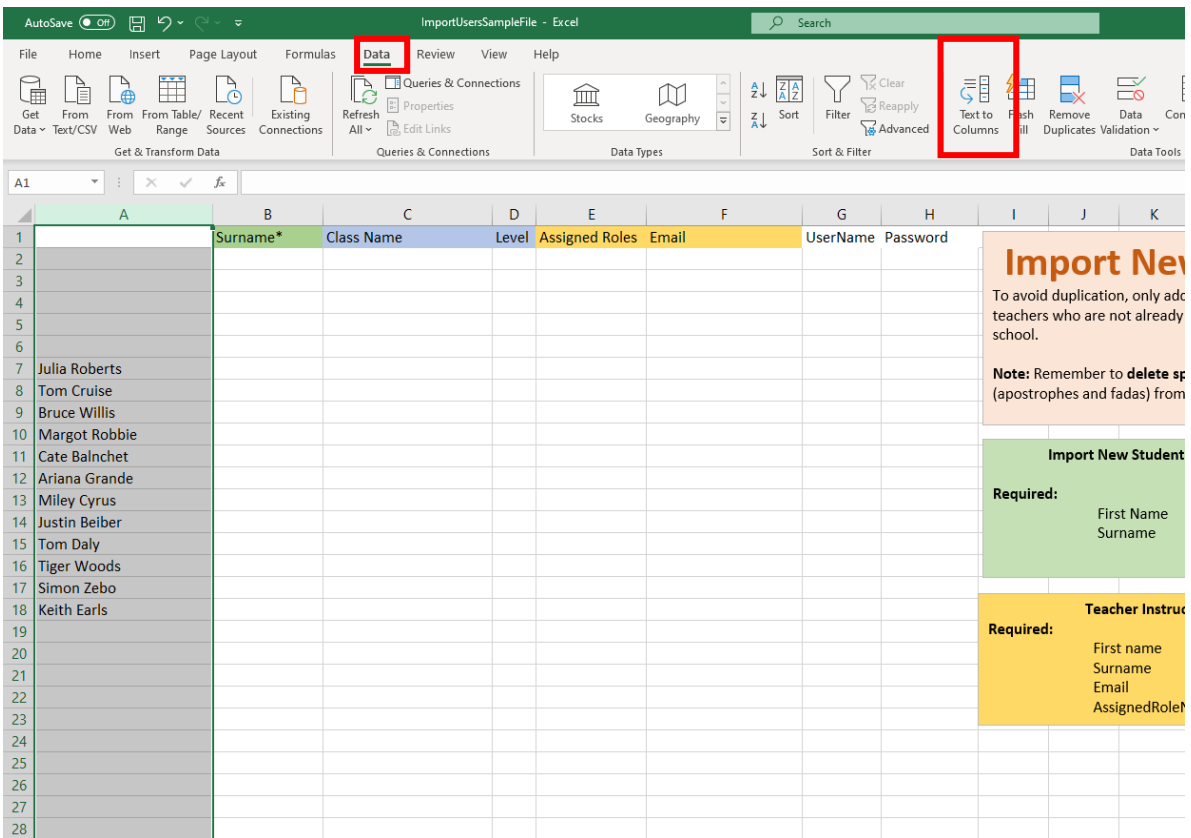
5. It should look like this:

6. We now need to split the forenames and surnames.
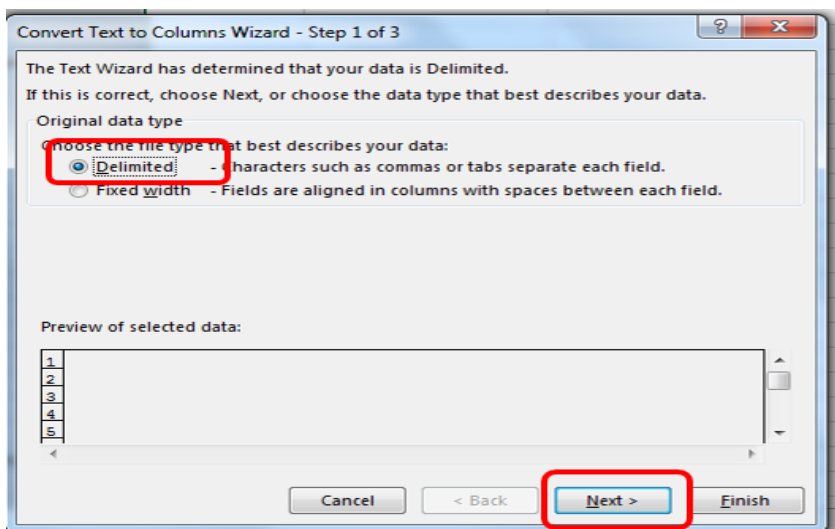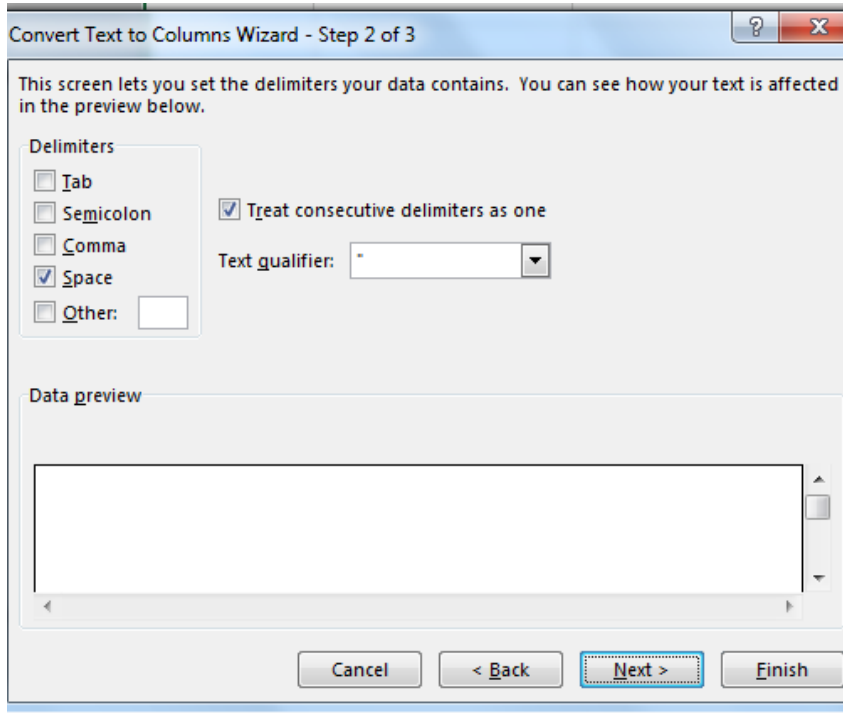(i) Click A to highlight

(ii) Click Data.

(iii)Click Text to Columns.

(iv) Select "Delimited" and click next.
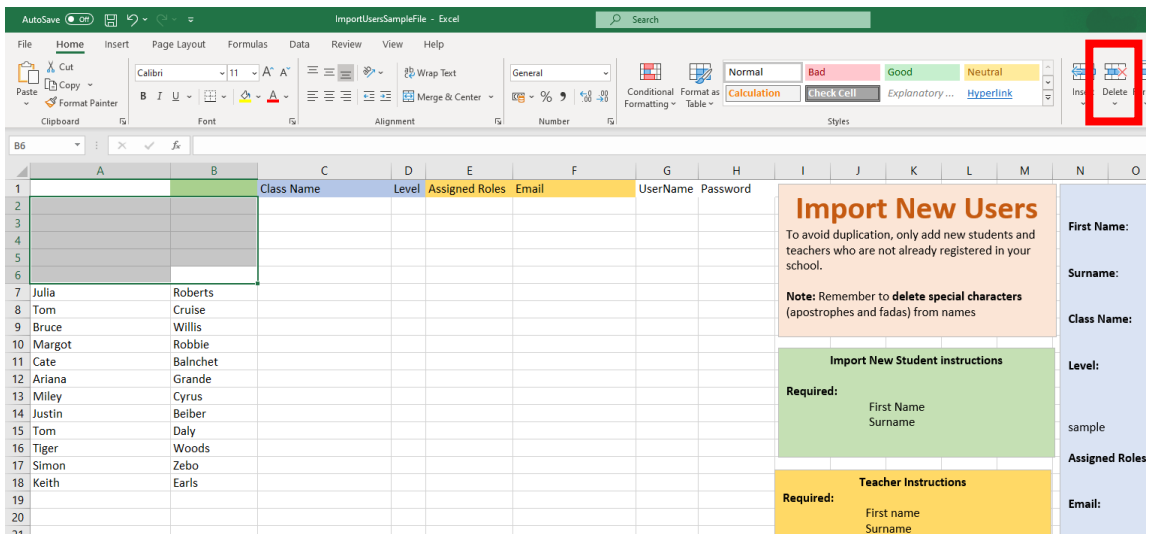
(v) Tick "space" and untick "tab" before clicking next.

(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.

8.   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, ż, ł, á, š, ó, etc. Simply replace them in the same fashion.

9.   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.

10.   Go back to **Importing Users** step 6.

Creating Single Users (students and teachers)

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

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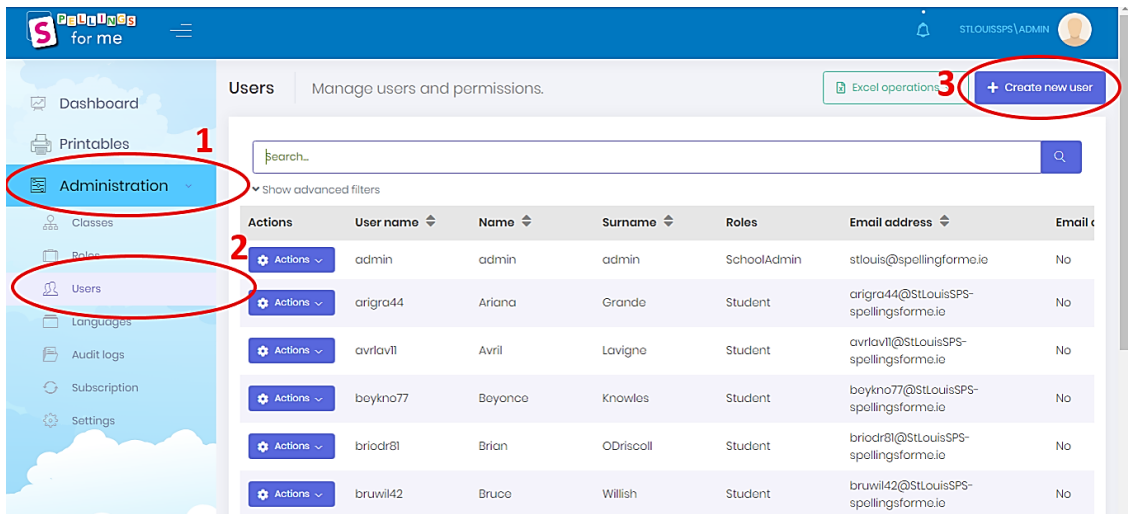
2. Fill out the information. Remember, if you are creating a teacher profile, use their real email address. If you are creating a student profile, a fake email address is fine. You cannot use the same email address, real or fake, for multiple users.

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'.

How to Log In

Step 1
Go to www.spellingsforme.ie
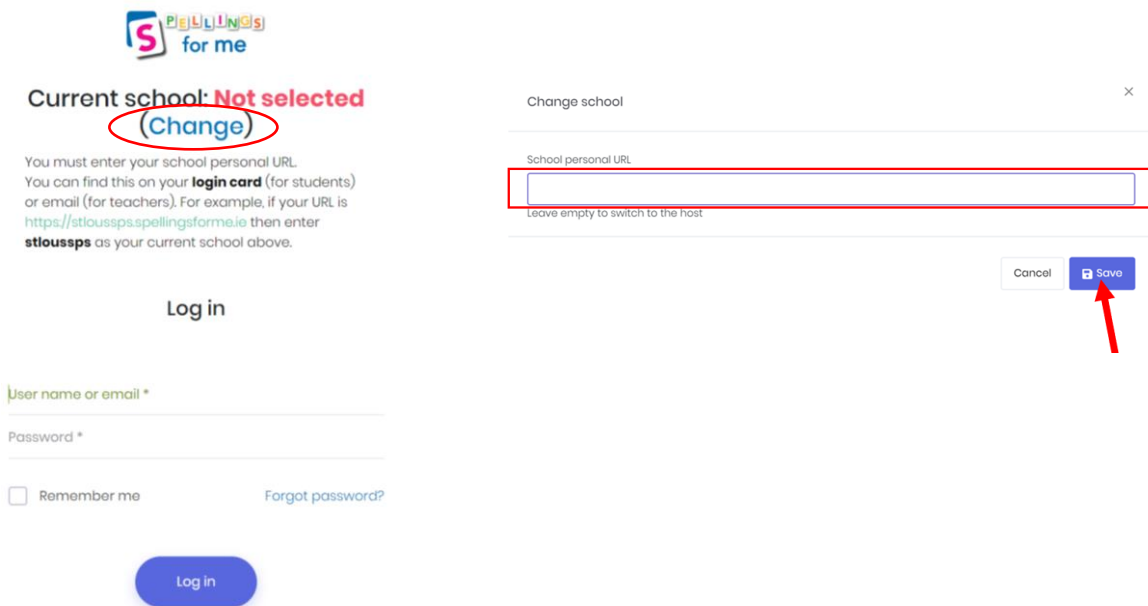
Step 2:
Click 'Log In'.

Step 3:
Click 'Change' if your current school does not appear. You will then be prompted to enter your School Personal URL.

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.