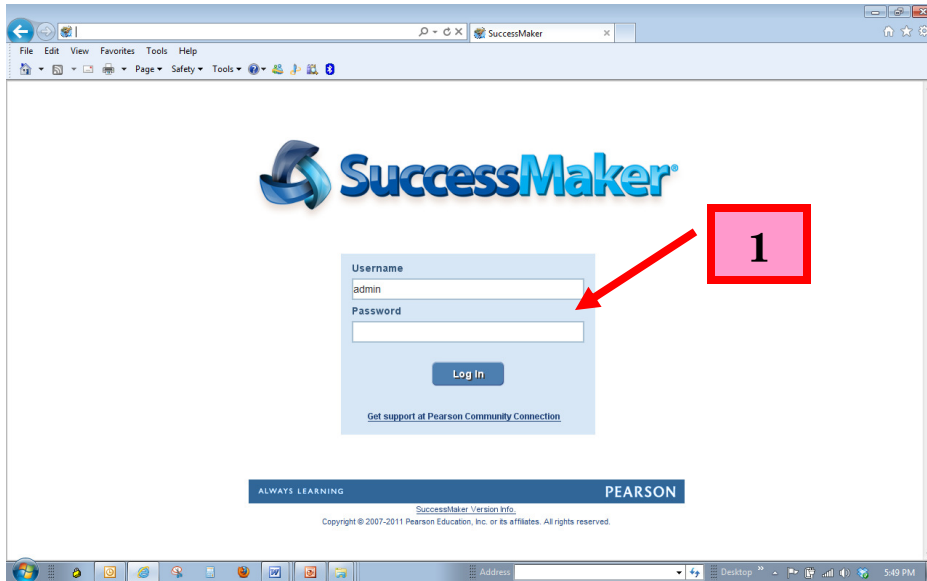


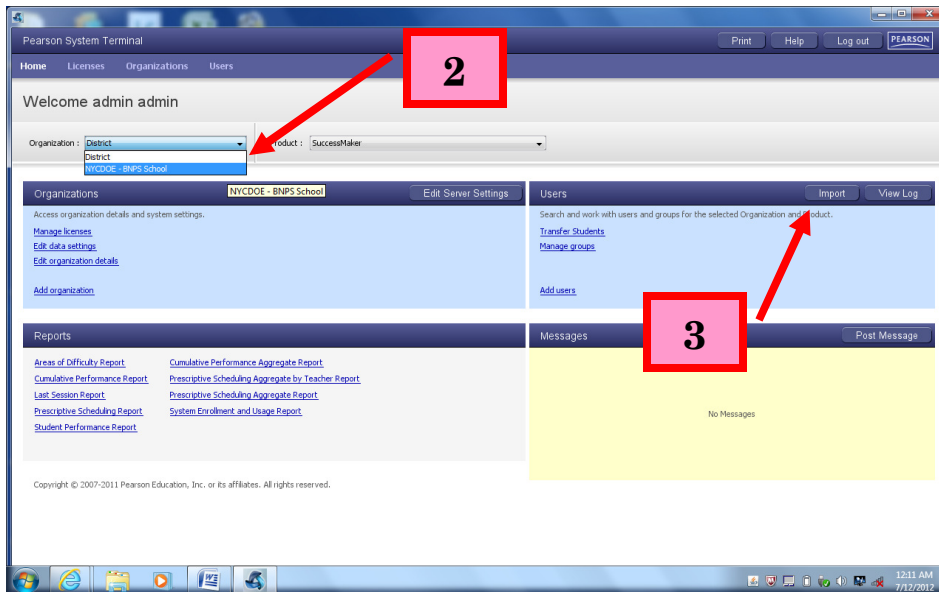
IMPORTING STUDENTS

1. Login to SuccessMaker using the following administrator credentials (please note that login credentials are case sensitive):

Username: admin
Password: admin

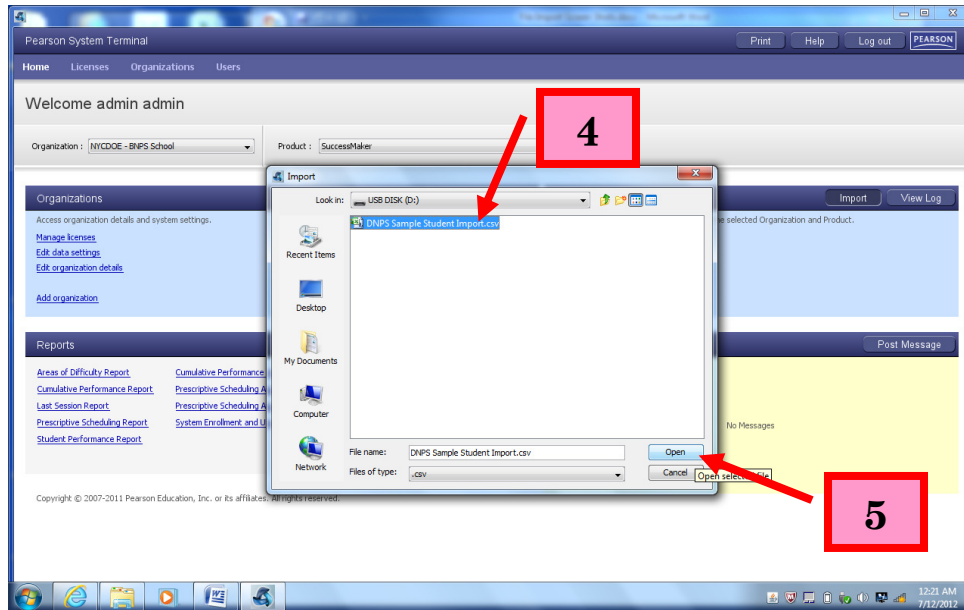


2. Click the dropdown menu next to the word *Organization* to select *NYCDOE – BNPS School*. Please note that students CANNOT be imported to *District*.

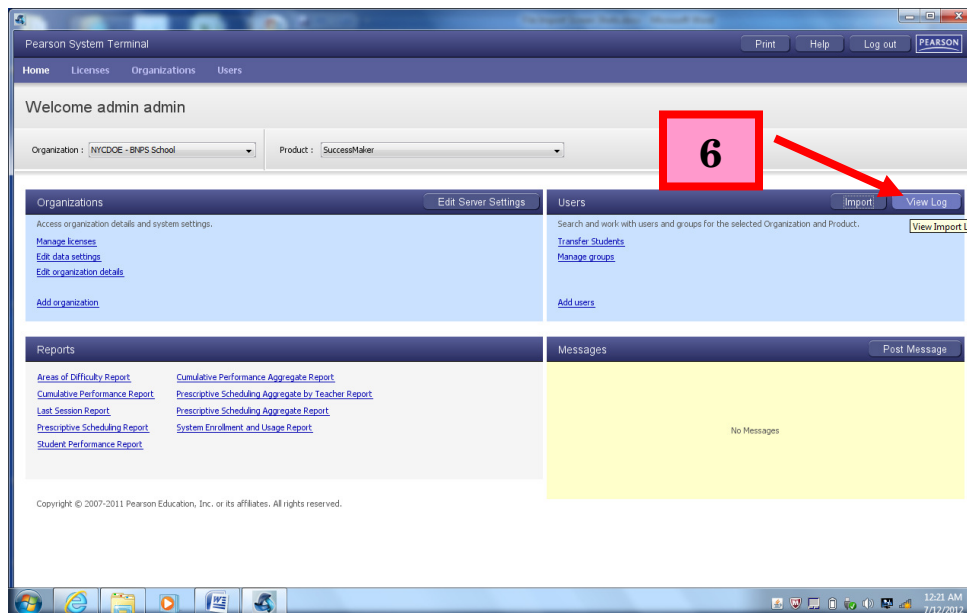


3. Click on the *Import* button

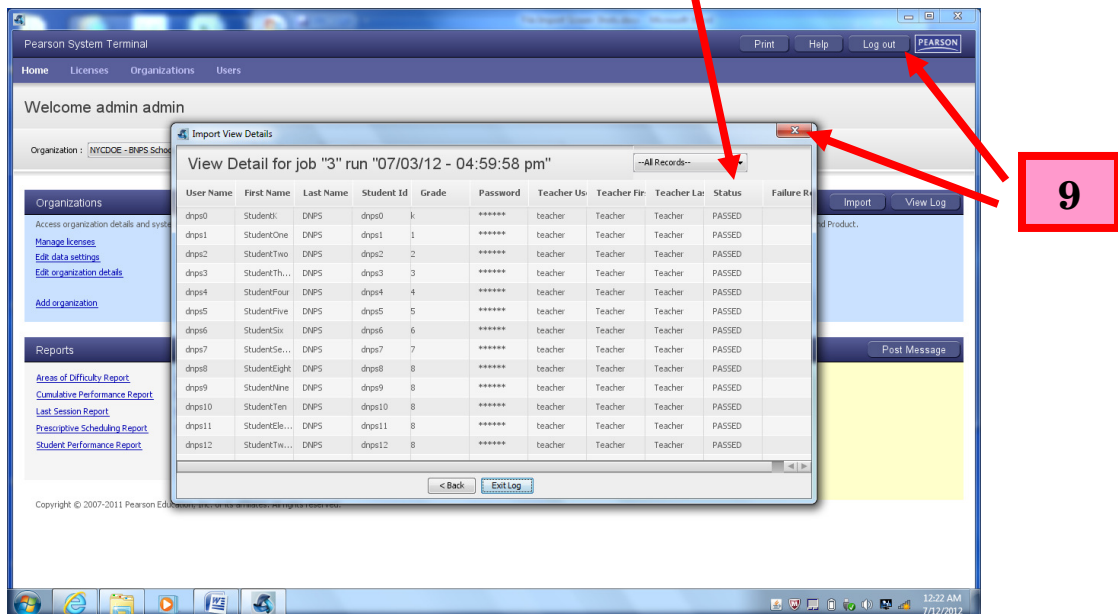
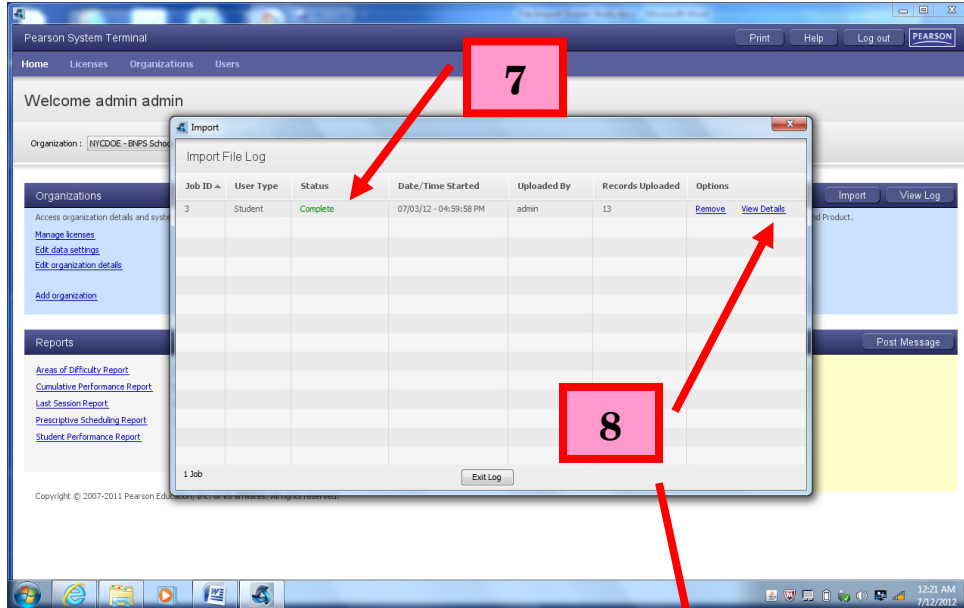
4. Browse to the location of the CSV file and select it.
5. Click “open” to start the import process.



6. When the file import process is complete, select the *View Log* button.



7. If all of the student logins were correctly imported, the status of the import should show *complete*. Sometimes, the status may say *partial complete* or *failed*.
8. If either of these situations occur, click on *view details* to determine what caused the partial or failed import. Correct the issue on the CSV file and re-import it into the system.

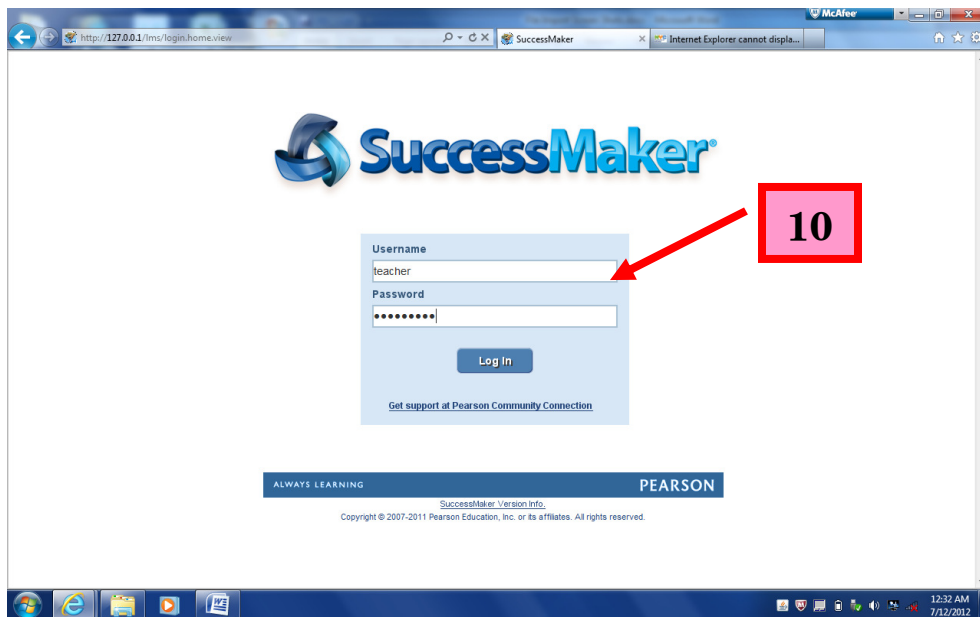


9. Close out of the *Import View Details* window and then log out of the administrator login.

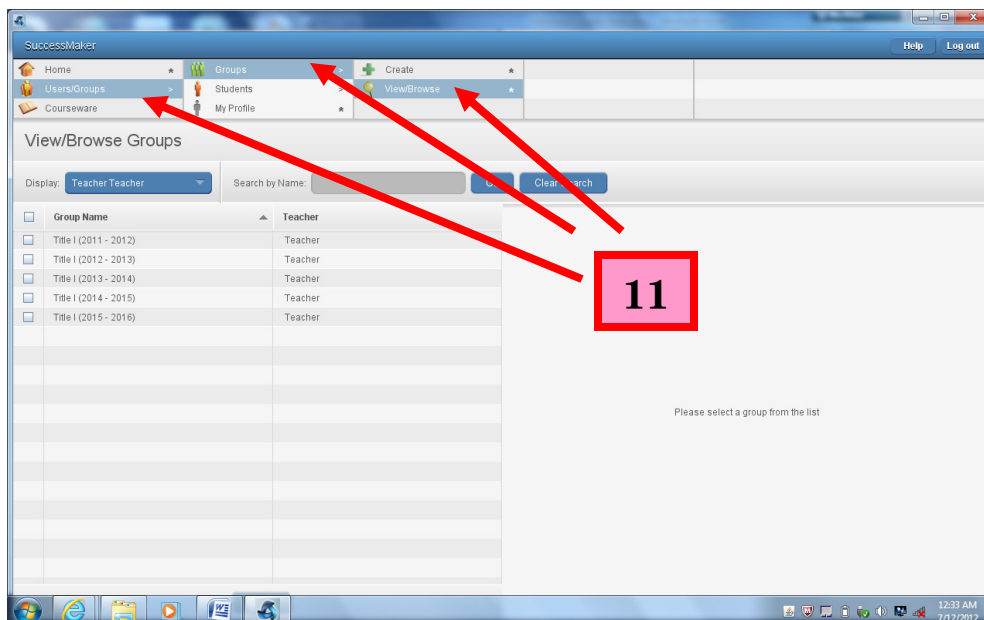
ADDING IMPORTED STUDENTS TO PRELOADED GROUPS

10. Login to SuccessMaker using the following teacher credentials (please note that login credentials are case sensitive):

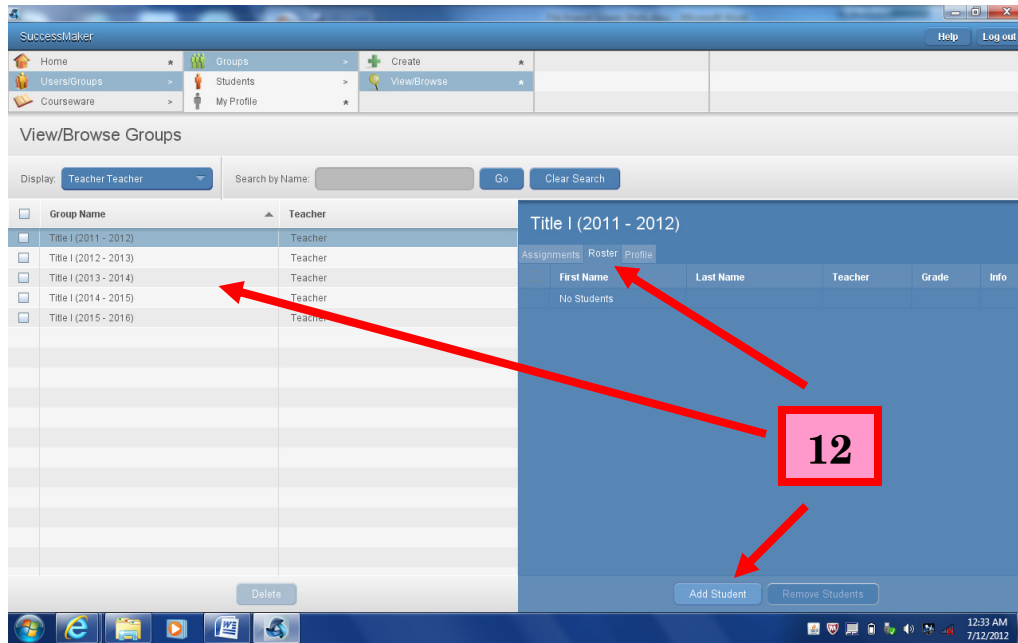
Username: teacher
Password: 21Schools



11. Click on *Users/Groups*, then *Groups*, then *View/Browse*



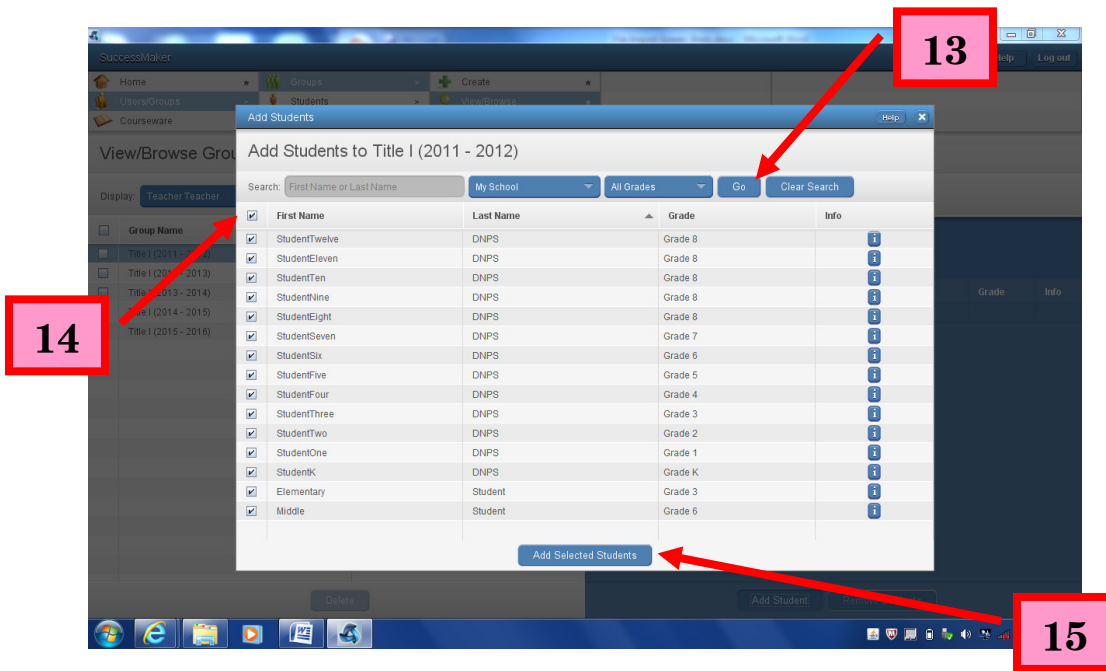
12. Click on the appropriate school year group, then click on *Roster*, then click *Add Student*



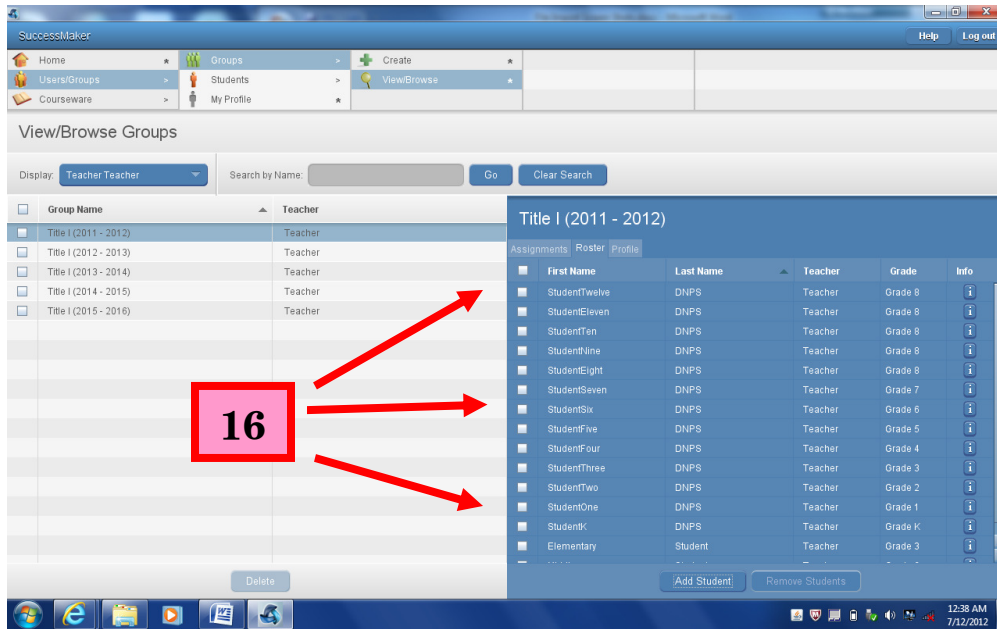
13. Click *Go* to view all imported students. Wait for the list to populate.

14. Place a check mark in the very top box on the left hand side of the Add Students window to select all students. (In certain situations, you may choose to only select specific students.)

15. Click *Add Selected Students* to complete the group assignment.



16. All students who were added to a group will appear on the roster once they are added



17. Once a student is added to a Title I group, they will automatically be assigned the default math and reading courses in SuccessMaker. These courses can be deactivated if the educator desires. Custom Courses will not appear until the educator assigns them. **NOTE:** Be careful when assigning custom courses. If a custom course is assigned to a group as opposed to an individual student, every student in that group will receive the assignment. This may not always be desired.

