

# How to Upload Students

Download this template so you can get your class list in the correct format: [CSV Upload Students Template](#)

You will need to create a separate csv file for each class within a grade level. Here are a few tips to make it easier:

Row 1: Keep all of the data in row 1

Rows 2+:

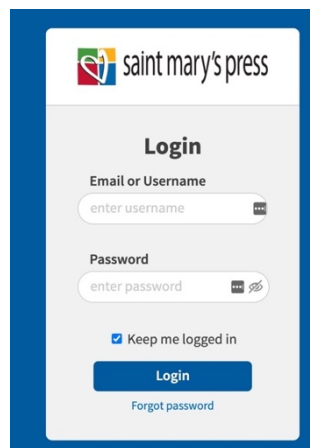
- a) Fill in your students first & last name.
- b) Delete <email> But keep the word “email” at the head of column C.
- c) Add a username for each student in column D. Your standard username will be: FirstLast1 (example: SamJohnson1). Please note, if your student has a hyphen or any special characters in their name, please remove the special character from the document. The program does not work with any special characters. For example Maria-Anna Martinez should be entered MariaAnna (Column A) Martinez (Column B) and MariaAnnaMartinez1 (Column D)

It should look something like this when you are finished:

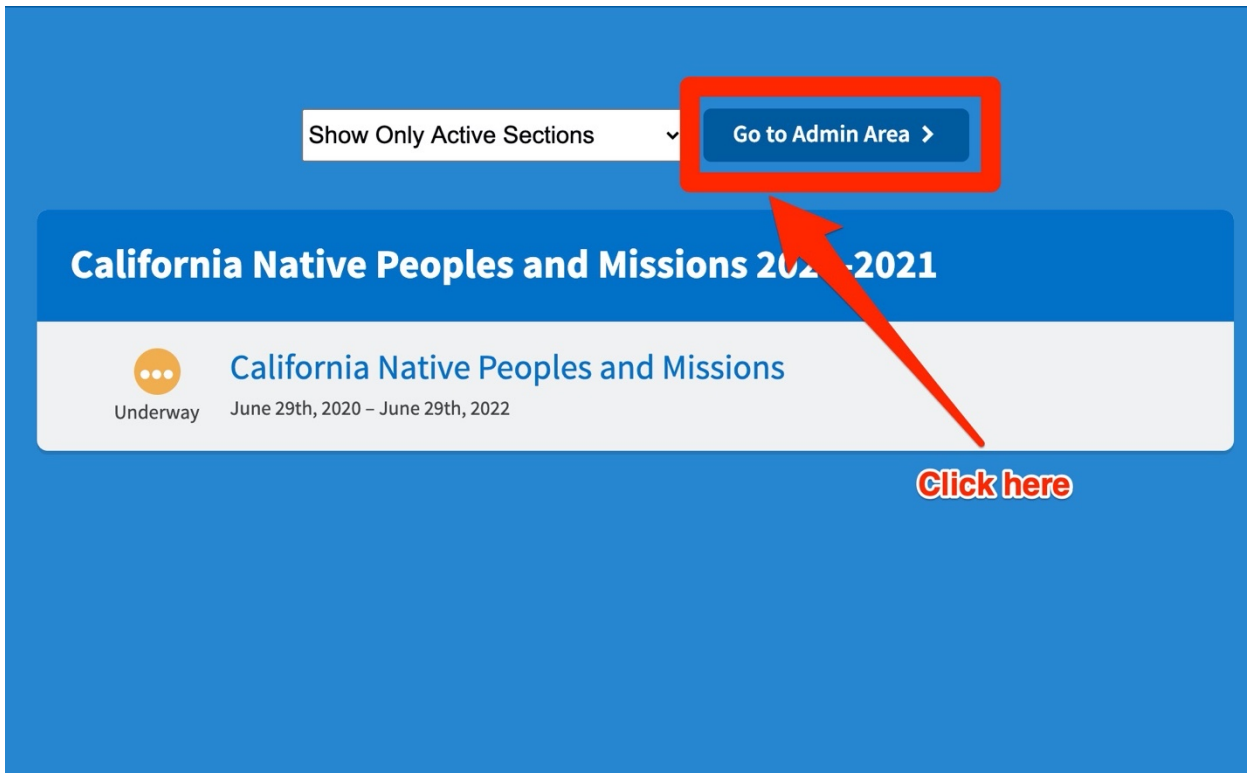
	A	B	C	D
1	<b>First Name</b>	<b>Last Name</b>	<b>Email</b>	<b>Username</b>
2	Sam	Johnson		SamJohnson1
3	Addy	Sitz		AddySitz1
4	Luke	Sweets		LukeSweets1
5	Camden	Martinez		CamdenMartinez1
6	Lily	Smith		LilySmith1
7	Lauren	Olson		LaurenOlson1
8	Elias	Gunderson		EliasGunderson1
9				

Save your list as a .csv file. If you have more than one class, save a separate list for each class.

1. Go to [mlearn.smp.org](http://mlearn.smp.org) and log-in with your username and password.



2. Then click “go to admin area” (or skip this step if it takes you right in to screen #3)



3. Find your course (California Native Peoples and Missions 2020-2021) and click “manage sections”

A screenshot of the "Manage Courses for .02 AAA SMP" page. The page has a blue header with the text "Saint Mary's E-Learning » School Administration for .02 AAA SMP" and a user icon. On the left is a sidebar with navigation links for "Courses", "Instructors", "Students", and "Classes". The main content area has the title "Manage Courses for .02 AAA SMP" and a paragraph explaining the administrator's role. Below this is a "Course Status Filter" dropdown set to "Show Only Active Courses". The main feature is a table titled "Course Seats" with the following data:

Course	# Sections	Total Seats	Seats Available	Registered Students	School Admin Actions
California Native Peoples and Missions	1	1	0	1	<a href="#">History</a> <a href="#">Manage Sections</a>
California Native Peoples and Missions 2020-2021	1	1	1	0	<a href="#">History</a> <a href="#">Manage Sections</a>
Understanding Racism 2019	1	1	1	0	<a href="#">History</a> <a href="#">Manage Sections</a>

A red arrow points from the text "click 'manage sections'" (written in red above the table) to the "Manage Sections" button in the second row of the table. The "Manage Sections" button in the second row is highlighted with a red box. At the bottom right of the page is a "Trash" button.

- Then click on the section name (if you have more than one class be sure to open the “add a class” doc so you can add your additional class before you get too far).

Manage Sections for Course: California Native Peoples and Missions 2020-2021

Here you can manage Sections in the California Native Peoples and Missions 2020-2021 Course for .02 AAA SMP. **click on your section**

This page may be accessed by:  
 ★ SMP Admins  
 🏠 School Admins

02 AAA SMP currently has 1 Open Section in California Native Peoples and Missions 2020-2021.

[+ Add a Section](#)

Section Name	Section Code	Course	Section #	Instructor(s)	# Enrolled	Reg. start	Class start	Class end	Status
California Native Peoples and Missions	9pkyhkg7	California Native Peoples and Missions 2020-2021	1	Demo Instructor	0	2020-06-28	2020-06-29	2022-06-29	Underway

← Previous 1 Next →

- Confirm this is the correct instructor, if so, move to #6, if not, open the “add a teacher” document to update.

California Native Peoples and Missions

Course: California Native Peoples and Missions 2020-2021  
 Section Number: 1  
 Section Code: 9pkyhkg7

This page may be accessed by:  
 ★ SMP Admins  
 🏠 School Admins

[Add/View Sections](#) [Add Students](#) [Edit Section](#) [Enter Classroom](#) [Delete Section](#)

Instructor

The assigned Instructors are:  
 Demo Instructor

Schedule

Registration Start Date  
 Class Start Date  
 Class End Date

Current Status: Underway  
 End Date has not arrived.

- Then click on “add students”

California Native Peoples and Missions **click "add students"**

Course: California Native Peoples and Missions 2020-2021  
 Section Number: 1  
 Section Code: 9pkyhkg7

This page may be accessed by:  
 ★ SMP Admins  
 🏠 School Admins

[Add/View Sections](#) [Add Students](#) [Edit Section](#) [Enter Classroom](#) [Delete Section](#)

Instructor

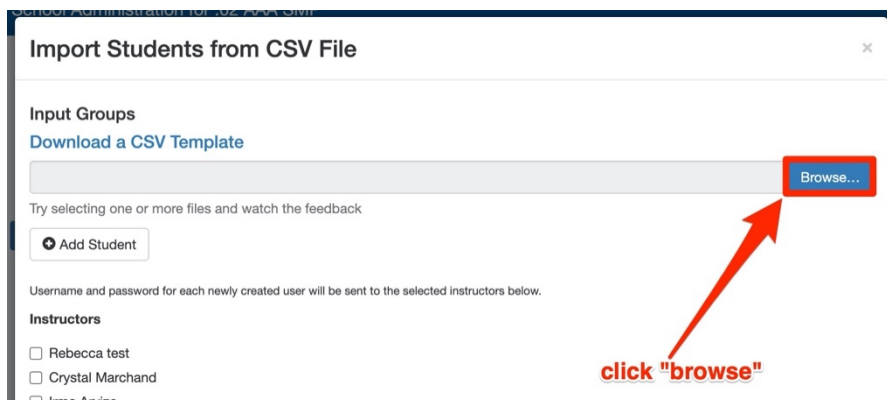
The assigned Instructors are:  
 Demo Instructor

Schedule

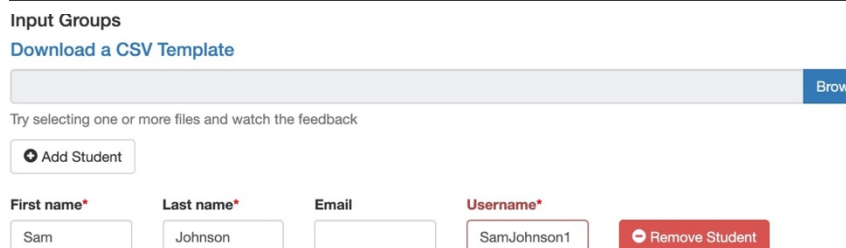
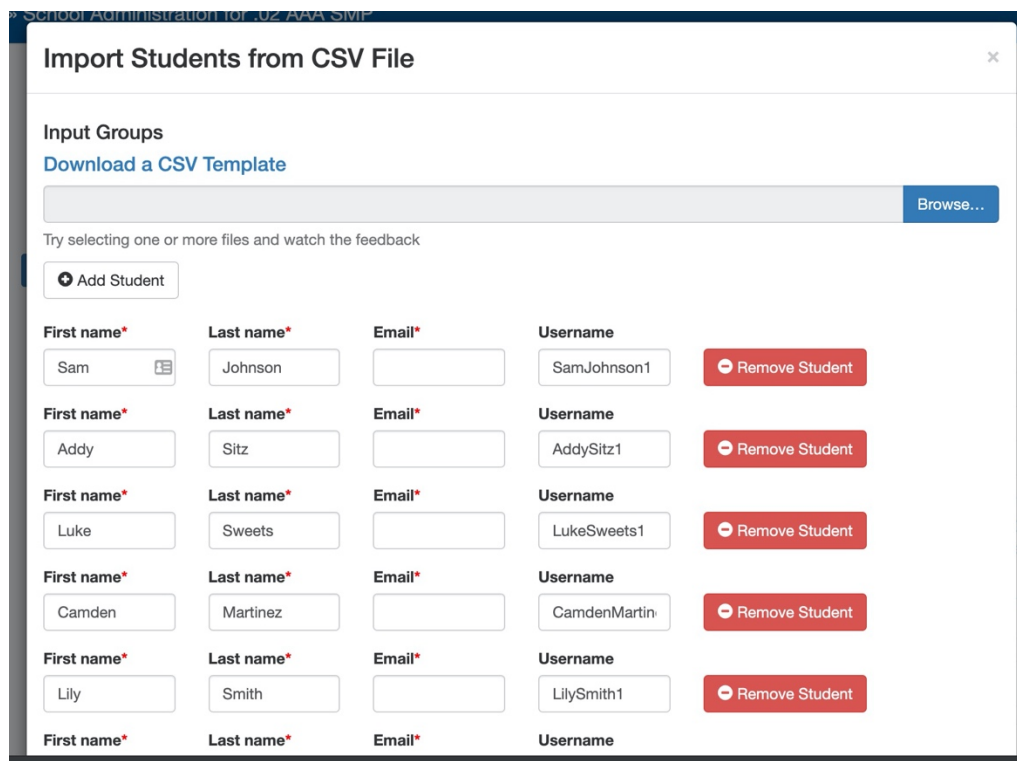
Registration Start Date  
 Class Start Date  
 Class End Date

Current Status: Underway  
 End Date has not arrived. Students can access the course.

7. Then click “browse” – then find the class list you created at the beginning, select it and hit open (make sure it’s a csv or it won’t work).



8. It will look like this, skim through and make sure it all looks right – if you get an error saying the username already exists, just change the 1 in the username to a 2 or 3 and that should solve it.



9. Then, scroll down and select your name under instructors before you hit “import students” – this will send you an email with a list of each student’s username and password to distribute to the students.

Luke	Sweets		LukeSweets1	Remove Student
<b>First name*</b>	<b>Last name*</b>	<b>Email*</b>	<b>Username</b>	
Camden	Martinez		CamdenMartin	Remove Student
<b>First name*</b>	<b>Last name*</b>	<b>Email*</b>	<b>Username</b>	
Lily	Smith		LilySmith1	Remove Student
<b>First name*</b>	<b>Last name*</b>	<b>Email*</b>	<b>Username</b>	
Lauren	Olson		LaurenOlson1	Remove Student
<b>First name*</b>	<b>Last name*</b>	<b>Email*</b>	<b>Username</b>	
Elias	Gunderson		EliasGunderson	Remove Student

Username and password for each newly created user will be sent to the selected instructors below.

**Instructors**

- Rebecca test
- Crystal Marchand
- Irma Arvizo
- Kristy Barse
- Demo Instructor

check your name so you get an email with usernames and passwords. Then click "import students".

Import Students Cancel

10. You’ll see the “success” message once you’ve uploaded. You can now hit the x in the upper right corner if you are finished. If you have more students to upload you can go to “add student” and add one at a time. This will add more students to this same class. If you have a second class to upload – walk through these steps again for a different section.

g » School Administration for .02 AAA SMP

## Import Students from CSV File

Success! Your students are now enrolled in California Native Peoples and Missions.

**Input Groups**

[Download a CSV Template](#)

Browse...

Try selecting one or more files and watch the feedback

+ Add Student



11. Hit “refresh” on your browser and the students will appear at the bottom of that page:

## California Native Peoples and Missions

Course: California Native Peoples and Missions 2020-2021  
 Section Number: 1  
 Section Code: 9pkyhkg7

This page may be accessed by:  
 ★ SMP Admins  
 🏫 School Admins

[Add/View Sections](#)
[Add Students](#)
[Edit Section](#)
[Enter Classroom](#)
[Delete Section](#)

Instructor

The assigned Instructors are:  
 Demo Instructor

Schedule

Registration Start Date	2020-0
Class Start Date	2020-0
Class End Date	2022-0

Current Status: **Underway**. The Class Start Date has passed. The End Date has not arrived. Students can still enroll in the course. Students can access the course.

Enrollments

Name	Enabled?	Suspended?	Assign to Section:	<input type="radio"/> Suspended	<input checked="" type="radio"/> Not Suspended	Update
Elias Gunderson	Yes	No	California Native Peoples at	<input type="radio"/>	<input checked="" type="radio"/>	Update
Sam Johnson	Yes	No	California Native Peoples at	<input type="radio"/>	<input checked="" type="radio"/>	Update
Camden Martinez	Yes	No	California Native Peoples at	<input type="radio"/>	<input checked="" type="radio"/>	Update
Lauren Olson	Yes	No	California Native Peoples at	<input type="radio"/>	<input checked="" type="radio"/>	Update
Addy Sitz	Yes	No	California Native Peoples at	<input type="radio"/>	<input checked="" type="radio"/>	Update
Lily Smith	Yes	No	California Native Peoples at	<input type="radio"/>	<input checked="" type="radio"/>	Update
Luke Sweets	Yes	No	California Native Peoples at	<input type="radio"/>	<input checked="" type="radio"/>	Update

12. Your students are now uploaded – you should get an email with username and passwords – if your email gets stuck in spam or you don’t see it- the passwords generate as FirstnameLastname – so Lily Smith’s password would be LilySmith – Luke Sweet’s password would be LukeSweet. Get the username and passwords

to the students. They will want to bookmark [mlearn.smp.org](http://mlearn.smp.org) – if they click “keep me logged in” they won’t have to type it in each time.

- Please note – you may see a note that says “you have more registered students than total seats” – and notice a negative number, you can ignore that – we will bill you for the total number of students and adjust the total seats at that time. You can ignore this.

Course Seats

You have more Registered Students than Total Seats in one or more courses, as shown in the table below. Please call Saint Mary's Press at 800-533-8095 so that we can get you more seats.

Course	# Sections	Total Seats	Seats Available	Registered Students	School Admin Actions
6th Grade	4	24	10	14	<a href="#">History</a> <a href="#">Manage Sections</a>
California Native Peoples and Missions	4	67	-5	72	<a href="#">History</a> <a href="#">Manage Sections</a>
California Native Peoples and Missions 2019	1	1	1	0	<a href="#">History</a> <a href="#">Manage Sections</a>
Called to Mercy	26	82	6	76	<a href="#">History</a> <a href="#">Manage Sections</a>

