



# NY ASSESSMENT PRACTICE – ENROLL STUDENTS

## BATCH IMPORTS

If you have a large class list, the best way to enroll your students is by using the Import tool.

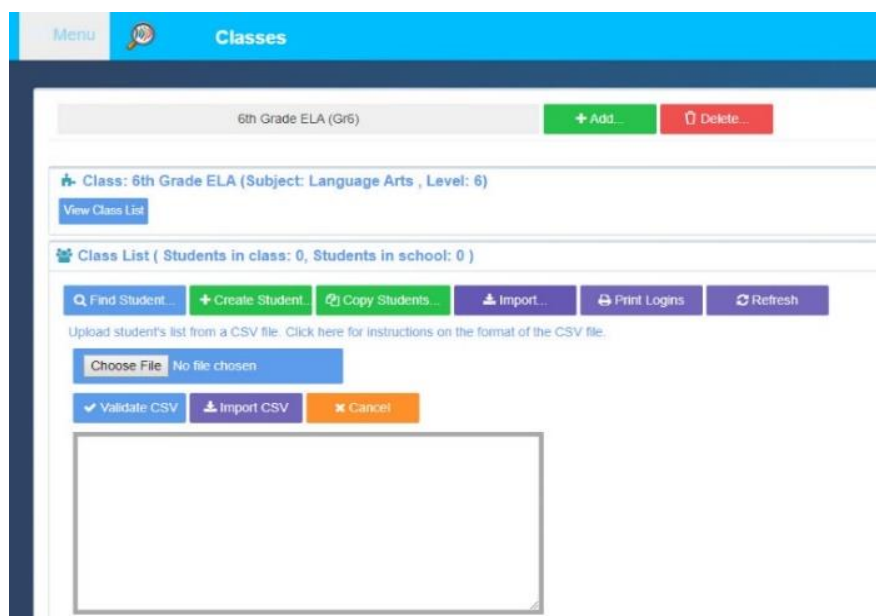
1. First create your class list. Download the csv template or create your own using the following headings: StudentID, FirstName, LastName, Login, Password.
2. Select a login and password for your students. You can use any login ID combination of characters and numbers. Many schools use student IDs.
3. Save your list as a .csv file (Comma Delimited format).

Click on “Classes” in the left sidebar menu to import your class list. Choose the class to enroll students in by selecting it from the drop-down list. (An initial set of classes has been created with your account.) Press “View Class List/” and click on the Class list line in blue. Follow these steps:

1. Click on the purple box “Import.”
2. Click on “Choose Files” and select the .csv file you created.
3. Press “Validate CRV.” If you receive no errors, press “Import CSV.” You will get a message that your list is being imported. After a few moments, your added students will now appear on the class list.

### Troubleshooting Tips:

1. If you get an error message during the validation, check the information in your file and make any necessary corrections to your fields. To view a sample .csv file, click on the blue “helper tip” that says “[Click here for instructions on the format of the CSV file.](#)”
2. After checking your .csv file and making any necessary changes, click choose files again to import your list. If you are still getting errors, contact [support@brightfishlearning.com](mailto:support@brightfishlearning.com).

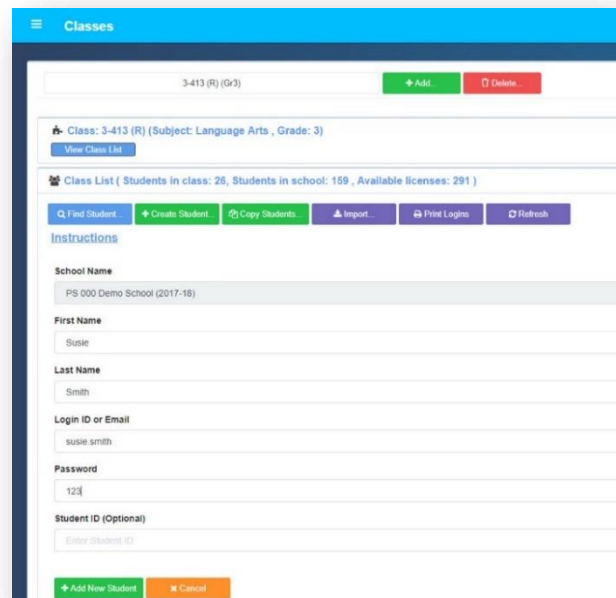


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## CREATE STUDENT – SINGLE RECORD

If you have just a few students to add to a class, you can use the “Create student” button.

1. Click on the green “Create Student” button.
2. Type in the first and last name. The system will build the login ID using the first.last format. If you want to use something else for the login ID, you will need to overwrite it.
3. Type in the password. 123 is assigned as a default if you leave the password field blank.
4. Click the “Add New Student” button and the student will be added to your class. Repeat the process for each student you want to add to the class.



## COPY STUDENTS FROM ONE CLASS TO ANOTHER

If you have the same students in your ELA and Math classes, you can use the “Copy Students” function to copy students from one class to another.

After you have enrolled your first class, pull up the class that does not have any students enrolled. Click on “Copy Students” and select the class you want to copy. Copy the whole class or choose individual students by clicking on the box next to their name. You can also copy a whole class and then deselect students you don’t want by unchecking the box next to the name.

