## TEXAS HISTORY AWAKENS <del>\</del>

## **BULK UPLOAD STUDENTS ROSTER** Services and Support



Use the following instructions to Get Started using Texas History Awakens. Best used with: Ochrome

**Step 1:** Create your bulk roster in CSV form. We have made it easy by showing you sample data and fields that will identify how you can add your own students. Click your preference below.

★ BULK UPLOAD STUDENT (GOOGLE SHEETS) FILE

🛨 BULK UPLOAD STUDENT (CSV) FILE

**Step 2:** Within the CSV file, you will find 7 rows. You may copy and paste from an existing roster into the required Rows or manually add each student information that is needed and/or required.

A	В	С	D	E	F	G
UserName	Password	FirstName	MiddleName	LastName	SecondLastName	BirthDate
Johndoe400	12345678	john		Doe		11/30/1987
susando400	12345678	susan		midDoes	Does	11/28/1987

\*Row 1 must NOT be CHANGED or REMOVED that includes UserName, Password, FirstName, MiddleName, LastName, SecondLastName and BirthDate. The sample data can be removed or replaced with your student information below Row 1. MiddleName & SecondLastName are not required.

## **Step 3:** Once your Bulk CSV file is ready, Click on the "**ADD STUDENT**" button:



Step 4: By default, you can add a student manually. However, to bulk upload you will need to click on the Multiple Students tab at the top.

- 6	Single Student	Multiple Students	- 1
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**Step 5:** Click on the "Students Batch" to open up your roster CSV file.



**Step 6:** Depending on your Operating System, locate your Roster CSV file to upload to program.



**Step 7:** You will see your captured file noted. Now Click Submit.



After pressing Submit, your new Bulk Student Roster will now appear in the Classroom list.

Students	Class Performance	TEKS Report	Pro	ogram	Sco	pe And S	Sequence	
PO	PK One (pkstudent1)	R	ESET I	PASSWO	RD	Text	Audio	Ō
РТ	PK Two (pkstudent2)	R	ESET I	PASSWO	RD	Text	Audio	Ō
PT	PK Three (pkstudent3)	) R	ESET I	PASSWO	RD	Text	Audio	Ô
PF	PK Four (pkstudent4)	R	ESET I	PASSWO	RD	Text	Audio	Ô
PF	PK Five (pkstudent5)	R	ESET I	PASSWO	RD	Text	Audio	Ô
PS	PK Six (pkstudent6)	R	ESET I	PASSWO	RD	Text	Audio	Ō
PS	PK Seven (pkstudent7	) R	ESET I	PASSWO	RD	Text	Audio	Ô



Students, teachers and administrators can now log in using the same 3 Step process to access the application. This includes teachers and administrators logging in will be able to access any classes or data.

If you need help or for any other information, contact **Texas History Awakens Services at (469) 294-2834** from 7:30 a.m. to 6:30 p.m. (CT) Monday through Friday or email billing@txhistoryawakens.com