How to upload your students to the TechFuture Classroom

Introduction

As a registered teacher, you can add any number of students to the learning platform, which then gives them access to all projects on TechFuture Classroom, and to the badges on the Tech Partnership Badge Academy. They will be assigned to you, and you will be able to see their activity on the platform.

Use this guide to populate our Moodle learning platform with your students. Firstly, find and download the template CSV file (listed alongside this document). After adding your student names and basic details to the CSV you will then upload this to the learning hub, which then associates the students/school to yourself allowing you to view the student reports/progress.

How to complete the CSV file

As an authorised 'Teacher' you will have two teacher-specific menu items under the '**ABOUT**' menu on the top navigation drop down. Firstly there is the **'Upload Users'** function where you can upload the CSV, then '**Run Import**' which imports the users to the platform.

The process should be straightforward but there are certain criteria that must be met such as naming conventions for the fields as explained below.

In the CSV file, you will see an example 'student' record, use this as a guide but please change accordingly and add your students, one row per student.

> Leave columns: *timemodified* and *deleted* empty. These columns are only used when updating existing data and not uploading for the first time.

> Please provide a lowercase *username* (for students to log-in), a *firstname*, *lastname* and *email* preferably their school email address.

> The columns; *orgidnumber* and *manageridnumber* are specific to you and the values were sent to you when you registered on the learning hub. These details are referred to in the same email that requested a confirmation post registration.

**Below is a summary of the columns in the CSV and how they should be completed:**

Idnumber	Please use a three letter abbreviation of your school followed by a consecutive number (e.g. 01, 02) for each student. For example, smc01, smc02 for St Mary's College.
timemodified	Leave this field empty
username	A lowercase username (e.g.timsmith)
firstname	Student's first name (e.g. Tim)

lastname	Student's last name (e.g. Smith)
email	Please enter with the student's school email address
orgidnumber	This is the six digit number specific to your school that was supplied to you by email during registration, referenced in the email as **organisation id**.
manageridnumber	This is referenced as **user id** in the email sent during registration
password	This should be eight characters or longer with lowercase, uppercase letters, characters and numbers
deleted	Leave this field blank

Uploading users through the About menu
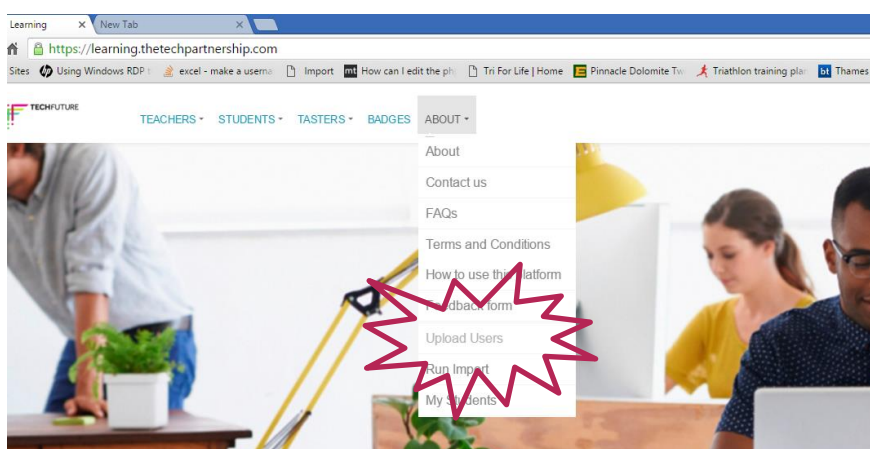
Click on the **About** menu at the top of the page and select **Upload Users**.

In the page that appears 'Drag and Drop' your students CSV file into the container, or browse to find it by selecting 'Choose a File' and click 'UPLOAD'.
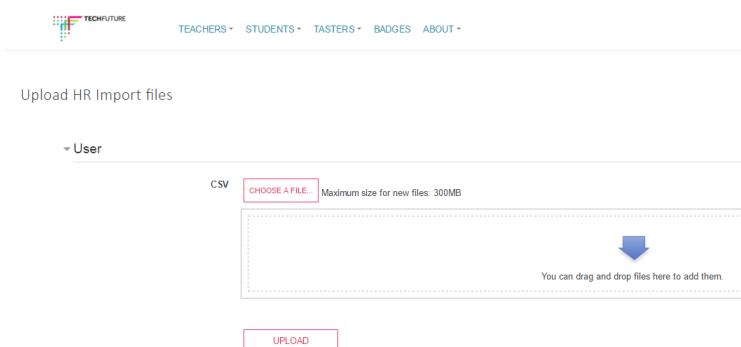
To complete the process, go back to the **About** menu and select **Run Import**. Your CSV file should be shown. Click **Run HR Import** and your students will be added to the hub. You can then give students their login details and they will be able to access their own account on the platform.

We hope this guide will answer most of the questions you have about the platform. If not, do let us know by emailing helpdesk@techfuture.com and we will respond to your query within 48 hours.