



# How to Upload Students

[Download this template so you can get your class list in the correct format.](#)

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+:

- Fill in your students first & last name
- Delete <email> but keep the word "email" at the head of Column 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)

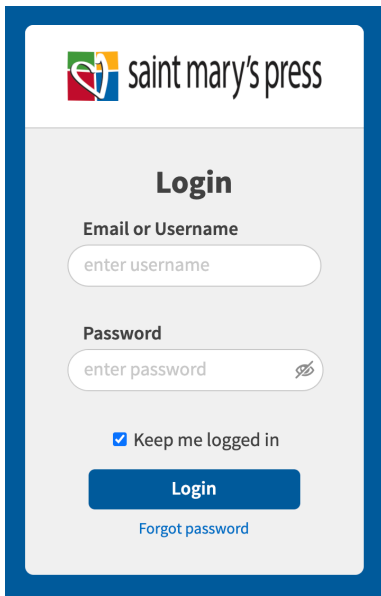
It should look something like this when you are finished:

|   | A          | B         | C     | D                | E |
|---|------------|-----------|-------|------------------|---|
| 1 | First Name | Last Name | Email | Username         |   |
| 2 | Samantha   | Johnson   |       | SamanthaJohnson1 |   |
| 3 | Adeline    | Sitz      |       | AdelineSitz1     |   |
| 4 | Luke       | Swed      |       | LukeSwed1        |   |
| 5 | Cam        | Martinez  |       | CamMartinez1     |   |
| 6 | Lily       | Lawrence  |       | LilyLawrence1    |   |
| 7 |            |           |       |                  |   |
| 8 |            |           |       |                  |   |

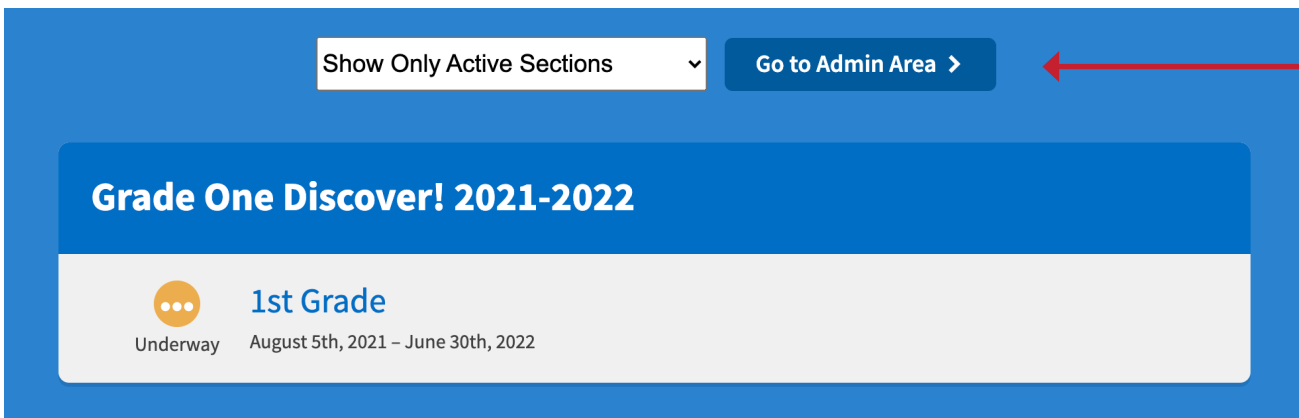
Save your list as a .csv file.

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"



3. Select "Manage Sections" for the course you want (Discover Grade 1, Catholicism 101, etc)

| Course                         | # Sections | Total Seats | Seats Available | Registered Students | School Admin Actions                                    |
|--------------------------------|------------|-------------|-----------------|---------------------|---|
| Called to Mercy 2021-2022      | 1          | 1           | 1               | 0                   | <a href="#">History</a> <a href="#">Manage Sections</a> |
| Grade Five Discover! 2020-2021 | 1          | 1           | -3              | 4                   | <a href="#">History</a> <a href="#">Manage Sections</a> |
| Grade Five Discover! 2021-2022 | 1          | 1           | -8              | 9                   | <a href="#">History</a> <a href="#">Manage Sections</a> |
| Grade Four Discover! 2020-2021 | 1          | 1           | 1               | 0                   | <a href="#">History</a> <a href="#">Manage Sections</a> |
| Grade One Discover! 2020-2021  | 1          | 6           | 2               | 4                   | <a href="#">History</a> <a href="#">Manage Sections</a> |

4. Then click on the section name.

[+ Add a Section](#)

| Section Name | Section Code | Course                        | Section # | Instructor(s)  | # Enrolled | Reg. start | Class start | Class end  | Status   |
|--------------|--------------|-------------------------------|-----------|----------------|------------|------------|-------------|------------|----------|
| Review       | zhkh5xfr     | Grade One Discover! 2020-2021 | 1         | Jenelle Jensen | 4          | 2021-02-11 | 2021-02-12  | 2022-02-12 | Underway |

5. Click on "add students"

[Add/View Sections](#)

[Add Students](#)

[Edit Section](#)

[Enter Classroom](#)

[Delete Section](#)

Instructor

The assigned Instructors are:

6. 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)

ool Administration for Jenelle's Test Parish

[Add New Students](#) [Add Previously Enrolled Students](#)

Import Students from CSV  
[Download a CSV Template](#)

[Browse...](#)

Try selecting one or more files and watch the feedback

[Add Student](#)

7. 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.

Input Groups

[Download a CSV Template](#)

[Browse...](#)

Try selecting one or more files and watch the feedback

[Add Student](#)

|                                       |                                      |                      |   |                                |
|---------------------------------------|--------------------------------------|----------------------|---|--------------------------------|
| First name*                           | Last name*                           | Email*               | Username                                  | <a href="#">Remove Student</a> |
| <input type="text" value="Samantha"/> | <input type="text" value="Johnson"/> | <input type="text"/> | <input type="text" value="SamanthaJohn"/> |                                |
| First name*                           | Last name*                           | Email*               | Username                                  | <a href="#">Remove Student</a> |
| <input type="text" value="Adeine"/>   | <input type="text" value="Sitz"/>    | <input type="text"/> | <input type="text" value="AdeineSitz1"/>  |                                |
| First name*                           | Last name*                           | Email*               | Username                                  | <a href="#">Remove Student</a> |
| <input type="text" value="Luke"/>     | <input type="text" value="Swed"/>    | <input type="text"/> | <input type="text" value="LukeSwed1"/>    |                                |

8. 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 families

Then click “Import Students”

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

**Instructors**

- Sara James
- Kids Liturgy
- Brother Joe Ruiz
- Jenelle Jensen

9. 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 for this same grade to upload—walk through these steps again for a different section.

If you have another grade, go back to courses, select the course for that grade and walk through the steps again.

**Success!** Your students are now enrolled in Review.

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

| Enrollments  |          |            |  |
|--------------|----------|------------|--|
| Name         | Enabled? | Suspended? |  |
| Greg Andrews | Yes      | No         | Assign to Section:<br><input type="text" value="Review"/><br><input type="radio"/> Suspended<br><input checked="" type="radio"/> Not Suspended <input type="button" value="Update"/> |
| Jon Drake    | Yes      | No         | Assign to Section:<br><input type="text" value="Review"/><br><input type="radio"/> Suspended<br><input checked="" type="radio"/> Not Suspended <input type="button" value="Update"/> |
| Mia Johnson  | Yes      | No         | Assign to Section:<br><input type="text" value="Review"/><br><input type="radio"/> Suspended<br><input checked="" type="radio"/> Not Suspended <input type="button" value="Update"/> |
| Cindy Lou    | Yes      | No         | Assign to Section:<br><input type="text" value="Review"/><br><input type="radio"/> Suspended<br><input checked="" type="radio"/> Not Suspended <input type="button" value="Update"/> |

11. 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. For example, Lily Lawrence's password would be LilyLawrence.

Be sure to share the username and passwords with each family. 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.

12. 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 may have put our best guess in when we set you up and will adjust that number at some point during the year.

| 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                                    |
| Called to Mercy 2021-2022   | 1          | 1           | 1               | 0                   | <a href="#">History</a> <a href="#">Manage Sections</a> |
| Grade Five Discover! 2020-2021  | 1          | 1           | -3              | 4                   | <a href="#">History</a> <a href="#">Manage Sections</a> |
| Grade Five Discover! 2021-2022  | 1          | 1           | -8              | 9                   | <a href="#">History</a> <a href="#">Manage Sections</a> |
| Grade Four Discover! 2020-2021  | 1          | 1           | 1               | 0                   | <a href="#">History</a> <a href="#">Manage Sections</a> |
| Grade One Discover! 2020-2021   | 1          | 6           | 1               | 5                   | <a href="#">History</a> <a href="#">Manage Sections</a> |
| Grade One Discover! 2021-2022   | 1          | 1           | -3              | 4                   | <a href="#">History</a> <a href="#">Manage Sections</a> |
| Grade Three Discover! 2020-2021   | 1          | 1           | 1               | 0                   | <a href="#">History</a> <a href="#">Manage Sections</a> |
| Grade Two Discover! 2020-2021   | 1          | 1           | -3              | 4                   | <a href="#">History</a> <a href="#">Manage Sections</a> |
| Grade Two Discover! 2021-2022   | 1          | 1           | 1               | 0                   | <a href="#">History</a> <a href="#">Manage Sections</a> |