How to Batch Import Students (Teacher) #1

Teachers can batch import up to 50,000 students at a time. A "Batch Import" lets you add students into their new subscriptions quickly.

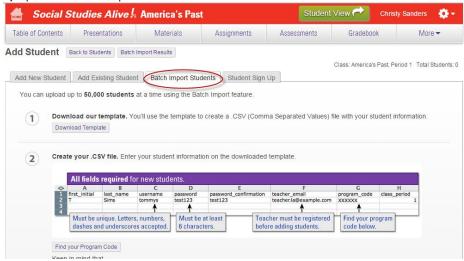**1)** Sign into your Teacher Subscription and click on the "My Students" tab.

2) Click on the Add/Edit under the students column.
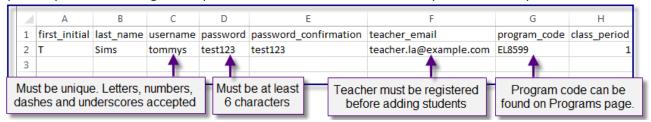
3) Click "Add Student."

4) Open the Batch Import Students Tab.

5) Download our CSV template for batch imports by clicking the "download template" button

6) Create your .CSV file using the template. Be sure to fill out all the columns in your CSV for every student.

	A	B	C	D	E	F	G	H
1	first_initial	last_name	username	password	password_confirmation	teacher_email	program_code	class_period
2	T	Sims	tommys	test123	test123	teacher.la@example.com	EL8599	1
3								

Must be unique. Letters, numbers, dashes and underscores accepted

Must be at least 6 characters

Teacher must be registered before adding students

Program code can be found on Programs page.

Note: You'll need your TCI program code, which is a 6-digit number. If your program code begins with zero, you must right click the column, select format cells, and make sure the field is set as a "text" field.

TCI Program Codes:

K – BSA Grade K – EL9565

1 – BSA Grade 1 - EL9619

2- BSA Grade 2 – EL9664

3- BSA Grade 3 – EL9718

4 – BSA Grade 4 – EL9763

5 – BSA Grade 5 – EL9817

7) Save the file as a .CSV (not as an Excel file).

8) Choose your file, and Upload it.

9) Once you have uploaded the file, you should see the student accounts in your Teacher Subscription. This may take up to 10 minutes.

If you need to make any edits to your Current Students, please follow the steps outlined in Batch Importing Student Accounts.

Create a Student Account #2
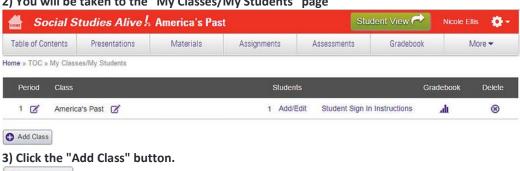
First you need to create your classes:

How to Create a Class

Create classes to keep track of all your students, connect student subscriptions to your own, create assignments, track homework (Digital Notebook and lesson sections), view Reading Challenge Trends, and more!

1) Go to "My Programs" and click "Add/Edit Classes" in your desired program.

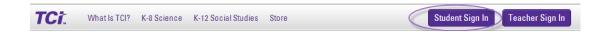**2) You will be taken to the "My Classes/My Students" page**

3) Click the "Add Class" button.

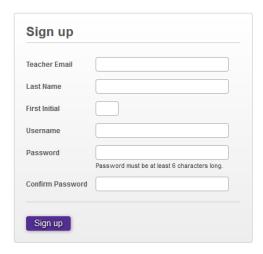**4) Name your class and select a period using the up/down arrows**

5) Add Students and Edit Student Information. To edit the class name or period, click on the little notebook icon.
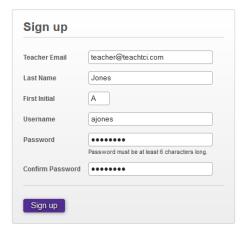

Students can now create their own accounts by doing the following:

1) Go to www.teachtci.com.

2) Click on the purple "Student Sign In" button (upper right corner)

3) Click on the green "Create Account" button

4) Enter the teacher email, last name, first initial, username and password then confirm your password.
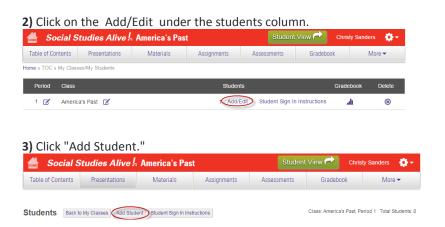
Sign up

Teacher Email	
Last Name	
First Initial	
Username	
Password	
	Password must be at least 6 characters long.
Confirm Password	

Sign up

5) Click the "Sign up" button

Sign up

Teacher Email	teacher@teachtci.com
Last Name	Jones
First Initial	A
Username	ajones
Password	••••••••
	Password must be at least 6 characters long.
Confirm Password	••••••••

Sign up

6) Add Your Class!

How to Add New Students by Hand #3

1) Sign into your Teacher Subscription and click on the "My Students" tab.

2) Click on the Add/Edit under the students column.

3) Click "Add Student."

4) Open the Add New Student Tab and type students in.