

# ADDING STUDENTS

*Tool tips to review before getting started.*

When creating accounts for your students, there are a few options to choose from. If you're a school within a district using Galaxy, you may want to coordinate this process with your district office.

You can also watch this video: <https://youtu.be/c6yGnTa1nY0>.



## OPTION 1: Add your first, **complete** list of students.

Use the **Complete** option when adding the complete list of students to your Galaxy student database, ideally at the beginning of each year or semester. This will also allow you to update a student's grade level each year.

**IMPORTANT NOTE:** **Complete** uploads should only be used to add a complete list of students to your database. Do NOT use a **Complete** upload to add only a few students to your existing database. Doing so will remove all other students from your database other than the few listed on your template. Instead, use **Incremental** (option 2) to add students to your existing database.

Follow these easy steps.

1. Select "Students" from the navigation pane.
2. Click on the "Download Student Template" button. Once the file has downloaded, click on it to open in Excel.
3. There are seven fields to populate in the template for each student:
  - a. First name.
  - b. Last name.
  - c. Email. This should be an active email, and not hyperlinked in the excel file.
  - d. Grade, using PK, K, or the number 1-5.
  - e. Password, must be at least eight characters in length.
  - f. Student ID and Date of Birth are not required. Date format of no earlier than 1/1/1990.
4. Select the upload mode as "Complete" because you are electing to upload information on all students in your district or school.
5. Select "Upload Student File" to complete this process. Student names and information that was contained in your student template file will appear on your screen below the instructions.

### Best Practice Tips:

*Work directly with your district Tech Liaison or IT department to upload your students to the database.*

*When populating the template, consider pulling the most up to date information from your student information system.*

*Save a copy of your populated student template in a safe place and name it Complete with the date.*

*When completing the student template, do not leave any required fields unpopulated (empty). Student information that contains unpopulated fields will not be uploaded. You'll receive an email notifying you of the missing information.*

*If the Students page is left open in your browser for an extended period of time, the session will time out. This will result in a failure to upload your student data. Refresh the page before uploading the student template.*

## OPTION 2: Add students incrementally.

Use the **Incremental** upload when adding *several students* to your existing Galaxy student database.

Follow these easy steps.

1. Select "Students" from the navigation pane.
2. Click on the "Download Student Template" button. Once the file has downloaded, click on it to open in Excel.
3. There are seven fields to populate in the template for each student:
  - a. First name.
  - b. Last name.
  - c. Email. This should be an active email, and not hyperlinked in the excel file.
  - d. Grade, using PK, K, or the number 1-5.
  - e. Password, must be at least eight characters in length.
  - f. Student ID and Date of Birth are not required. Date format of no earlier than 1/1/1990.
4. Select the upload mode as "Incremental" because you are electing to upload information only on the students listed on your template.
5. Select "Upload Student File" to finish the process of uploading your incremental student template file. Student information that was contained in your student template file will be added to the existing list of students and appear on your screen.

### Best Practice Tips:

*Be sure to download a new student template each time you upload students to your database rather than trying to reuse an old template.*

*When populating the template, consider pulling the most up to date information from your student information system.*

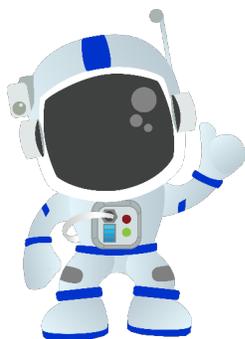
*Save a copy of your student upload file in a safe place. Name it "incremental" to differentiate it from your complete list.*

*It is a good idea to add the student information from your Incremental upload to the saved copy of your Complete student upload file. Then, you'll have an accurate list of student information that is contained in your Galaxy database.*

*When completing the student template, do not leave any required fields unpopulated (empty). Student information that contains unpopulated fields will not be uploaded. You'll receive an email notifying you of the missing information.*

*Do not use the incremental option to update student email addresses. Instead, select "Students" from the admin menu and locate each student from the list to update the information individually.*

*If the Students page is left open in your browser for an extended period of time, the session will time out. This will result in a failure to upload your student data. Refresh the page before uploading the student template.*



## OPTION 3: Add students one by one.

If you only have a few students you need to add, you may want to add them manually. To add students one by one, follow these easy steps.

1. Select "Students" from the navigation pane.
2. Click on the "Add Student" button.
3. Enter in all required fields regarding the student.
4. Click "Save".
5. Repeat these steps until you have added all students desired.