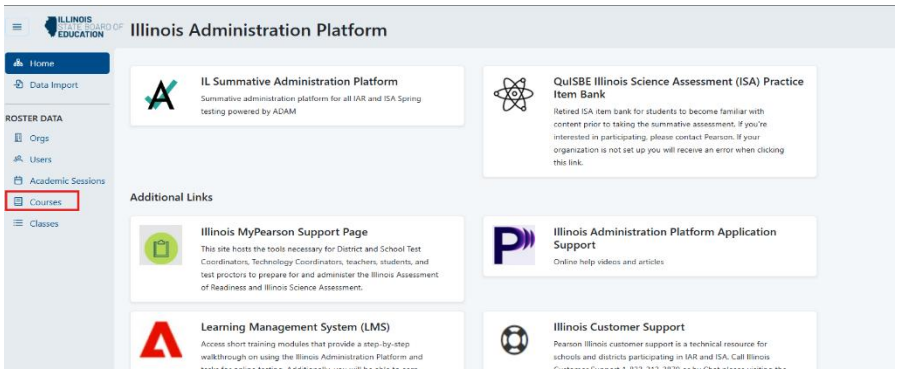
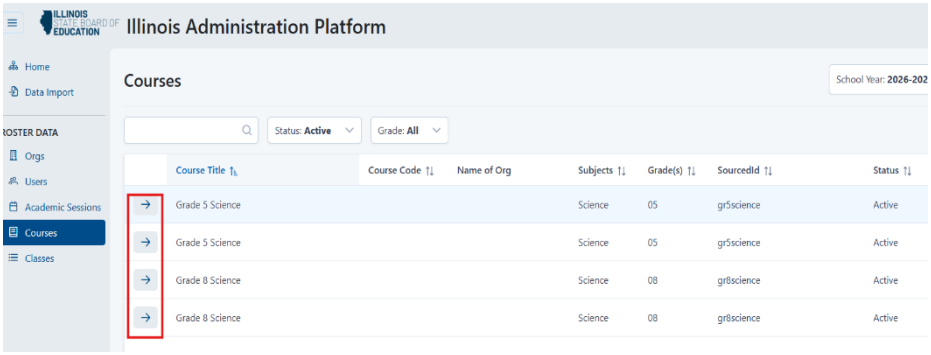
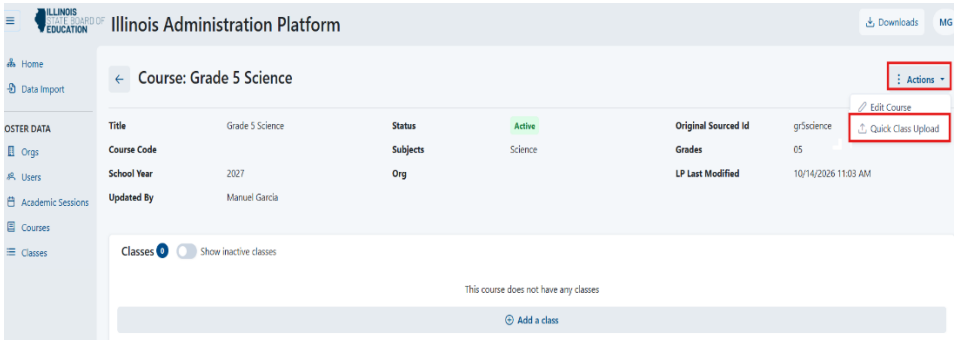
Quick Class Upload Guide

Version 1

This guide outlines the new feature of the Quick Class Upload.

Note: This is an optional, alternative task. A starter class has already been created for every organization and course. If your organization needs only one class, you do not need to upload a file. You can also create specific teacher-level classes directly in the user interface without a file import. For steps, see QuISBE Quick Guide. If you prefer to create classes through an import file, use the Quick Class Upload feature described in this guide.

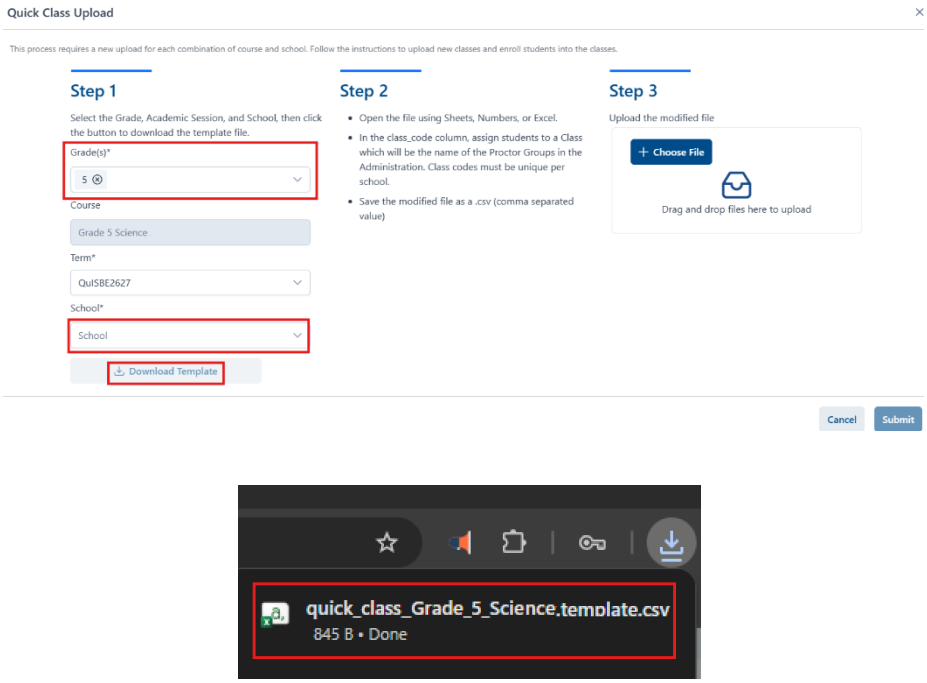
Detail Information	Screenshot
In **LaunchPad**, navigate to **Roster Data** and select **Courses**.	
Select the course in which you would like to create classes.	
On the right, open the **Actions** drop-down menu and select **Quick Class Upload.**	

The **Quick Class Upload** window will appear.

Select the appropriate grade. Only grades 5 and 8 should be selected.

Select the school for which you are creating classes, then select **Download Template.**

The template will download through your browser. Open the downloaded CSV file in Excel.



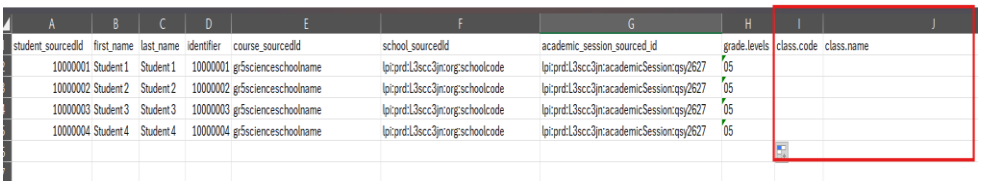
In the Excel spreadsheet, you will see all students in the selected school and grade level for which you are creating classes.

Complete only **Column I (class.code)** and **Column J (class.name).**

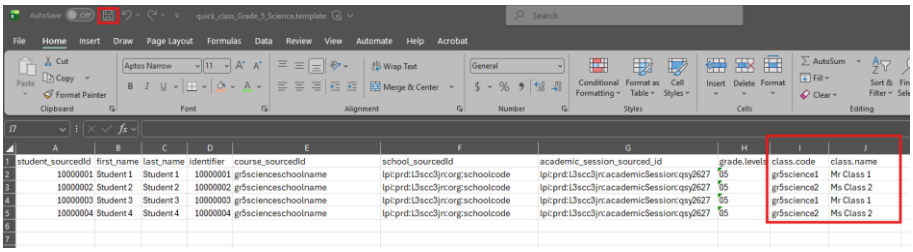
Ensure that the entries for each class are entered consistently. In the second image, only two classes were created, and the **class.code** and **class.name** match for each class.

Then click Save.

Note: If any entries do not match, multiple classes will be created. Please review the template carefully before uploading it to LaunchPad.



student_sourcedId	first_name	last_name	identifier	course_sourcedId	school_sourcedId	academic_session_sourced_id	grade.levels	class.code	class.name
10000001	Student 1	Student 1	10000001	gr5scienceschoolname	lpi:prd:L3scc3jn:org:schoolcode	lpi:prd:L3scc3jn:academicSession:qsy2627	05		
10000002	Student 2	Student 2	10000002	gr5scienceschoolname	lpi:prd:L3scc3jn:org:schoolcode	lpi:prd:L3scc3jn:academicSession:qsy2627	05		
10000003	Student 3	Student 3	10000003	gr5scienceschoolname	lpi:prd:L3scc3jn:org:schoolcode	lpi:prd:L3scc3jn:academicSession:qsy2627	05		
10000004	Student 4	Student 4	10000004	gr5scienceschoolname	lpi:prd:L3scc3jn:org:schoolcode	lpi:prd:L3scc3jn:academicSession:qsy2627	05		



student_sourcedId	first_name	last_name	identifier	course_sourcedId	school_sourcedId	academic_session_sourced_id	grade.levels	class.code	class.name
10000001	Student 1	Student 1	10000001	gr5scienceschoolname	lpi:prd:L3scc3jn:org:schoolcode	lpi:prd:L3scc3jn:academicSession:qsy2627	05	gr5science1	Mr Class 1
10000002	Student 2	Student 2	10000002	gr5scienceschoolname	lpi:prd:L3scc3jn:org:schoolcode	lpi:prd:L3scc3jn:academicSession:qsy2627	05	gr5science2	Ms Class 2
10000003	Student 3	Student 3	10000003	gr5scienceschoolname	lpi:prd:L3scc3jn:org:schoolcode	lpi:prd:L3scc3jn:academicSession:qsy2627	05	gr5science1	Mr Class 1
10000004	Student 4	Student 4	10000004	gr5scienceschoolname	lpi:prd:L3scc3jn:org:schoolcode	lpi:prd:L3scc3jn:academicSession:qsy2627	05	gr5science2	Ms Class 2

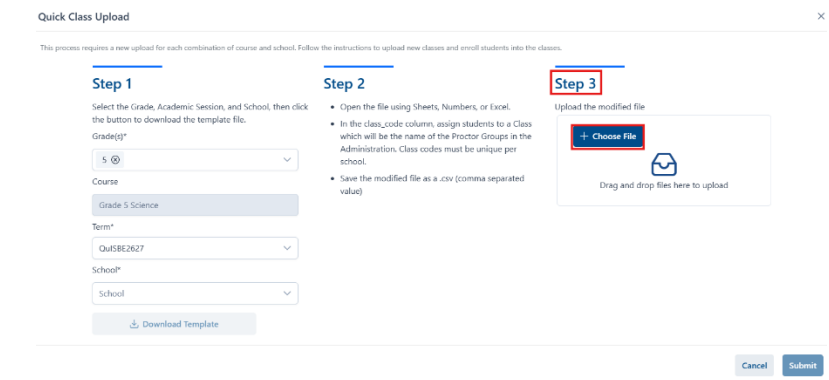
Return to the **Quick Class Upload** window. In **Step 3**, select **Choose File**.

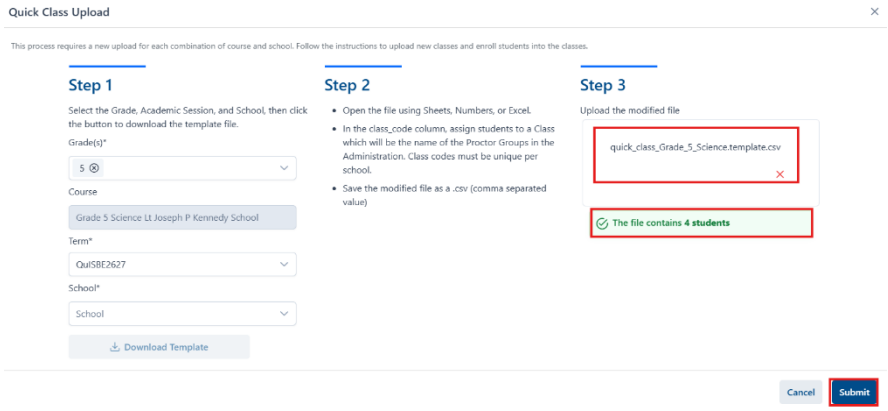
Locate and select the saved file, then select Open.

The file name will appear in the **Upload the modified file** box, along with a green message indicating the number of students in the file.

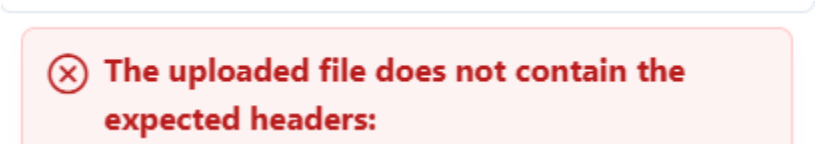
Select **Submit**.

The newly created classes and the students assigned to each class will appear in the course.





Note: A red warning message will appear if an incorrect file is selected or the template is formatted incorrectly.



Note: If you encounter this error, please contact Customer Support for assistance.

