

Type to Learn 4: Importing Accounts

Student or teacher accounts can only be imported through the Type to Learn 4 application.

** Do not import accounts with the same username, as Type to Learn 4 will create duplicate users. **

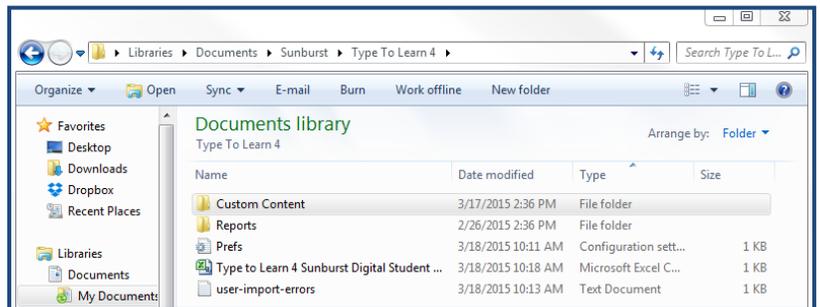
Sample CSV file:

- Create a Comma Separated Value (CSV) file with the following information

A: Last Name (3-15 characters)
 B: First Name (3-15 characters)
 C: UserName (unique, alphanumeric only and 3-15 characters)
 D: Password (less than 12 characters)
 E: Grade (K-12)
 F: Group (Optional)

	A	B	C	D	E	F	G	H
1	Hunter	Alysa	AH-5123	type	3			
2	Hyden	Amarette	AH9867	type	3			
3	Jewel	Amelia	AJ4324	type	3			
4	Klaus	Andrew	AK6396	type	3			
5	Bones	Carl	CB4818	type	3			
6	Hayes	Colton	ColtonHay	type	3			
7	Kramer	Connor	CK1297	type	3			
8	Luna	Cruz	CL7410	type	3			
9	Morgan	Dalton	DM5238	type	3			
10	Neiss	Dana	DN8219	type	3			
11								

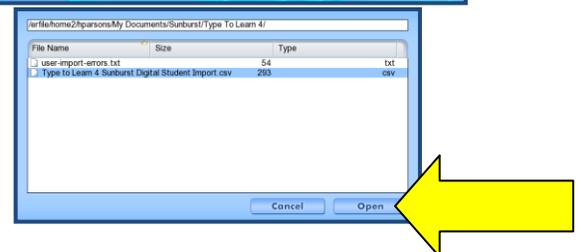
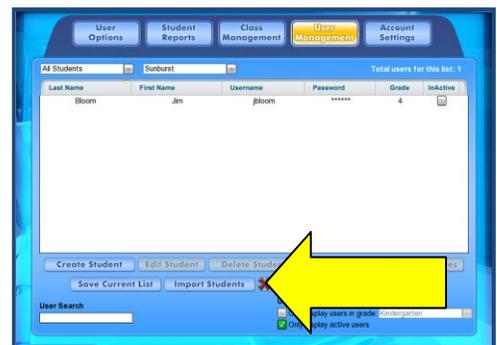
- Save in the following place: My Documents/Sunburst/Type To Learn 4/
- When saving as a CSV file always choose “yes” and ensure that the file is closed before the import process.



To import a CSV file:

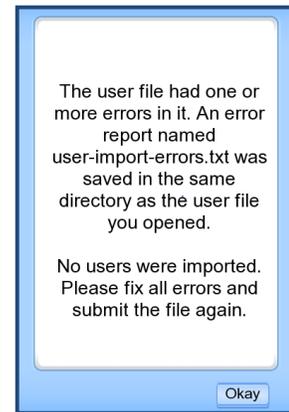
On the **Management** page, select **User Management**.

- Use the dropdown menu to choose “All Students” or “All Teachers”
- Select “Import Students” or “Import Teachers”
 - A box will appear that should display the CSV file that was saved.
- Select the file to be imported
- Choose “Open”



Notification:

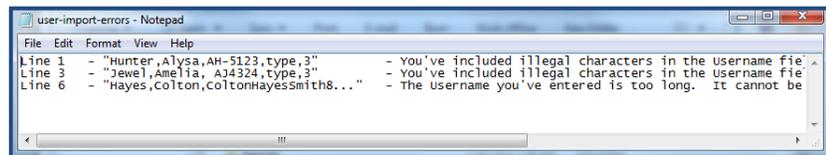
If there are error(s) in the file a notification will be given and a detailed report of the errors can be found in My Documents/Sunburst/Type To Learn 4/



Examples of errors include:

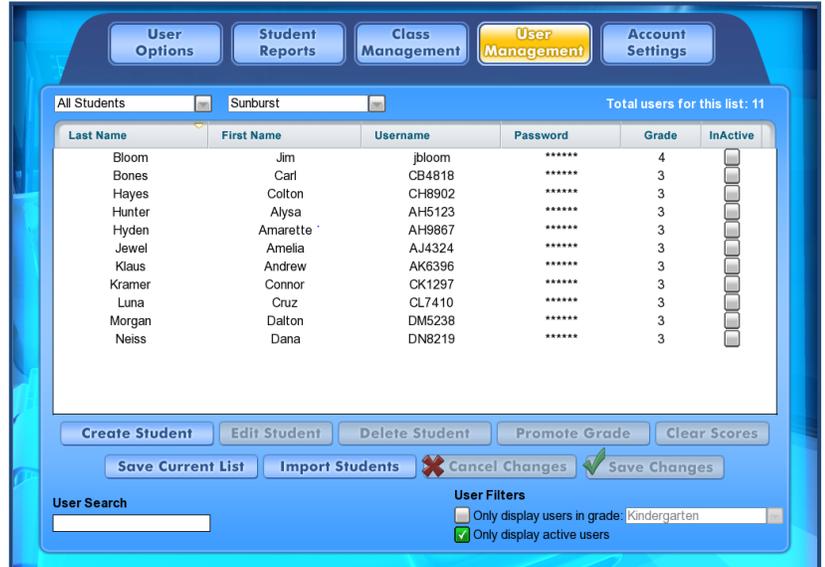
If the user-import-errors is **blank**, ensure that the CSV file is **closed**.

“You’ve included illegal characters...”
 “The username you’ve entered is too long...”



After making corrections to the CSV file you must repeat the import process.

When the import is complete (the average speed will be about 1 record per 0.5-1 second) the student or teacher accounts will be on the **User Management** page.



If duplicate usernames were in the account, duplicate users will be created and will be detailed in the user-import-error file (Documents/Sunburst/Type to Learn 4).