

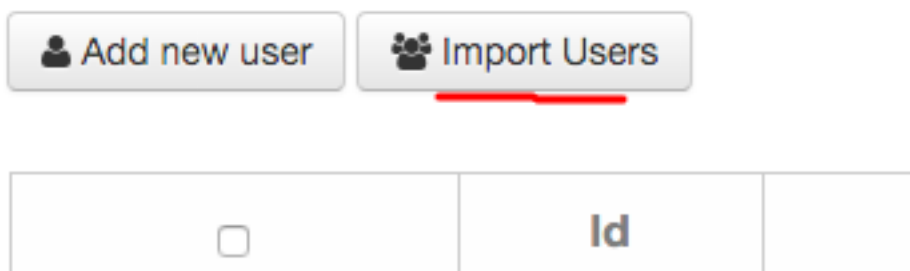
EDU Accounts

Adding a Student in an EDU account.

There are four methods on how you can add students into an EDU account.

Using the CSV system.

- Click on the "Academy" drop down menu.
- Select on "Users"
- Go to the "Import User" Button.



- For A CSV example, click on the "Demo CSV" button.
- Read the instructions and click on the "Upload" button.

Import Users

NOTE: If you're uploading a lot of users at a time it may take a while to process all of them. If there are errors in the user details, these users won't be added to school. You will receive an email with a CSV containing the info about the errors.

Upload a CSV file to import users

Choose a CSV format file. The first row should contain the headings.

The required column headings are 'username', 'password', 'type', 'email', 'name' and 'class'. Depending on a user type, you can leave some columns empty. However, the column headings have to be present in the CSV.

Students require 'username', 'password' and 'type' columns to be filled. Teachers and admins require 'username', 'password', 'email' and 'type' columns to be filled. The 'name' column is optional and may remain empty for all user types.

The 'username' has to be letters and numbers only, contain minimum 4 characters, with no spaces in between.
The 'password' should contain minimum 6 characters.
The 'type' should be one of 'student','teacher','admin' types. The default type is 'student', only school admins can create teachers and admins.
The 'email' should be a valid email.

When uploading a CSV existing users will be skipped. Correctly entered users will be uploaded to your school. Those with errors will be compiled into a CSV and sent to your email. The explanation concerning the errors will be present in it.

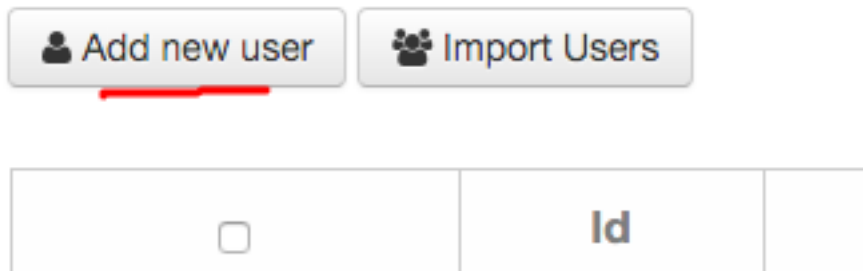
- After the CSV is uploaded. Click on "Upload" green button and you students will be

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uploaded.

By adding them manually.

- Click on the "Academy" drop down menu.
- Select on "Users"
- Select the "Add user" button.



<input type="checkbox"/>	Id
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- Add the user details

New User

Username:

Name:

Optional

Email:

Optional for students

Password:

Type:

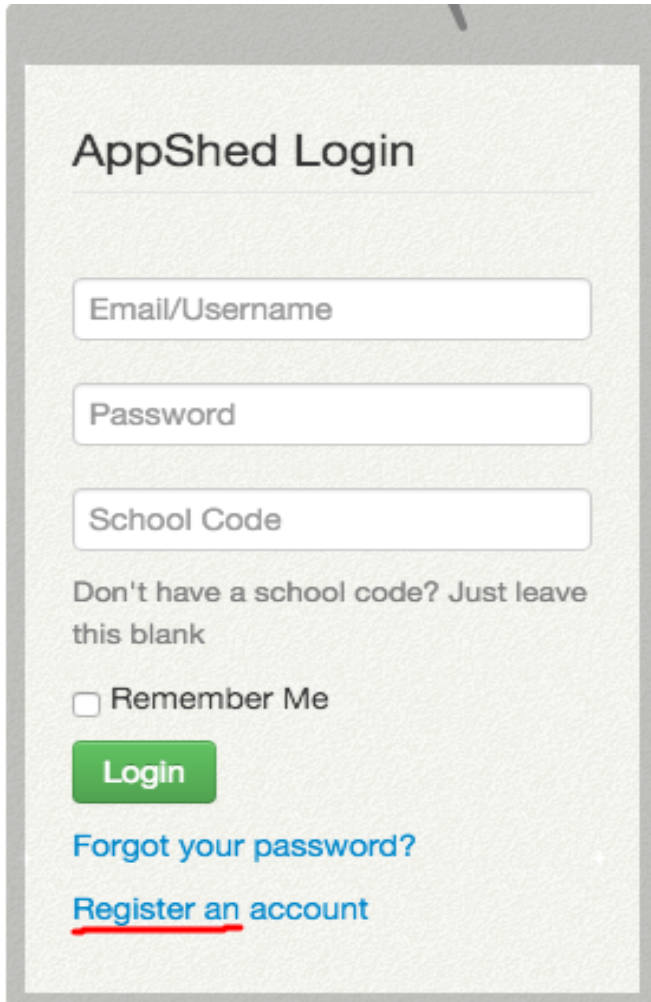
[More options...](#)

- Click on "Save"

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By a user registering.

- Register an account.



The image shows a mobile-style login form titled "AppShed Login". It features three input fields: "Email/Username", "Password", and "School Code". Below the "School Code" field is a note: "Don't have a school code? Just leave this blank". There is a checkbox labeled "Remember Me" which is currently unchecked. A green "Login" button is positioned below the checkbox. At the bottom of the form, there are two blue links: "Forgot your password?" and "Register an account".

- Register as "Student"

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Student

Requires EDU Account

1 user

50MB storage

Unlimited App Downloads

Public/private apps

Ad-free

Register Student

- Fill in the details including the "School code" to joining a school.

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Register Student

Username

Password

Repeat Password

School Code

If your school has an AppShed Academy account, ask your teacher for the school code

Name (optional)

Email (optional)

Please tell us what $17 + 1 =$

I agree to the [terms](#)

Register

[Already registered? Login now](#)

- Once you are logged in. You have successfully joined the school.

By sending a request to a school if you registered as a starter NOT a student.

- In your starter account. Go to your "Profile Name"
- Select "Upgrade to student"

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Academy ▾ Help ▾ Yebo ▾

- My Profile
- Images
- Files
- Upgrade to student
- Logout

- Fill in the required details.

Upgrade to Student

To upgrade to a student you need to enter the school code of the school you're willing to join. You should also provide the information about yourself in the message field. It will be reviewed by the school admin. ✕

School code:

Message:

✕ Cancel

Send request

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- Click on the "Send request" button and the Admin will accept you.

Unique solution ID: #1143

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Last update: 2015-11-27 09:18