

Guide to uploading your club members to the new platform

Welcome to the new look TechFuture Girls, still free to all UK schools!

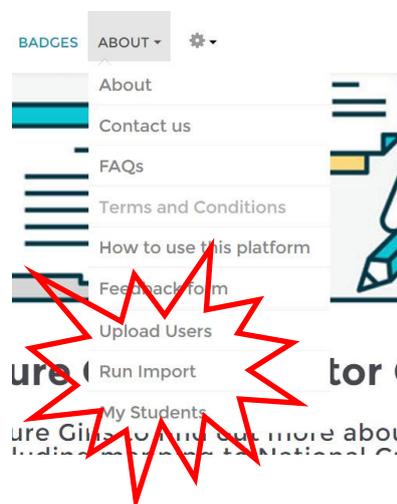
Our award-winning TechFuture Girls programme has been located on a website for over 10 years, and we decided it was time for a refresh! We have rebuilt our most popular topics, and located them on our Learning Management System (home of TechFuture Classroom).

The good news is that it is easy to add any number of members/students to the platform with a simple upload. And we are prepared to help you to make the transition from the old site to the new platform as straightforward as possible.

Once you are registered as a teacher/facilitator on the platform, you will see a series of new options appear in the **About** menu on the TechFuture Girls site. These options allow you to **Upload Users** and **Run Import**. The system then aligns your members to you as their facilitator. All you need to do is complete a CSV file (supplied) with the information needed about your club members.

Members added to your club or class will appear under the My Students link. Any number of members can be added to the platform.

Members who leave the club can also be deleted from the platform.



How to complete the CSV file

In the **About** menu, the **Upload Users** link takes you to a page where you can upload the completed CSV. Clicking on **Run Import** then imports the users from the CSV on to the platform.

Although this is a quick and relatively easy process, there are certain criteria which must be met on the CSV to ensure the correct information is provided in the correct column. Don't worry, our technical team is on hand to help if you have any problems with this.

You will find a CSV file template to download and use next to this guide on the platform. The conventions for the CSV file are:

- The CSV provided is a simple Excel spreadsheet, where you will see one example student record as a guide. Please change this accordingly (delete or amend) and then add your students, one row per student.
- Leave the columns *timemodified* and *deleted* empty – these are only used when existing data on the platform is being changed, and not for uploading for the first time.
- Provide a lowercase *username* (for students to login), a *firstname*, *lastname* and *email*, which should be their school email address.
- There are two very important columns which the system uses to make sure your students/members are aligned to you as their teacher/facilitator. This is *orgidnumber*, which is a unique number for your school, and *manageridnumber*, which is your unique id. You receive these numbers in the email that arrives after you have registered on the platform. These numbers are just repeated for each student in their column.

Below is a summary of the columns in the CSV file and how they should be completed:

<i>idnumber</i>	Please use a three letter abbreviation of your school's name, followed by a consecutive number for each student. So if you are from St Mary's College, this would be smc01, smc02, smc03 and so on.
<i>timemodified</i>	Leave this field empty
<i>username</i>	A lowercase username (e.g. timsmith)
<i>firstname</i>	Student's first name (e.g. Tim)
<i>lastname</i>	Student's last name (e.g. Smith)
<i>email</i>	Student's email address, preferably for their school account (note, this is not used for communication by TechFuture Girls)
<i>orgidnumber</i>	This is the six digit unique identifier for your school, supplied to you in an email after registration, and referenced in that email as organisation id .
<i>manageridnumber</i>	This is referenced as the user id in the email sent after registration. This is unique to you and is used to align your students to you.
<i>password</i>	This should be eight characters or longer, using lowercase, uppercase, letters characters and numbers
<i>deleted</i>	Leave this field blank

Using the Upload Users and Run Import functions

Go to the About menu to access the **Upload Users** option. (If this is not displaying, this is because you are not yet verified as a teacher, a process we have to go through to ensure data protection. Just email us at helpdesk@techfuture.com and we will sort it out for you).

A page appears that allows you to either 'drag and drop' or choose a file to upload. Find the saved CSV and then select the **Upload** button.

Go to **Run Import** where you will find your uploaded CSV file. Click **Run HR Import** and this will add the students to the platform. They will be able to access the platform with their username or email and password as soon as the import is completed.

If you require any help with this process, or are pressed for time, email us at helpdesk@techfuture.com and we will do our best to help!