

**1**

### SIGN UP FOR AN ACCOUNT

Go to [scootpad.com/signup](https://scootpad.com/signup) and select **Admin**.

You will receive an email from us once your email is verified.

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**2**

### BULK UPLOAD TEACHERS

After logging in, simply click the **+ Add Classroom** button from your dashboard.

1. From the left side panel, click on **Users > Teachers**.
  2. Click the **Upload Teachers** button.
  3. Enter teacher data in the format outlined (Name, Email address, and Grade optional). Use one line for each teacher record. Each teacher's account will be created, and a classroom will be created if a grade level is defined in the upload template. Note: each teacher will receive the password: scootpad, which can be changed later.
  4. Click **Upload**.
  5. Review information is correct and click **Confirm**.
  6. Each teacher will receive an email confirming their account and classroom creation.
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**3**

### BULK UPLOAD STUDENTS

1. From the left side panel, click on **Users > Students**.
2. Click the **Upload Students** button.
3. Enter student data in the format outlined (Student Unique Number (SUN) (Required), FirstName (Required), LastName (optional), Password (optional), Sign In User ID (optional). Use one line for each student record. (optional: click Download Excel template link to use our easy template.) Note: This process is similar to adding an individual student, but on a larger scale.
4. Click **Next Step** to review.
5. Review "Upload Action" column for any rejections (errors highlighted in orange). Click **Previous** button to go back and correct/make changes.
6. If everything looks good, click **Confirm Upload**.
7. You will then be taken to the confirmation screen and can click the **Enrollment** button to enroll students into classrooms.

Note: If you are uploading from an Excel sheet and some students already exist, make sure the SUN is the same for the existing student to avoid duplicates.



### 4

#### BULK ENROLL STUDENTS INTO A CLASSROOM

1. From the left menu, click on **Users > Enrollment**.
2. Click the **Bulk Enroll** button (top right corner).
3. Select the correct classroom from the classroom drop down menu.
4. Enter Student User IDs using a comma to separate or enter one per line (copy & paste from excel also works).
5. Click **Enroll**.
6. Students will now show on the roster page.

### 5

#### ENABLE THE SITE LICENSE FOR A TEACHER

By default, all accounts connected to a school have the site license disabled for each account when the license is applied to the school (in case teachers not belonging to the school are mistakenly connected. Administrators will need to log in to the admin account to enable the site license for each teacher's account.

1. On the left menu click **License > Site License**.
2. On the Site License page, you will see your current license details listed on the left.
3. On the right, click the **ON/OFF** switch for any teacher you wish to enable the site license for.
4. Once enabled, all current and future classrooms will automatically have the license applied.
5. You can disable or turn off the license for any teacher at anytime.

For more training resources, please visit our training page at [www.scootpad.com/training](http://www.scootpad.com/training)

Or visit our help center at [www.scootpad.com/help](http://www.scootpad.com/help)