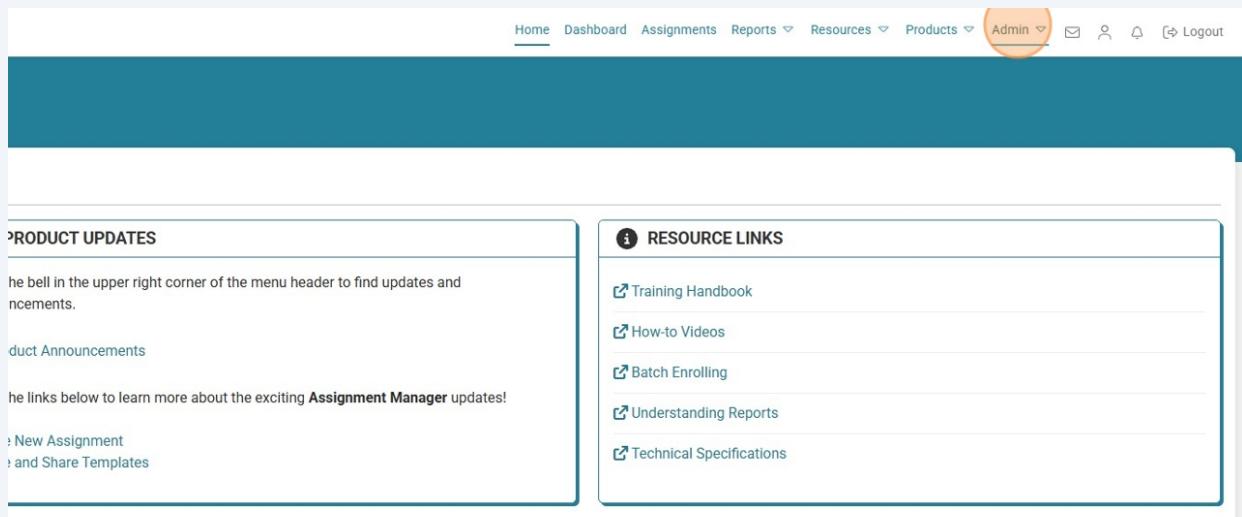


Non-Learner Batch Enrollment

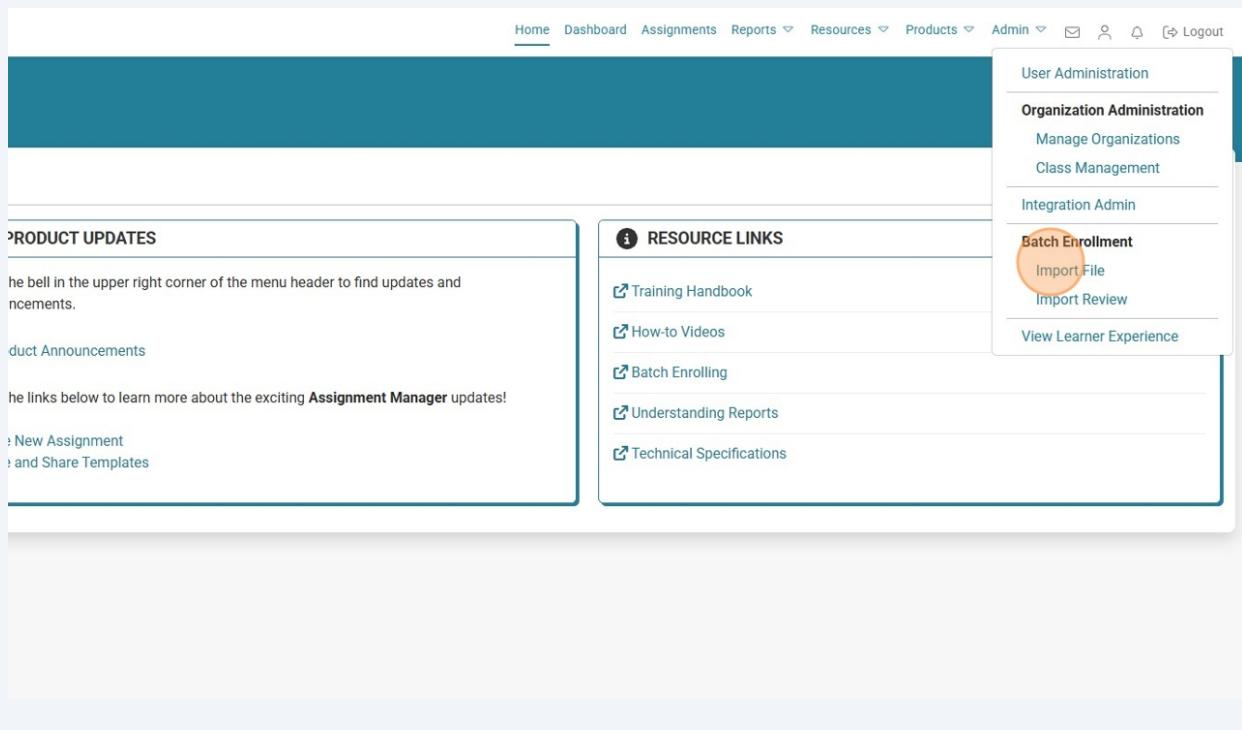
1

Click "Admin"



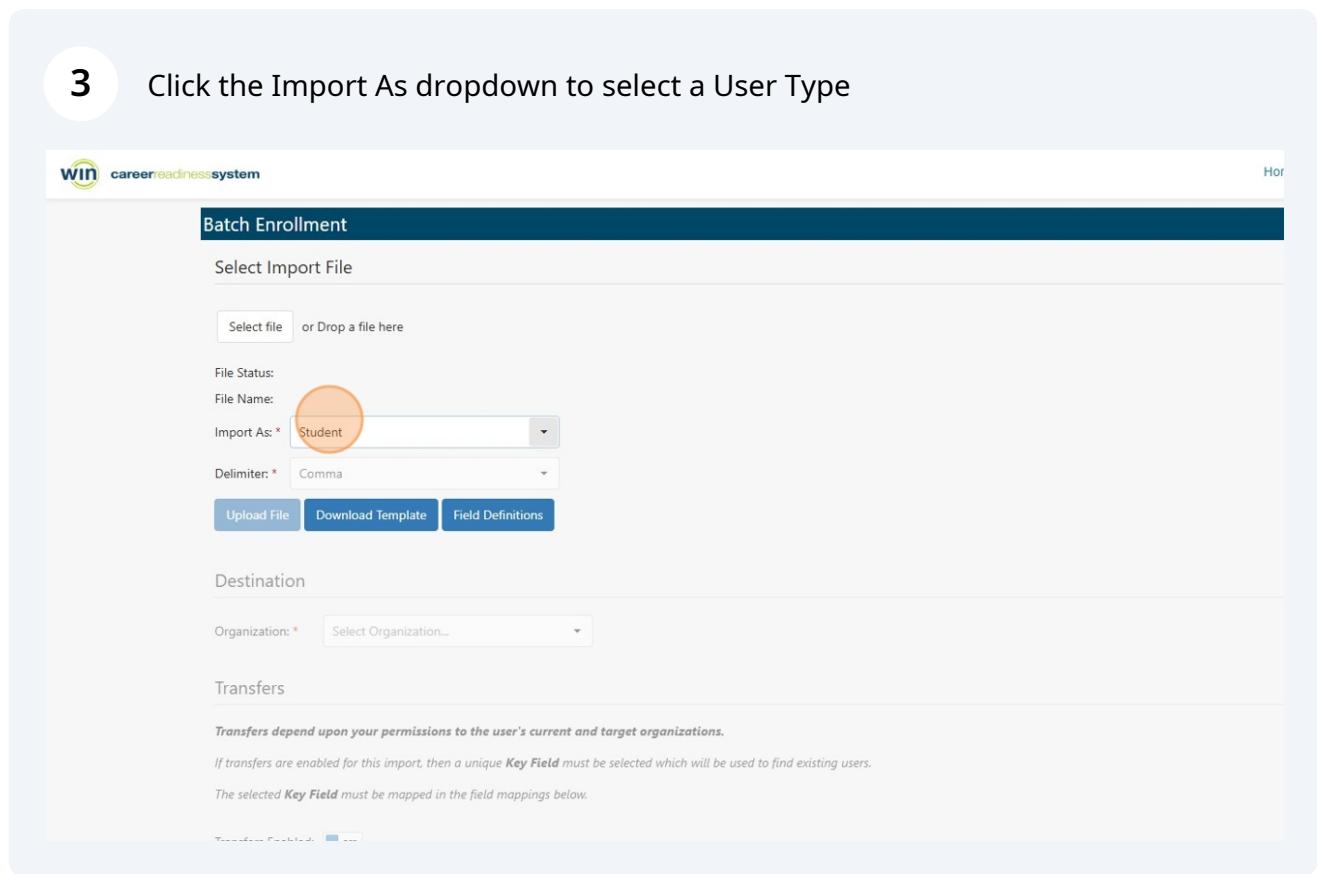
The screenshot shows a software interface with a top navigation bar. The 'Admin' option in the top right corner is highlighted with an orange circle. Below the navigation bar, there are two main sections: 'PRODUCT UPDATES' on the left and 'RESOURCE LINKS' on the right. The 'PRODUCT UPDATES' section contains a brief text about updates and announcements, and links to 'New Assignment' and 'Share Templates'. The 'RESOURCE LINKS' section lists several links: 'Training Handbook', 'How-to Videos', 'Batch Enrolling', 'Understanding Reports', and 'Technical Specifications'.

2 Click "Import File"



The screenshot shows a navigation bar with links: Home, Dashboard, Assignments, Reports, Resources, Products, Admin, and Logout. A vertical sidebar on the right is titled 'User Administration' and contains sections for 'Organization Administration' (Manage Organizations, Class Management), 'Integration Admin', and 'Batch Enrollment'. The 'Import File' option under 'Batch Enrollment' is highlighted with a red circle. The main content area on the left has sections for 'PRODUCT UPDATES' and 'RESOURCE LINKS'.

3 Click the Import As dropdown to select a User Type



The screenshot shows the 'Batch Enrollment' page. At the top, there's a 'Select Import File' section with a 'Select file' button and a 'Drop a file here' area. Below that is a 'File Status' section. The 'Import As' dropdown is highlighted with a red circle and contains the value 'Student'. The 'Delimiter' dropdown is set to 'Comma'. At the bottom of this section are buttons for 'Upload File', 'Download Template', and 'Field Definitions'. The next section is 'Destination' with an 'Organization' dropdown. The 'Transfers' section contains a note about permissions and key fields, with a note that transfers are disabled for this import.

4 Click the non-learner type you'd like to enroll, the Template will update to the correct one for that User Type

Batch Enrollment

Select Import File

Select file or Drop a file here

File Status:

File Name:

Import As: * Student

Delimiter: * Comma

Upload File

Destination: Student

Teacher

Organization: * Select Organization...

Transfers

Transfers depend upon your permissions to the user's current and target organizations.

If transfers are enabled for this import, then a unique **Key Field** must be selected which will be used to find existing users.

The selected **Key Field** must be mapped in the field mappings below.

Transfers Enabled: OFF

Key Field: Select Key Field...

5 Click "Download Template" and fill out the Batch Enroll Template with the correct information

Batch Enrollment

Select Import File

Select file or Drop a file here

is required

File Name:

Import As: * Teacher

Delimiter: * Comma

Upload File

Download Template

Field Definitions

Destination

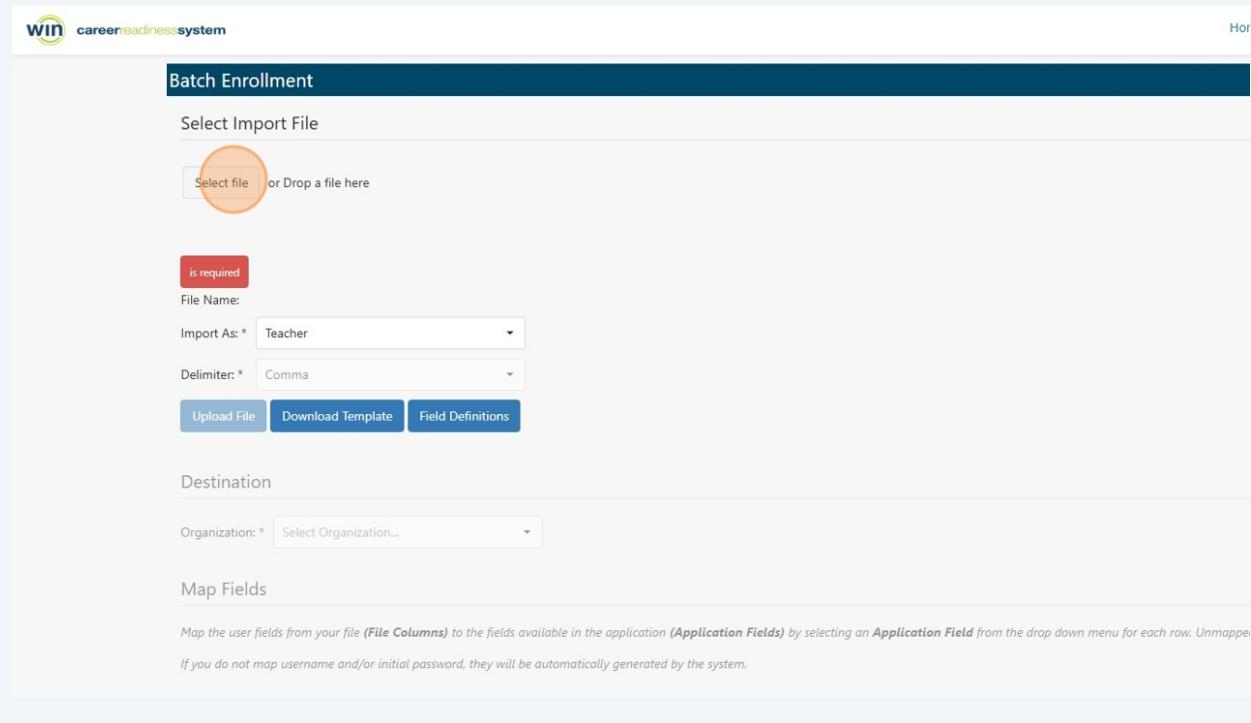
Organization: * Select Organization...

Map Fields

*Map the user fields from your file (**File Columns**) to the fields available in the application (**Application Fields**) by selecting an **Application Field** from the drop down menu for each row. Unmapped fields will be skipped. If you do not map username and/or initial password, they will be automatically generated by the system.*

| File Columns | Application Fields |
|--------------|--------------------|
| | |

6 Click "Select file" or Drag and drop your template



WIN careerreadiness system

Batch Enrollment

Select Import File

Select file or Drop a file here

is required

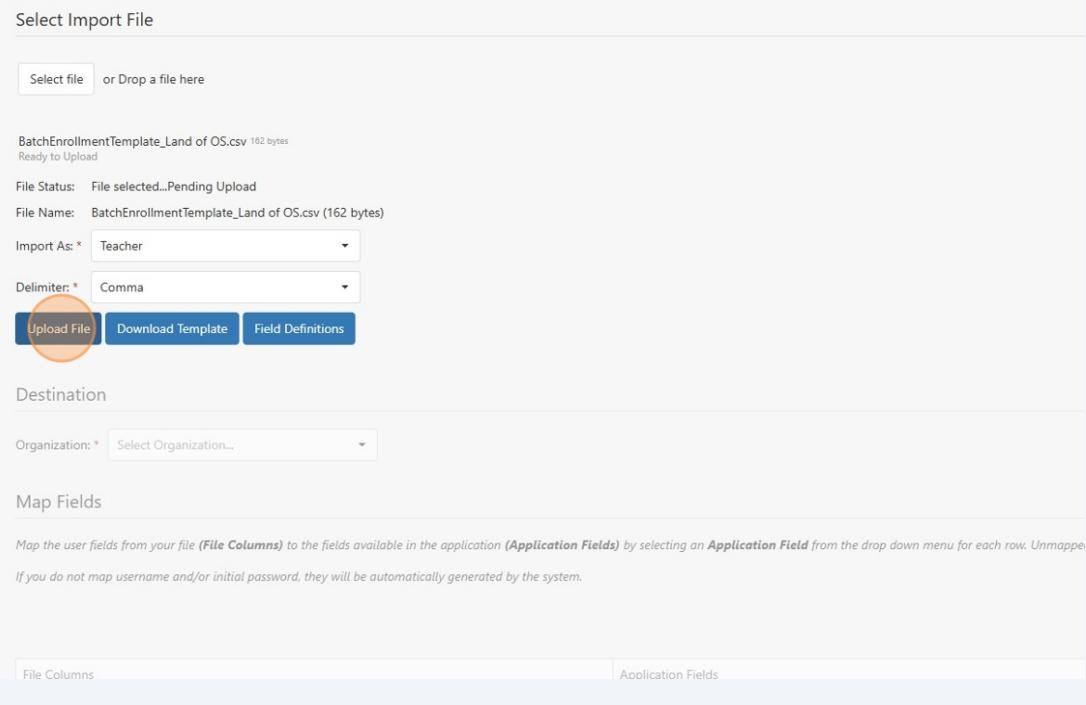
File Name:

Import As: * Teacher

Delimiter: * Comma

Upload File Download Template Field Definitions

7 Click "Upload File"



Select Import File

Select file or Drop a file here

BatchEnrollmentTemplate_Land of OS.csv 162 bytes
Ready to Upload

File Status: File selected...Pending Upload

File Name: BatchEnrollmentTemplate_Land of OS.csv (162 bytes)

Import As: * Teacher

Delimiter: * Comma

Upload File Download Template Field Definitions

Destination

Organization: * Select Organization...

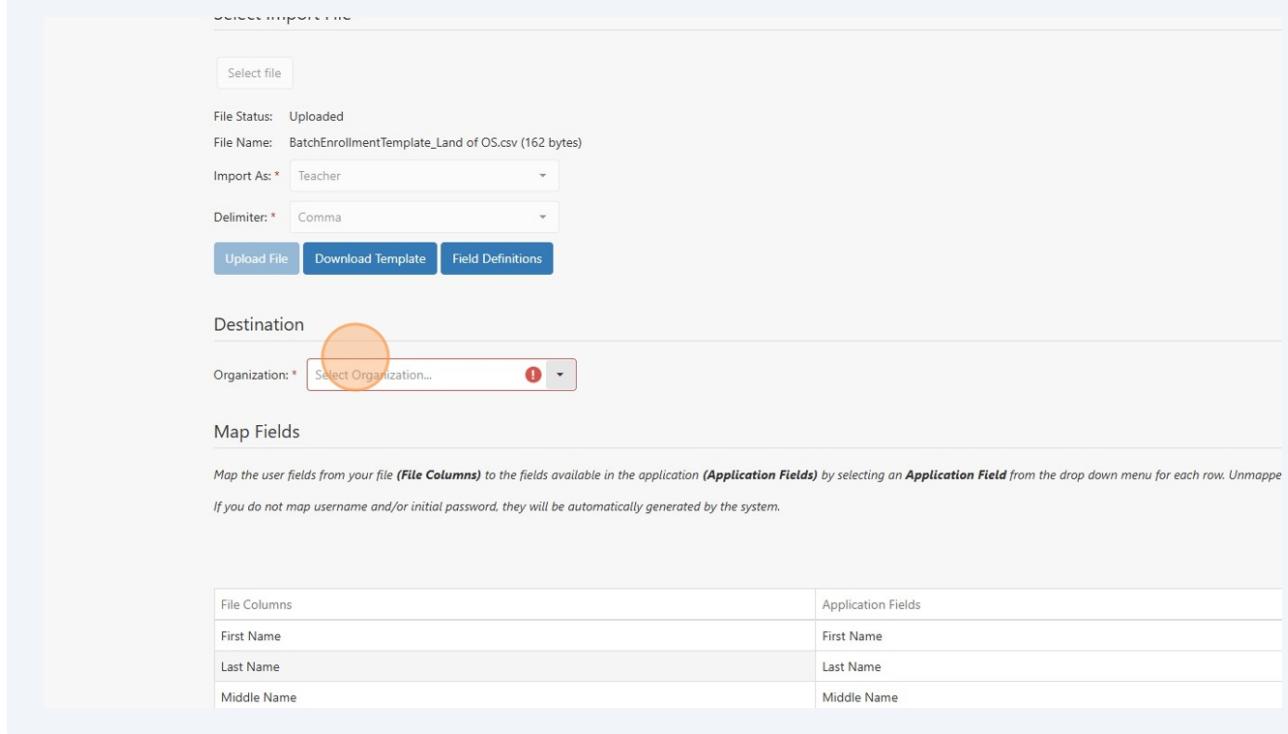
Map Fields

Map the user fields from your file (File Columns) to the fields available in the application (Application Fields) by selecting an Application Field from the drop down menu for each row. Unmap the if you do not map username and/or initial password, they will be automatically generated by the system.

File Columns Application Fields

8

Click the "Organization" dropdown and select the organization you'd like to enroll the non-learner in



Select Import File

Select file

File Status: Uploaded
File Name: BatchEnrollmentTemplate_Land of OS.csv (162 bytes)

Import As: * Teacher

Delimiter: * Comma

Upload File Download Template Field Definitions

Destination

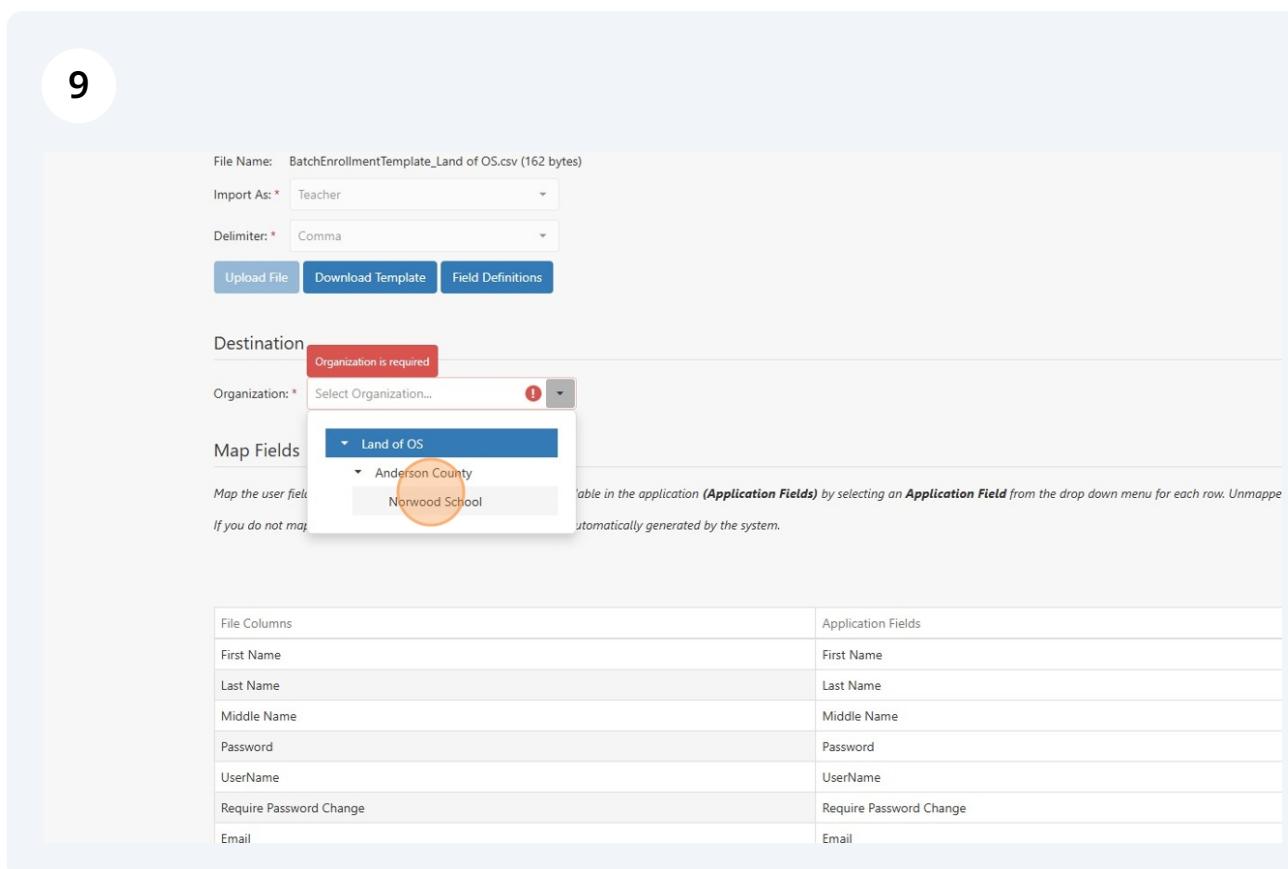
Organization: * Select Organization... !

Map Fields

Map the user fields from your file (File Columns) to the fields available in the application (Application Fields) by selecting an Application Field from the drop down menu for each row. Unmap If you do not map username and/or initial password, they will be automatically generated by the system.

| File Columns | Application Fields |
|--------------|--------------------|
| First Name | First Name |
| Last Name | Last Name |
| Middle Name | Middle Name |

9



File Name: BatchEnrollmentTemplate_Land of OS.csv (162 bytes)

Import As: * Teacher

Delimiter: * Comma

Upload File Download Template Field Definitions

Destination

Organization: * Select Organization... !

Map Fields

Map the user fields from your file (File Columns) to the fields available in the application (Application Fields) by selecting an Application Field from the drop down menu for each row. Unmap If you do not map username and/or initial password, they will be automatically generated by the system.

| File Columns | Application Fields |
|-------------------------|-------------------------|
| First Name | First Name |
| Last Name | Last Name |
| Middle Name | Middle Name |
| Password | Password |
| UserName | UserName |
| Require Password Change | Require Password Change |
| Email | Email |

10 Map any fields that need to be mapped

ds * Norwood School

Map any fields from your file (**File Columns**) to the fields available in the application (**Application Fields**) by selecting an **Application Field** from the drop down menu for each row. Unmapped fields will not be imported. You must map **username** and/or **initial password**, they will be automatically generated by the system.

| File Column | Application Fields | Required Fields |
|-------------------------|-------------------------|-----------------|
| First Name | First Name | First Name |
| Last Name | Last Name | Last Name |
| Middle Name | Middle Name | |
| Password | Password | |
| UserName | UserName | |
| Require Password Change | Require Password Change | |
| Email | Email | |
| Deactivation Date | Deactivation Date | |
| Map field... | | |

Validation Clear Mappings

© 2014-2025 WIN Learning. All Rights Reserved. Software Version 6.7.0 (Build: 8494)

11

Download Template Field Definitions

Norwood School

Map any fields from your file (**File Columns**) to the fields available in the application (**Application Fields**) by selecting an **Application Field** from the drop down menu for each row. Unmapped fields will not be imported. You must map **Req** username and/or **initial password**, they will be automatically generated by the system.

| File Column | System Field(s) | Required Fields |
|-------------------------|-------------------------|-----------------|
| First Name | First Name | First Name |
| Last Name | Last Name | Last Name |
| Middle Name | Middle Name | |
| Password | Password | |
| Require Password Change | Require Password Change | |
| UserName | UserName | |
| Map field... | | |

12 Click "Submit For Validation"

Organization: * Norwood School

Map Fields

Map the user fields from your file (**File Columns**) to the fields available in the application (**Application Fields**) by selecting an **Application Field** from the drop down menu for each row. Unmappe If you do not map username and/or initial password, they will be automatically generated by the system.

| File Columns | Application Fields |
|-------------------------|-------------------------|
| First Name | First Name |
| Last Name | Last Name |
| Middle Name | Middle Name |
| Password | Password |
| UserName | UserName |
| Require Password Change | Require Password Change |
| Email | Email |
| Deactivation Date | Deactivation Date |
| Additional Information | Additional Information |

Submit For Validation **Clear Mappings**

© 2014-2025 WIN Learning. All Rights Reserved. Software Version 6.7.0 (Build: 8494)

13 Click the checkbox to select the record you'd like to stage for import

Record Count: 1

| Validated: | 1 |
|----------------------|---|
| Validation Failures: | 0 |
| Manually Validated: | 0 |
| Discarded: | 0 |
| Pending Validation: | 0 |
| Transfers: | 0 |

Download Roster... **Import Pending Records**

| Row Actions | Record Number | Record Version | Status | Is Transfer | Current Org | Destination Org | Time Validated |
|--------------------------|---------------|----------------|------------------------|-------------|-------------|-----------------|-----------------|
| <input type="checkbox"/> | 1 | 1 | Validated Successfully | No | | | 12/4/2025, 11:4 |

© 2014-2025 WIN Learning. All Rights Reserved. Software Version 6.7.0 (Build: 8494)

14 Click the Resubmit Record(s) button (checkmark button)

File Summary

| | | | |
|---------------|---|----------------------|---|
| Record Count: | 1 | Validated: | 1 |
| | | Validation Failures: | 0 |
| | | Manually Validated: | 0 |
| | | Discarded: | 0 |
| | | Pending Validation: | 0 |
| | | Transfers: | 0 |

Download Roster...

Import Pending Records

| | Row Actions | Record Number | Record Version | Status | Is Transfer | Current Org | Destination Org | Time Validated |
|-------------------------------------|-------------|---------------|----------------|--------|-------------|------------------------|-----------------|-----------------|
| <input checked="" type="checkbox"/> | | | | | 1 | Validated Successfully | No | 12/4/2025, 11:4 |

15 Click "Import Pending Records"

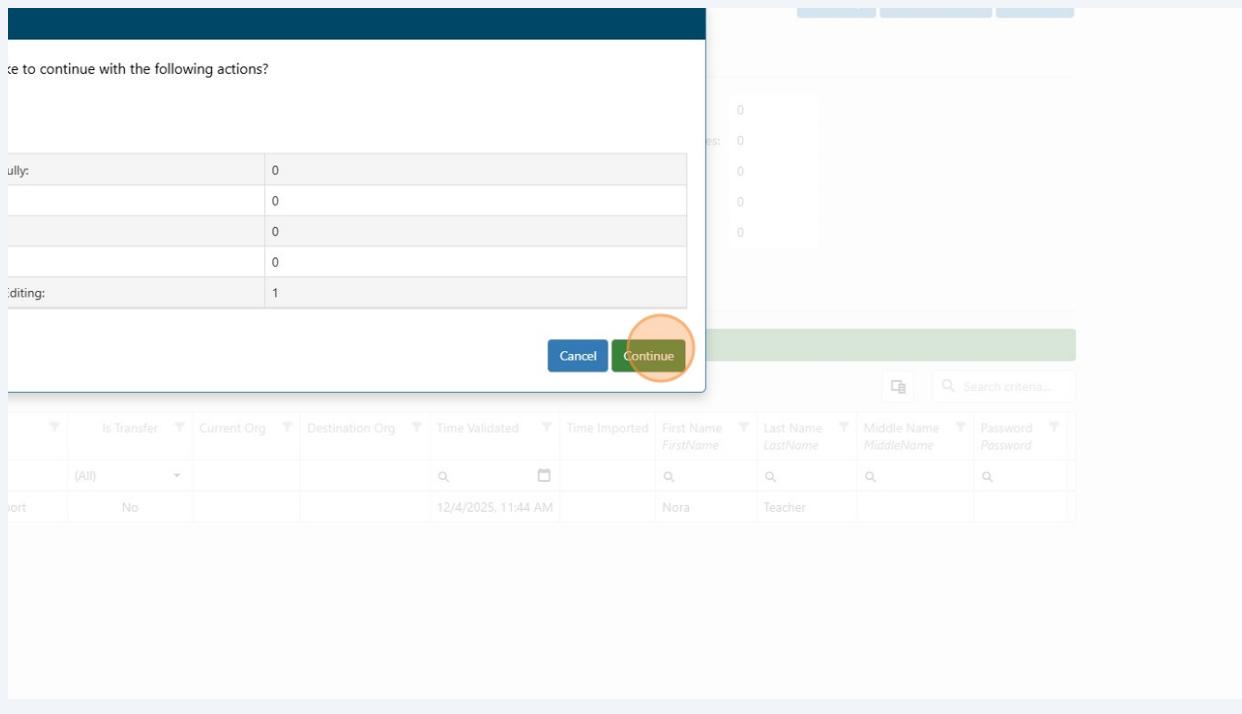
View Map

| | | | |
|----------------------|---|---------------------------------|---|
| Validated: | 1 | Imported Successfully: | 0 |
| Validation Failures: | 0 | Imported w/Validation Messages: | 0 |
| Manually Validated: | 0 | Edited and Resubmitted: | 0 |
| Discarded: | 0 | Errors During Import: | 0 |
| Pending Validation: | 0 | Pending Import: | 0 |
| Transfers: | 0 | | |

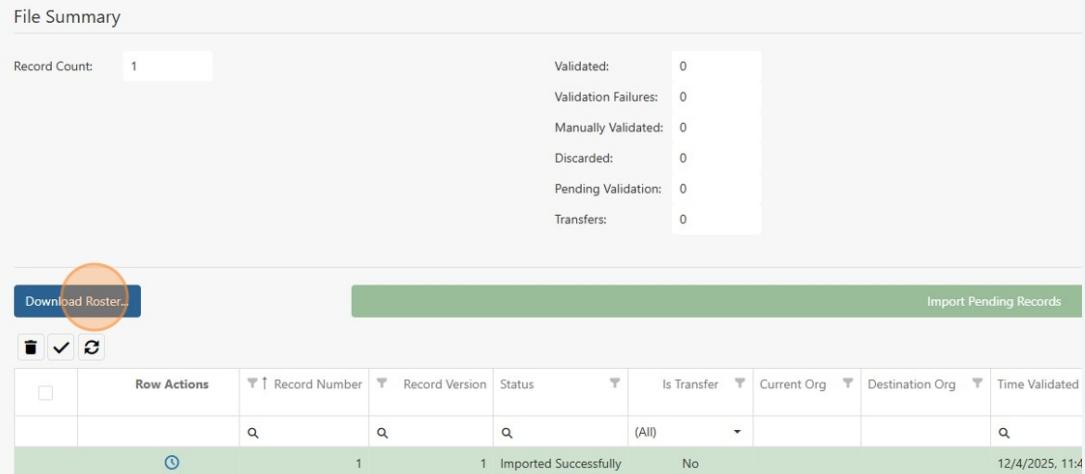
Import Pending Records

| Record Number | Record Version | Status | Is Transfer | Current Org | Destination Org | Time Validated | Time Imported | First Name | Last Name |
|---------------|----------------|----------------|-------------|-------------|-----------------|---------------------|---------------|------------|-----------|
| | | | (All) | | | | | | |
| 1 | 1 | Pending Import | No | | | 12/4/2025, 11:44 AM | | Nora | Teacher |

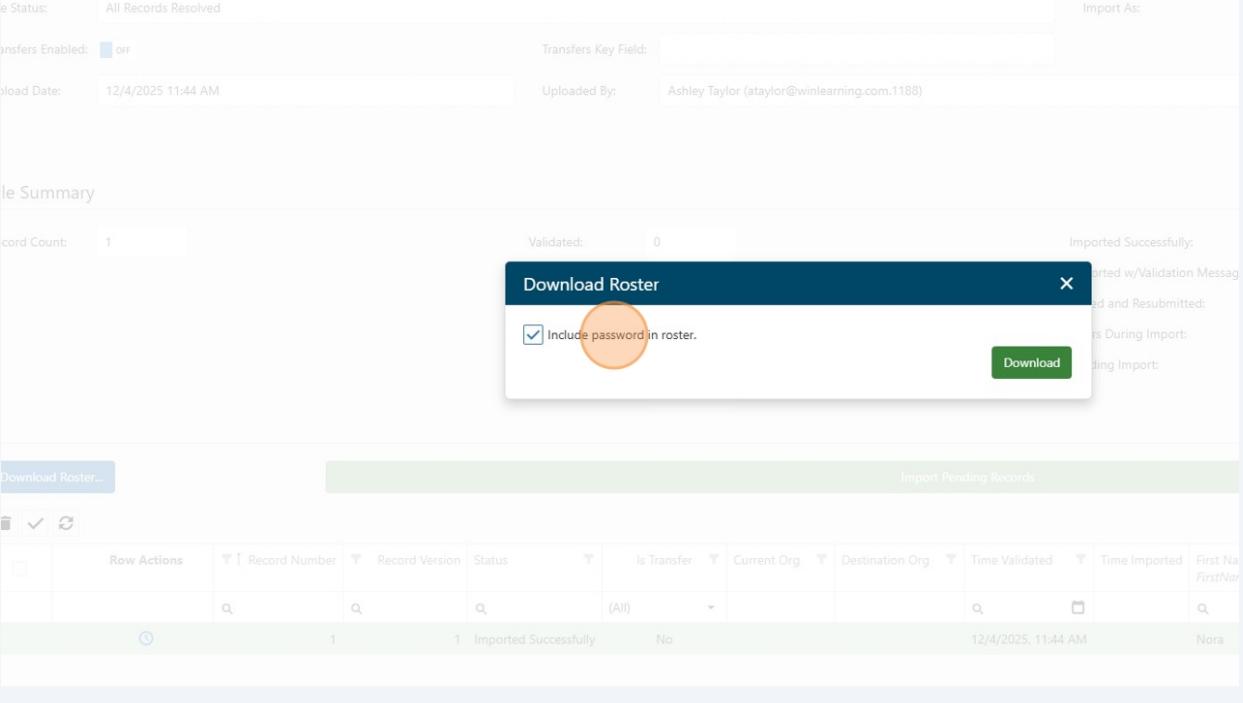
16 Click "Continue"



17 Click "Download Roster..." if you'd like to download the results of your batch enroll



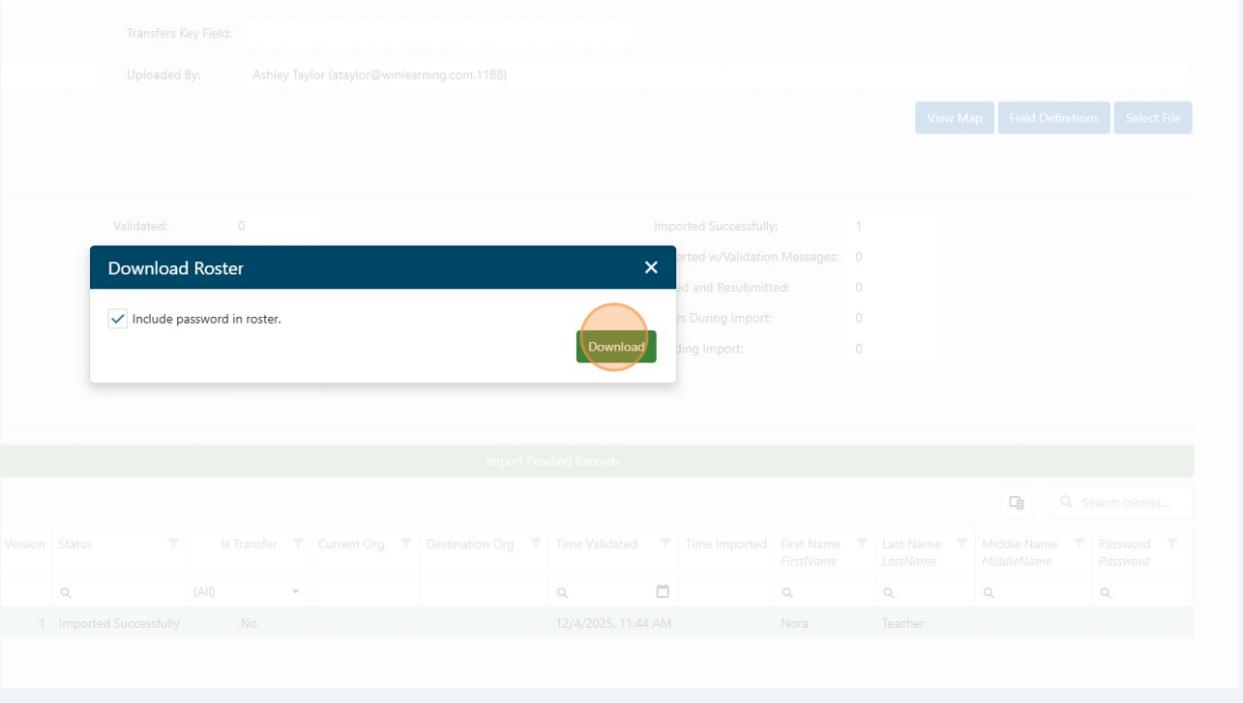
18 Click "Include password in roster."



The screenshot shows the 'Import Pending Records' interface. At the top, there are various settings and status indicators. In the center, a 'Download Roster' dialog box is open. The 'Include password in roster' checkbox is checked and highlighted with an orange circle. The 'Download' button is also highlighted with an orange circle. Below the dialog box is a table of imported records, showing one record that was imported successfully.

| Row Actions | Record Number | Record Version | Status | Is Transfer | Current Org | Destination Org | Time Validated | Time Imported | First Name | Last Name |
|-------------|---------------|----------------|-----------------------|-------------|-------------|-----------------|---------------------|---------------------|------------|-----------|
| | Q | Q | Q | (All) | | | Q | Q | First Name | Last Name |
| 1 | 1 | 1 | Imported Successfully | No | | | 12/4/2025, 11:44 AM | 12/4/2025, 11:44 AM | Nora | |

19 Click "Download"



The screenshot shows the 'Import Pending Records' interface. At the top, there are various settings and status indicators. In the center, a 'Download Roster' dialog box is open. The 'Include password in roster' checkbox is checked and highlighted with an orange circle. The 'Download' button is also highlighted with an orange circle. Below the dialog box is a table of imported records, showing one record that was imported successfully.

| Version | Status | Is Transfer | Current Org | Destination Org | Time Validated | Time Imported | First Name | Last Name | Middle Name | Password |
|---------|-----------------------|-------------|-------------|-----------------|---------------------|---------------------|------------|-----------|-------------|----------|
| Q | (All) | | Q | Q | Q | Q | First Name | Last Name | Middle Name | Password |
| 1 | Imported Successfully | No | | | 12/4/2025, 11:44 AM | 12/4/2025, 11:44 AM | Nora | Teacher | | |