How to Import Class Rosters in WIN Career Readiness System

Hello, and welcome to the WIN Learning how to video series. Before we start, please note that the products, login, URL access, and person types you see in this video may be different from what you see in your portal, but the functions are the same.

Welcome to your quick start guide for class roster import. Teachers and administrators can import class rosters and have them automatically created within the WIN Career Readiness system.

Multiple class rosters can be created for an organization with just one file upload. This process creates new classes. It does not add users to existing classes.

Learners and facilitators in the rosters must have active enrollments within the WIN Career Readiness system.

To get started, we want to press on to admin. Under class management, we want to locate import roster.

You can download a template or use an existing file. Make sure the file has all the required information and is configured correctly. The required fields are class name, learner username, or unique ID. The optional fields are facilitator username, archive by date, and reset by date.

You don't need to add yourself as a facilitator, but if you want to add additional facilitators, you do need to include their username in the facilitator column.

You can pull usernames, WinCRS ID, or unique ID from user administration if you don't have it anywhere else.

Make sure to check your field definitions for more details on requirements.

We want to press on to select file. Choose our document. Next, we press upload file.

Ensure your organization is chosen correctly.

Next, you wanna map your fields to help the system know which column names in your file match which application field names.

In my document, I have an additional facilitator. I will make sure that this portion is mapped, and then we want to submit for validation.

Review to make sure that data is correct. If everything looks good, we want to select and submit.

For facilitator information, it looks like I inputted a facilitator that is not within the system currently. I can always add this facilitator into the password manually after. I will remove this field.

Yes.

Now I could select and submit.

Again, we want to look and confirm the data looks correct. Select all, and submit.

Next we want to import pending records. Review data, and continue.

Now the class roster has been created and can be accessed and managed through class management.

Thank you for watching this WIN Learning how to video. If you have any questions or need assistance, please contact the WIN Learning support team at 888-717-9461, option 3, or email support@winlearning.com.