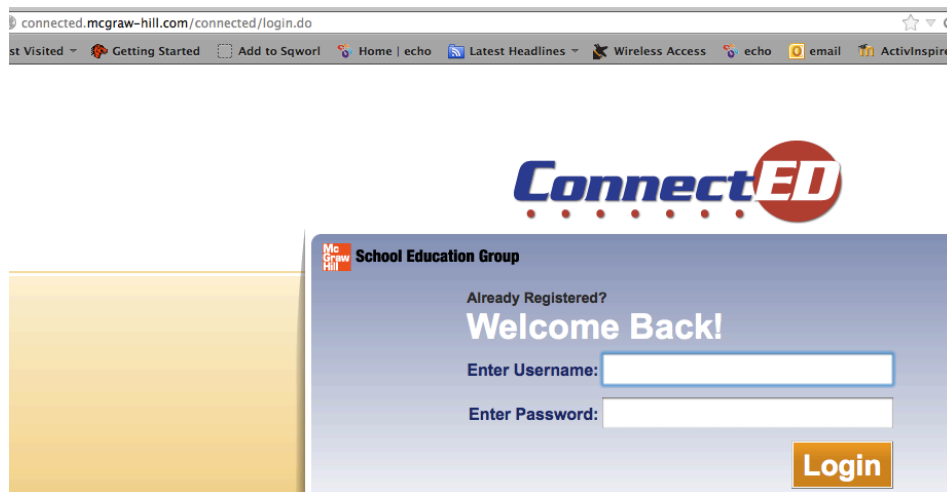


## Reading Wonders: Importing Students & Adding Students to your Class

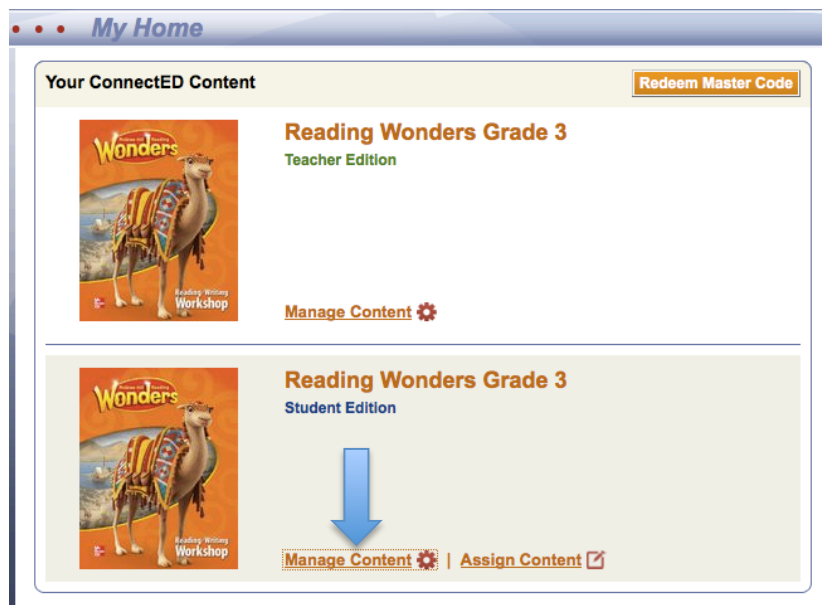
If you have not registered for Reading Wonders, first follow the tutorial – Teacher Registration for Reading Wonders

**KEY POINT:** You must **Import Students** before you can **Add** them to a **Class**

1. Go to the ConnectEd site: <http://connected.mcgraw-hill.com/connected/login.do>
2. Type in your Username (usernames are not case sensitive) & Password (passwords are case sensitive) – then click **Login** (see below).



3. Your home page will display. You will need a **Redemption Code** to include on your template when you import your students, so let's get it now. Look under **Student Edition** and click on the **Manage Content** link (see below).



The redemption code is listed – **be sure to copy it down**, so you can add it to your student template that you will download in step #6 (see below).

Indiana Hi Kelly [HELP](#) | [CONNECTED](#) | [PROFILE](#) | [LOGOUT](#)

**ConnectED**

• • • **Manage Content**

Created Date: 11-10-2013 Current End Date: 06-05-2014 [icon]  
*The end date should correspond to the end of year or semester.*

	Title	Subscription ISBN	Master Code	Redemption Code	Seats Available
	Reading Wonders Grade 3 Student Edition <a href="#">Return Content</a>	0021191123	DWYP-XCKD-CMTG-FQLP	<a href="#">CFG8-56ZD-9D50</a>	333

4. Click the link at the top of the page – **Connected** -- to return you to the home page (see above).

Indiana Hi Kelly [HELP](#) | [CONNECTED](#) | [PROFILE](#) | [LOGOUT](#)

**ConnectED**

• • • **My Home**

**Your ConnectED Content** [Redeem Master Code](#)

**Reading Wonders Grade 3**  
Teacher Edition

[Manage Content](#) ⚙️

**Reading Wonders Grade 3**  
Student Edition

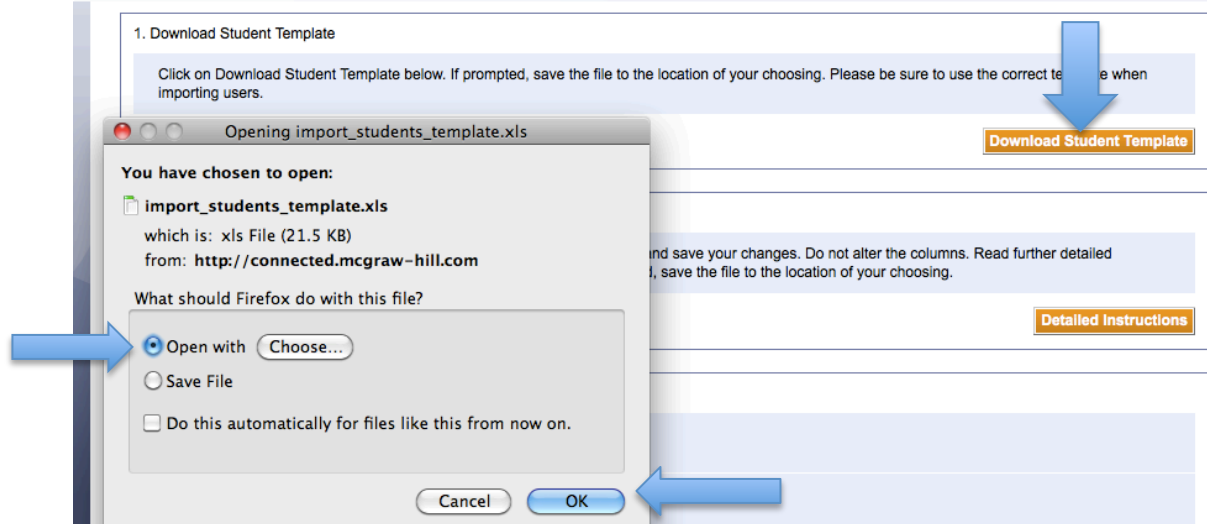
[Manage Content](#) ⚙️ | [Assign Content](#) ✓

**Manage Users and Content**

- [Manage Students](#)
- [Import Students](#)
- [Import S...](#)

5. On your **Home Page**, Under **Manage Users and Content**, Click the **Import Students** link (see above).

6. Click **Download Student Template** then click **Open** then click **OK** (see below).



7. The template should open in Excel. **All of the columns must appear** in the spreadsheet that is uploaded, so **DO NOT delete any of the columns** from the spreadsheet and **DO NOT change the column titles**.

Per the sample shown below, type all of the information requested that is required or recommended (**Columns A,B, D, E, L, M, N**). Leave the optional fields **blank**.

A	B	C	D	E	F	G	H	I	J	K	L	M	N
Last Name (required)	First Name (required)	Middle Initial (optional)	Gender (M or F) (required)	Grade Level (required)	Disability Flag (optional)	Free Lunch Eligibility (optional)	Limited English (optional)	Migrant Status (optional)	Race (optional)	Student ID (optional)	Username (recommended)	Password (recommended)	Redemption Code (recommended)
ADAMS	TATYANNA		F	3							TATYANNA1002175	a12345	CFGB-56ZD-9050
AYALA	MALLIENE		F	3							MALLIENE86317	a12345	CFGB-56ZD-9050
BERGERON	ERIC		M	3							ERIC86293	a12345	CFGB-56ZD-9050

Note: Since the username must be unique in the entire country, it would be best to standardize the username to be as the username used in Compass – firstnameID (no spaces) – for example: Joseph56789 NOTE: **NO punctuation** is allowed in the username, so a **first name CAN NOT use an apostrophe in the Username**.

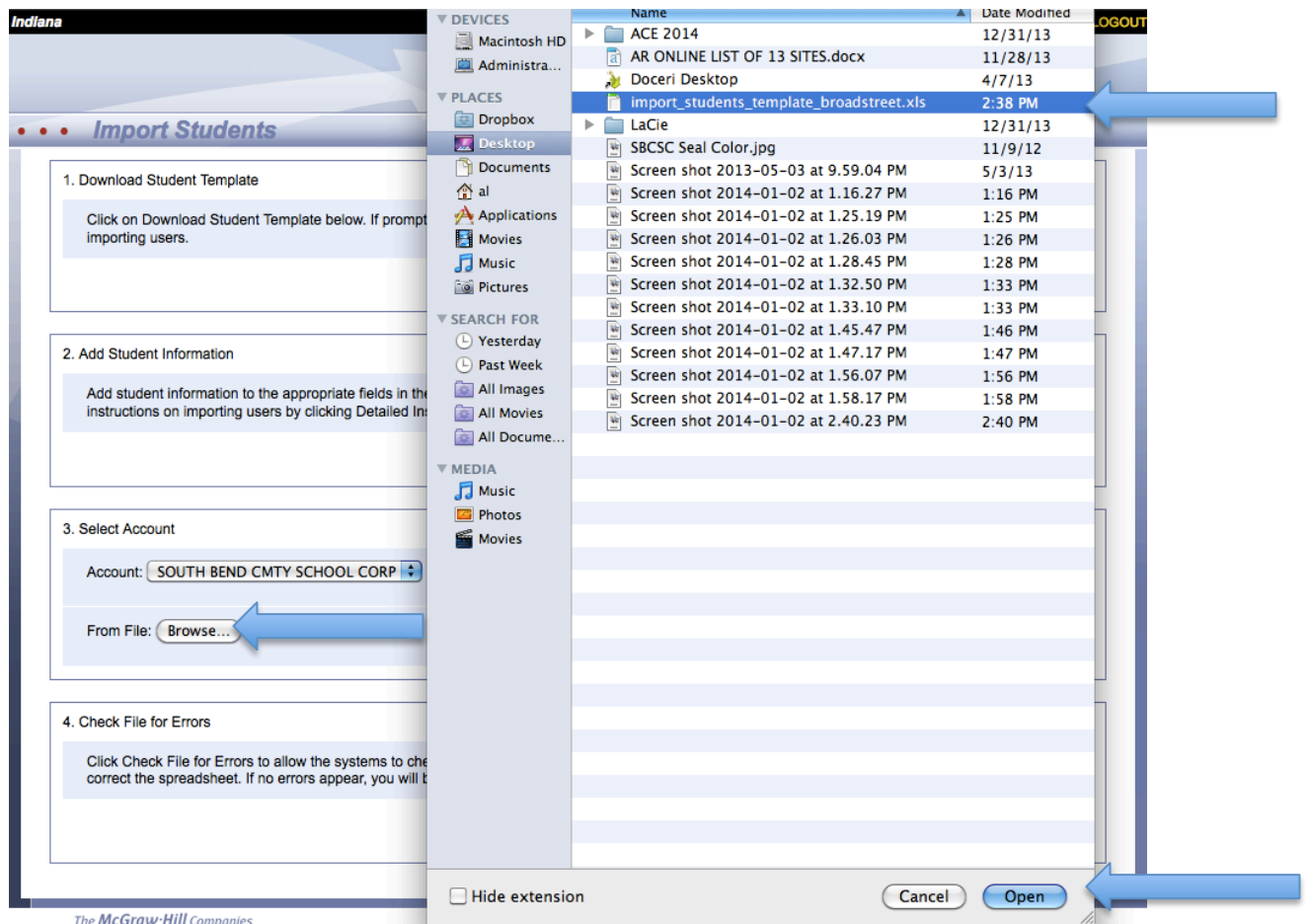
For the **Password**: enter for everyone: **a12345** (since it requires six characters with at least one letter – it is best to give everyone the same password – and then you don't have to keep track of passwords.)

Be sure to add the **redemption code** that you previously obtained in step #3.

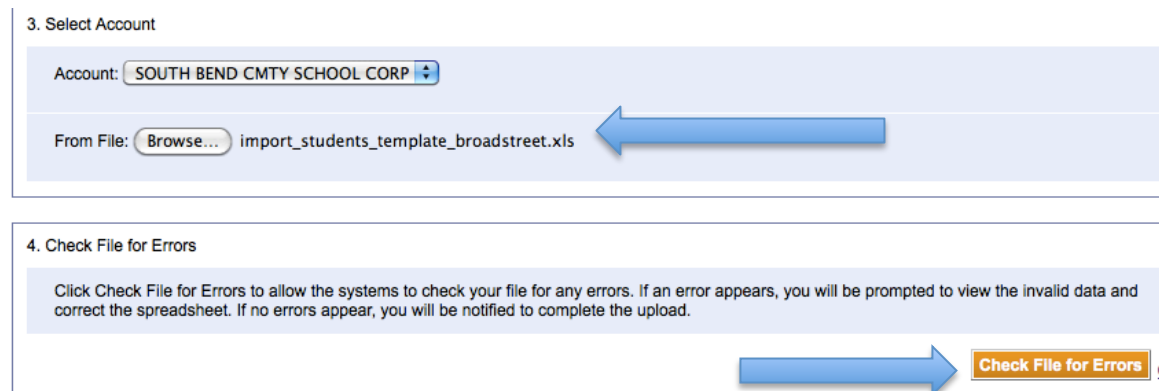
**Best Practice!** Including a **Redemption Code** during the **Import Students** process (1) creates a **Student Account**, (2) adds the related item to the **Students' Books and Contents** page, and (3) makes the **Students** immediately available to add to your **Class**.

8. When your template is complete, drag on **File** to **Save As** and save it to your desktop. Be sure you know where the template is located, so you can upload it.

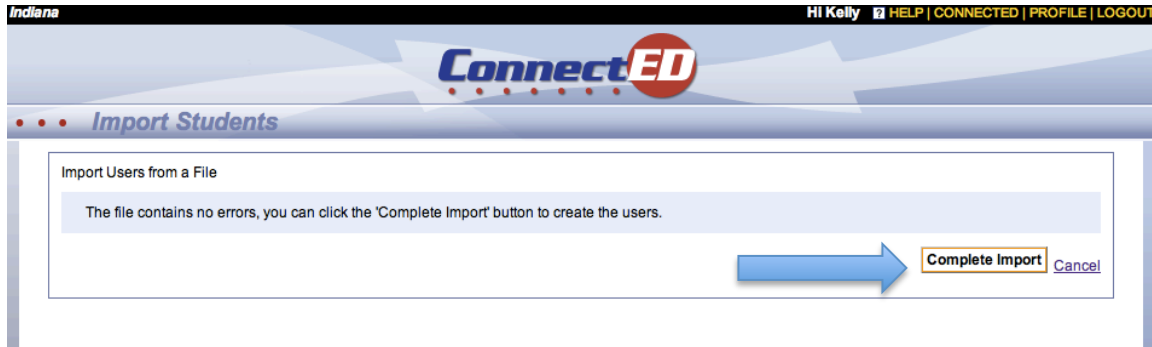
9. On the **Import Students** page, locate: 3. **Select Account**, after **From File** – click on the **Browse** button (see below). Navigate to your **desktop**, select your **import file**, and click **Open** (see below).



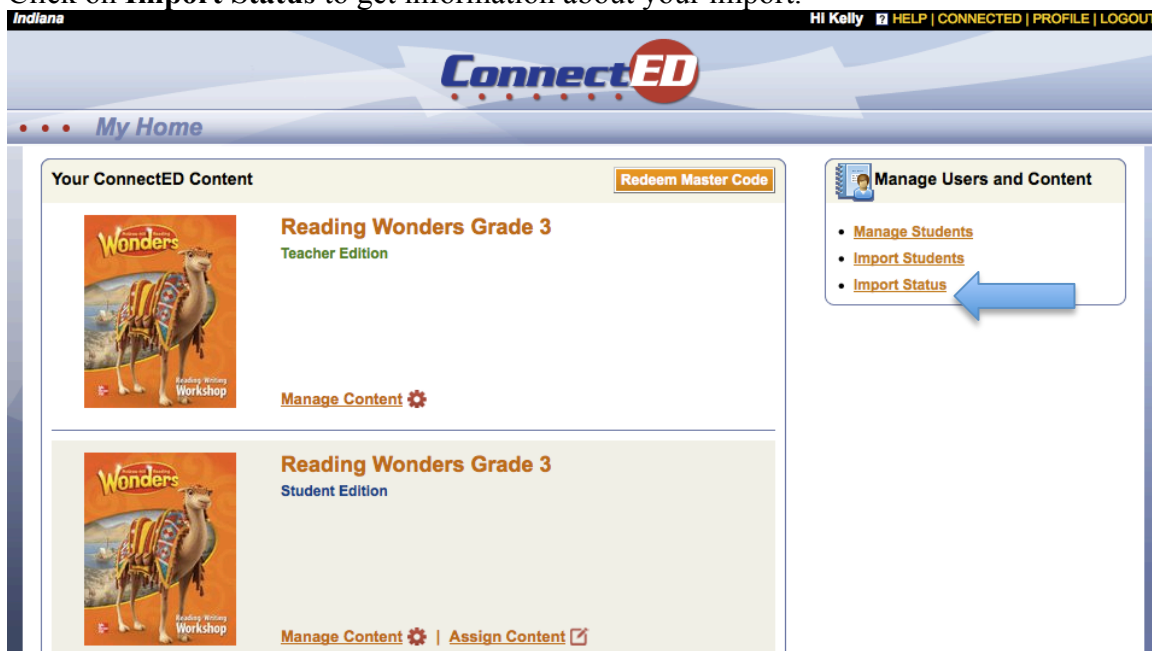
10. Your file name should be displayed by the Browse button (see below). Next click on the button: **Check File for Errors**. (If you left any required field blank, you will get an error message that would need to be corrected on your saved template. You would need to cancel the upload, make the corrections, resave, and then do steps #9 & #10 again.



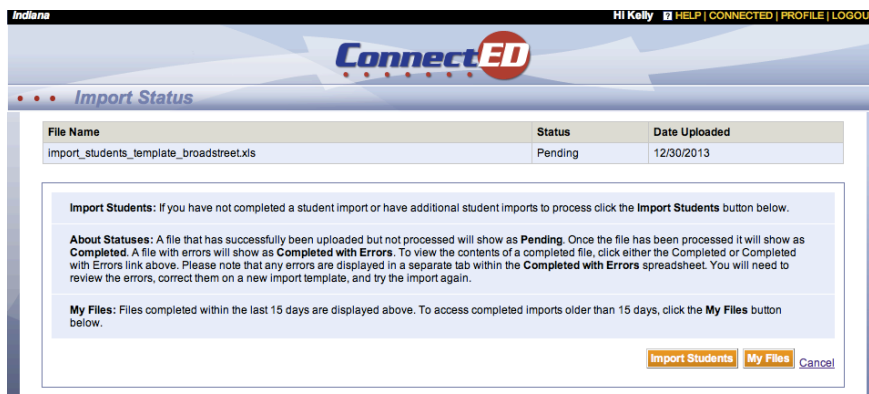
11. If there are no errors, click the button: **Complete Import**



12. Click on the **Connected** link to return you to the Home Page.  
Click on **Import Status** to get information about your import.



13. Your first status window would be **Pending** (see below).



14. When completed, your status window will state **Completed** (see below).

... **Import Status**

File Name	Status	Date Uploaded
import_students_template_broadstreet.xls	<a href="#">Completed</a>	12/30/2013

**Import Students:** If you have not completed a student import or have additional student imports to process click the **Import Students** button below.

**About Statuses:** A file that has successfully been uploaded but not processed will show as **Pending**. Once the file has been processed it will show as **Completed**. A file with errors will show as **Completed with Errors**. To view the contents of a completed file, click either the **Completed** or **Completed with Errors** link above. Please note that any errors are displayed in a separate tab within the **Completed with Errors** spreadsheet. You will need to review the errors, correct them on a new import template, and try the import again.

**My Files:** Files completed within the last 15 days are displayed above. To access completed imports older than 15 days, click the **My Files** button below.

[Import Students](#) [My Files](#) [Cancel](#)

15. By clicking **Connected** – you can return to the Home Menu.

### Setting Up Your Class


**KEY POINTS:** You must **Create a Class** before you can **Add Students**, and you must **Import Students** before you can **Add** them to a **Class**.

16. On your Home Page, click on the Cover Picture of your Teacher Edition

Indiana Hi Kelly [HELP](#) | [CONNECTED](#) | [PROFILE](#) | [LOGOUT](#)

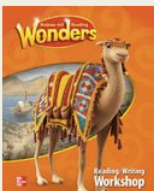
... **My Home**

**Your ConnectED Content** [Redeem Master Code](#)



**Reading Wonders Grade 3**  
Teacher Edition

[Manage Content](#) ⚙️



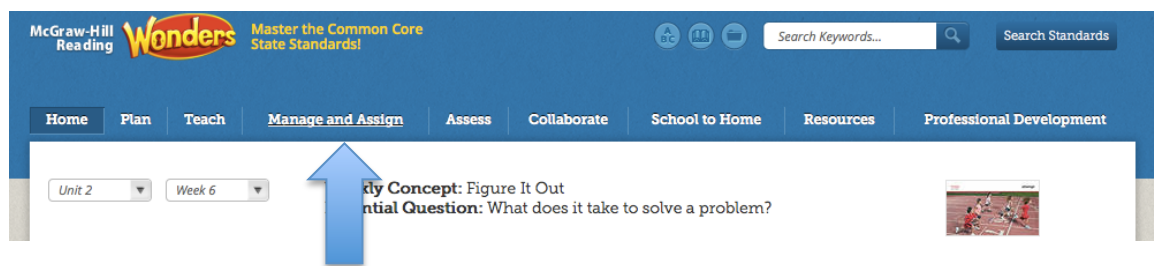
**Reading Wonders Grade 3**  
Student Edition

[Manage Content](#) ⚙️ | [Assign Content](#) ✓

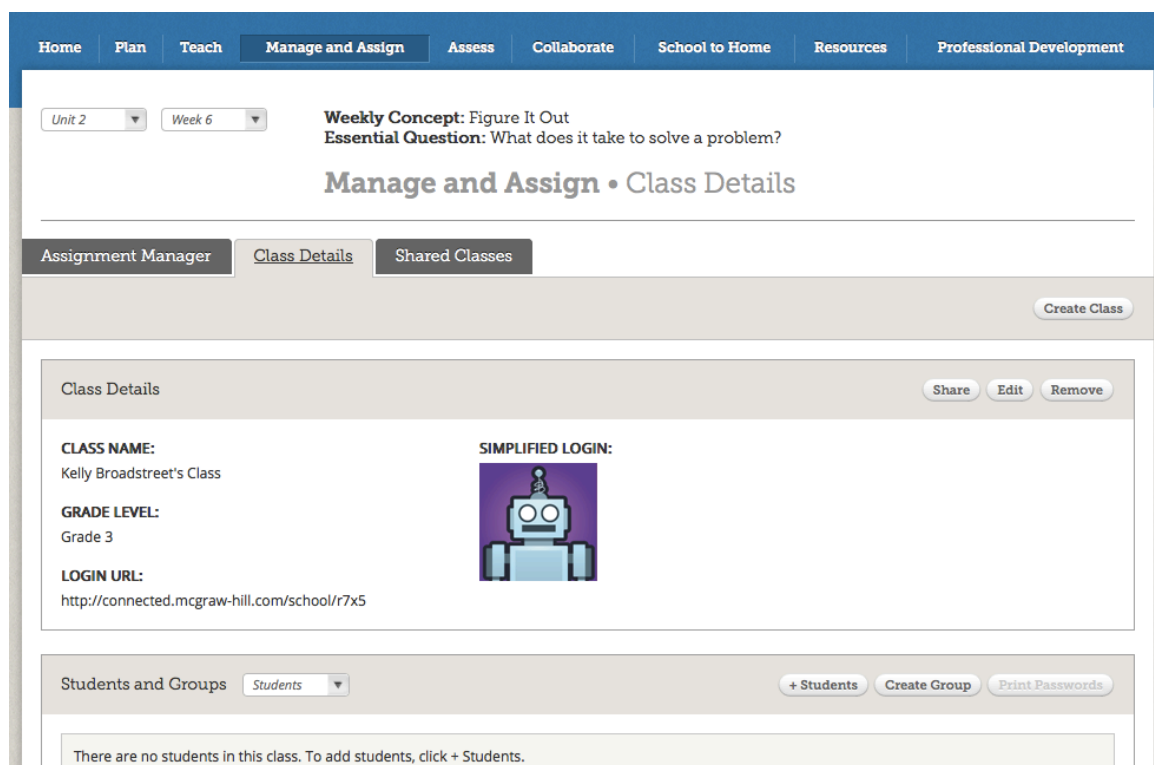
**Manage Users and Content**

- [Manage Students](#)
- [Import Students](#)
- [Import Status](#)

17. Click the **Manage and Assign** Link (see below).



18. Click on **Class Details**, and assuming that you already have a class from following the registration process, then click the **+Students** button (see below).



19. The **Add Students to Class** screen below will appear. With the pull-down arrow, **Select your grade level** and click **Search**. You may wish to click the **Last Name** arrow to sort by last name in alphabetical order. **Click** on each of the students that you imported and click **Save**. (See below).

### Add Students to Class ✕

**Account** SOUTH BEND CMTY SCHOOL CORP

**Select From Class** All Classes

**Select Content** All Content

**Select Grade Level** 3

**First Name**

**Last Name**

**User Name**

[\*denotes a required field.]

Search

**SELECT FROM STUDENT SEARCH RESULTS**

<input type="checkbox"/>	LAST NAME	FIRST NAME	MIDDLE INITIAL	USER NAME
<input type="checkbox"/>	A	Abraham		ABRAHAMA116
<input type="checkbox"/>	A	Shamiya		SHAMIYAA1
<input type="checkbox"/>	A	Theangelo		THEANGELA
<input checked="" type="checkbox"/>	Abu Sheikh	Samer		SAMER85781
<input type="checkbox"/>	Acosta	Anahi		ANAHIAACOSTA

Save
Cancel

20. Your students will be displayed (see below). If a student leaves, you would click on **Remove**. If you need to add a new student, you would download a fresh template and just add the new student info and upload – **do not add a new student to an old template** or you'll have duplicate students!

**Class Details** [Share](#) [Edit](#) [Remove](#)

---

**CLASS NAME:** Kelly Broadbent's Class

**GRADE LEVEL:** Grade 3

**LOGIN URL:** <http://compass.mlgaw-hill.com/school/7cd>

**SIMPLIFIED LOGIN:**

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**Students and Groups** [Students](#) [Create Group](#) [Print Passwords](#)

STUDENT	TEACHING LEVEL	All Groups	PROFILE
ALONZO GONZALEZ	On Grade Level	On Grade Level - edit	Profile   Remove   View Password
ANALICIA CAMARENA	On Grade Level	On Grade Level - edit	Profile   Remove   View Password
BRANDI WADSWORTH	On Grade Level	On Grade Level - edit	Profile   Remove   View Password
BREANNA THOMAS	On Grade Level	On Grade Level - edit	Profile   Remove   View Password

Your students can now log-in using their Compass username (JosephID) Joseph73251 and password – a12345