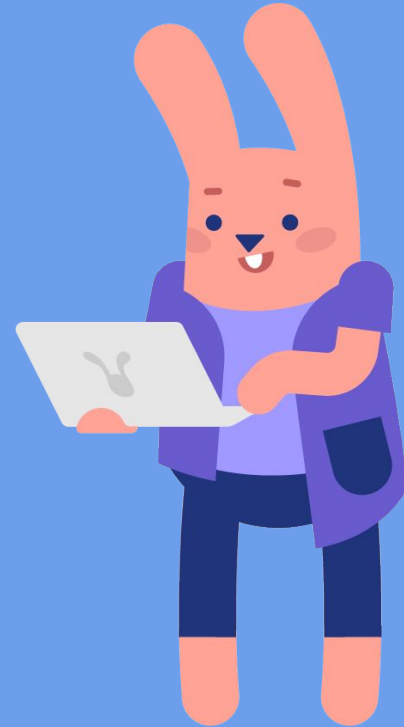


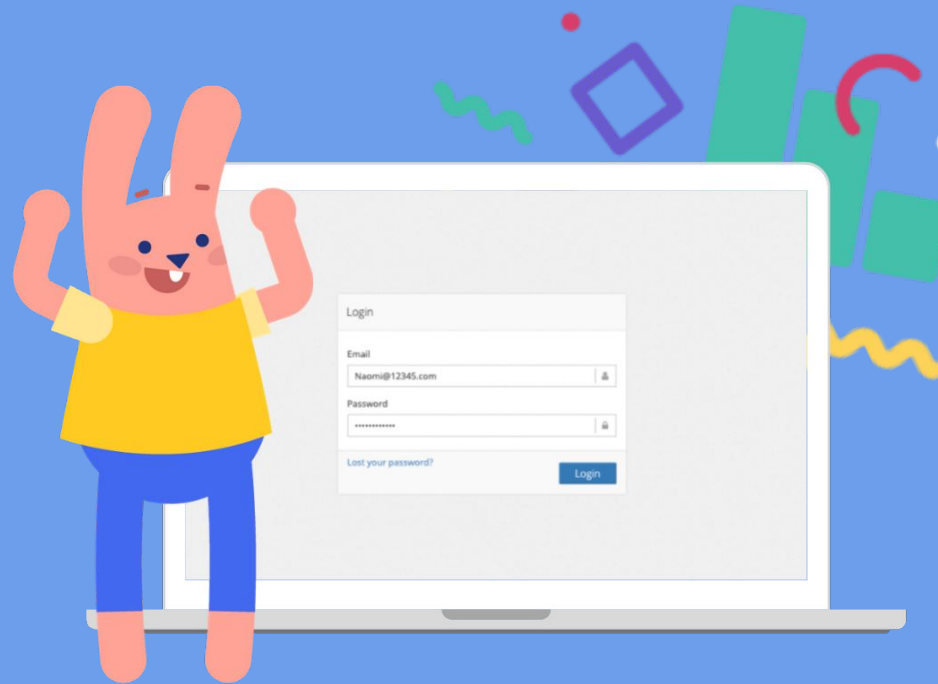
How to import multiple students in to Teacher's Dashboard



CLASS



First comes first, log in to the Teacher's Dashboard
<https://teacher.bookrclass.com/>



Open the Teacher's Dashboard

teacher.bookrclass.com

Email address

Sign in

naomi@123456.com

Forgot password?

Sign in

Password

If you can't find your login details, click on 'Forgot password' and you'll be sent a new password generator link.

Click 'Students' and
find all your students
in the chart.

The screenshot shows the BOOKR CLASS interface. The sidebar on the left contains the following navigation items: Students, Licenses, Statistics, Books, Flashcards, Karaoke, My profile, and Log out. The main content area is titled 'Students' and shows 'Total number of students in school 151'. Below this, there are tabs for 'My students' and 'All students', and a search bar for students. The filters include 'Class', 'Level', 'Teacher' (set to Naomi Wang), and 'License status'. A table titled 'All Students (151)' displays the following data:

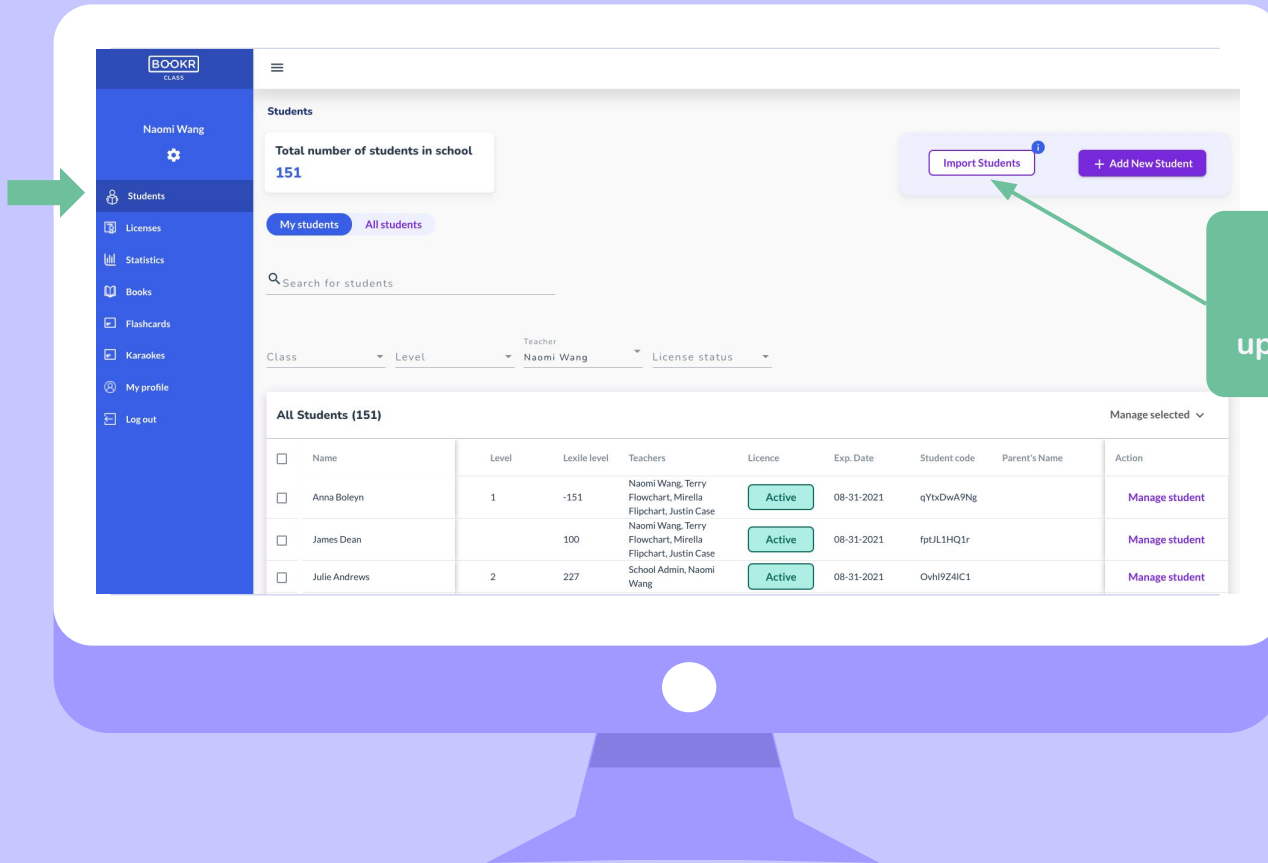
<input type="checkbox"/>	Name	Level	Lexile level	Teachers	Licence	Exp. Date	Student code	Parent's Name	Action
<input type="checkbox"/>	Anna Boleyn	1	-151	Naomi Wang, Terry Flowchart, Mirella Flipchart, Justin Case	Active	08-31-2021	qYbDWA9Ng		Manage student
<input type="checkbox"/>	James Dean		100	Naomi Wang, Terry Flowchart, Mirella Flipchart, Justin Case	Active	08-31-2021	fpUJL1HQ1r		Manage student
<input type="checkbox"/>	Julie Andrews	2	227	School Admin, Naomi Wang	Active	08-31-2021	OvhI9Z4IC1		Manage student

Click the blue
information bubble to
read more about how
to import students

Create an XLS document in which you list the following details of the student.

first name	last name	class name	lexile score	adult email	adult name
Naomi	Tuhnberg	5/a			
David	Juarez	2	240		
Anna	Toth	4		Annemom@123.com	Donna Lee

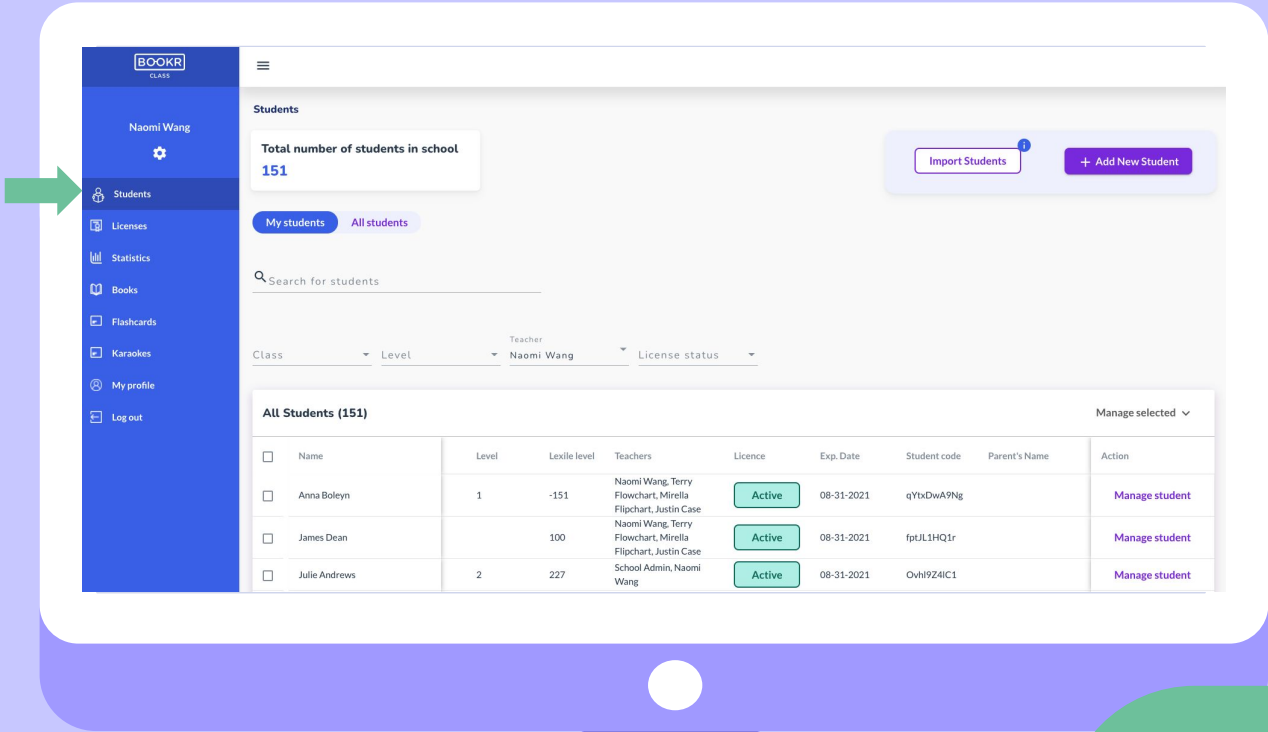
Only the first and last names are mandatory to fill out.



The screenshot displays the 'Students' management interface in the BOOKR CLASS system. The left sidebar shows the user 'Naomi Wang' and navigation options: Students, Licenses, Statistics, Books, Flashcards, Karaoke, My profile, and Log out. The main content area shows the 'Students' section with a total of 151 students in school. There are buttons for 'Import Students' (with a notification badge) and '+ Add New Student'. Below this is a search bar and filter options for Class, Level, Teacher (Naomi Wang), and License status. A table titled 'All Students (151)' lists individual students with columns for Name, Level, Lexile level, Teachers, Licence, Exp. Date, Student code, Parent's Name, and Action.

<input type="checkbox"/>	Name	Level	Lexile level	Teachers	Licence	Exp. Date	Student code	Parent's Name	Action
<input type="checkbox"/>	Anna Boleyn	1	-151	Naomi Wang, Terry Flowchart, Mirella Flipchart, Justin Case	Active	08-31-2021	qYbDWA9Ng		Manage student
<input type="checkbox"/>	James Dean		100	Naomi Wang, Terry Flowchart, Mirella Flipchart, Justin Case	Active	08-31-2021	fpUJL1HQ1r		Manage student
<input type="checkbox"/>	Julie Andrews	2	227	School Admin, Naomi Wang	Active	08-31-2021	OvhI9Z4IC1		Manage student

Click 'Import students' and upload the XLS file.



You will find all the imported students in the chart under 'Students' section.

Students

Total number of students in school
151

Import Students

+ Add New Student

My students All students

Search for students

Class Level Teacher Naomi Wang License status

All Students (151)

Manage selected

<input type="checkbox"/>	Name	Level	Lexile level	Teachers	Licence	Exp. Date	Student code	Parent's Name	Action
<input type="checkbox"/>	Anna Boleyn	1	-151	Naomi Wang, Terry Flowchart, Mirella Flipchart, Justin Case	Active	08-31-2021	qYbDWA9Ng		Manage student
<input type="checkbox"/>	James Dean		100	Naomi Wang, Terry Flowchart, Mirella Flipchart, Justin Case	Active	08-31-2021	fpUL1HQ1r		Manage student
<input type="checkbox"/>	Julie Andrews	2	227	School Admin, Naomi Wang	Active	08-31-2021	OvH9Z4IC1		Manage student

If you need help, don't hesitate to contact us via
support@bookrclass.com



CLASS

