



Impero EdLink 2017

Managing Student Users.

**EXTERNAL**



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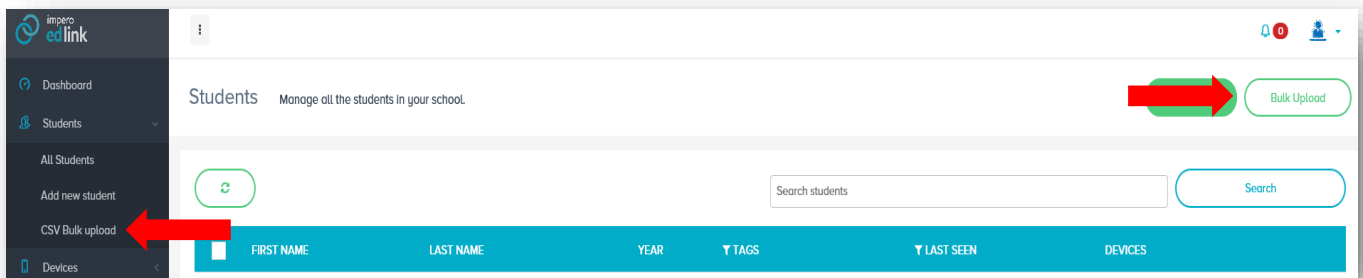
## Managing Students

### Adding a new student

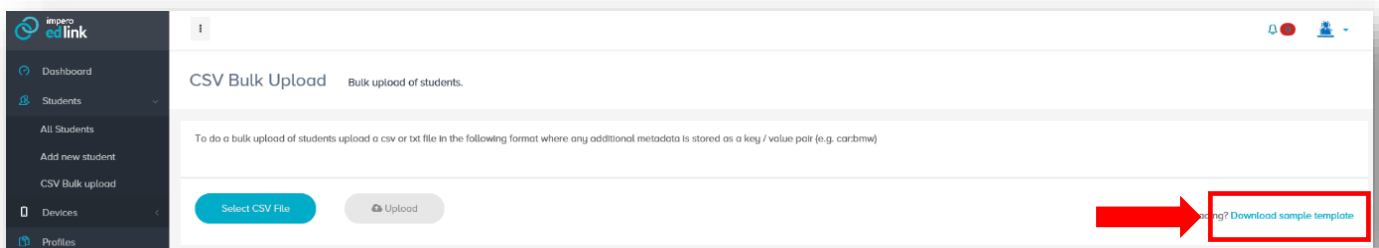
- Navigate to *Students* > Add new student
- Specify a **First Name** and **Last Name**, which are mandatory fields. **Grade** and **Tags** are optional fields.
- Click on the **Next** button.

- Options are available to either **create new device**, **search for an existing device** or **Submit** (without specifying a device).
- When complete click the **Submit** button to create the users.

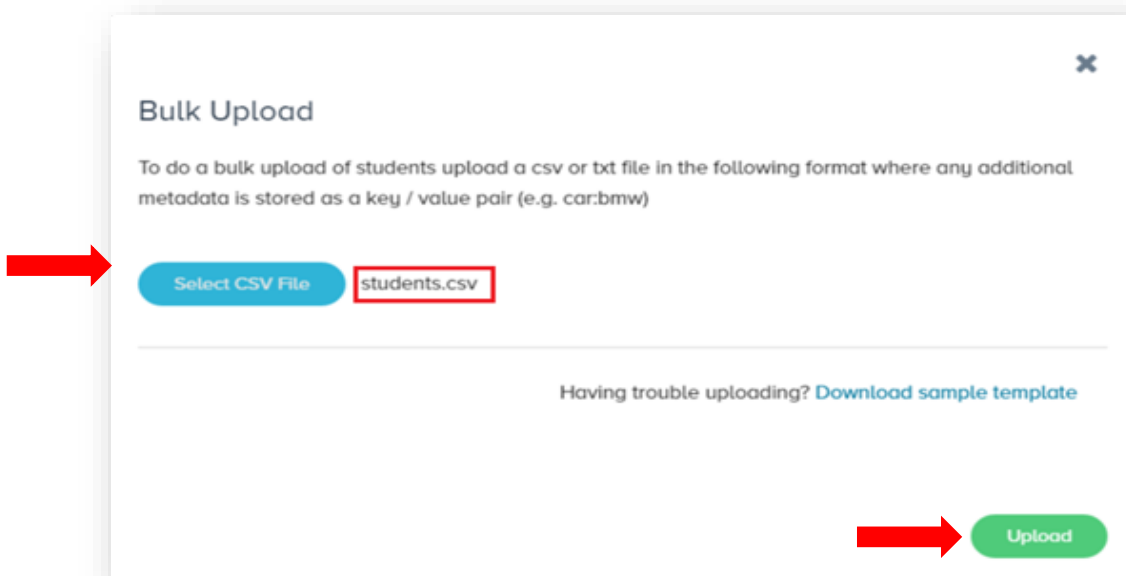
## Bulk upload students



- To bulk upload students, navigate to Students > CSV bulk upload or the bulk upload button on the right of the Student page (both highlighted above).



- To use the bulk upload feature you need to import a csv file populated with Student data. To download a template of this data select “Download sample template”.



- When you have populated the cvs file with student data, press the “Select CSV file” button and choose your student data file. Then press upload. Students in the uploaded CVS will now be viewable in the “All Students” menu.

## Edit/Delete Students

The screenshot shows the 'All Students' page in the Impero EdLink interface. The left sidebar contains a menu with 'All Students' highlighted by a red arrow. The main content area displays a table of students. The table has columns for 'FIRST NAME', 'LAST NAME', 'YEAR', 'TAGS', 'LAST SEEN', and 'DEVICES'. The first student listed is 'Gez Vaughan' in year 7, with a 'Print ID' tag. Below this are several 'Student' entries with last names 1 through 5, all in year 3 and tagged as 'G-Suite User'. Further down are 'eric lichaj', 'daniel pirillos', 'michael mancienne', and 'matt mills', all in year 1st. Each row has a checkbox on the left and edit/delete icons on the right. A red box highlights the edit and delete icons for the first student. At the bottom of the table, it says 'DISPLAYING 1 - 10 OF 37' and 'NEXT PAGE >'. There are also 'Add new' and 'Bulk Upload' buttons at the top right of the page.

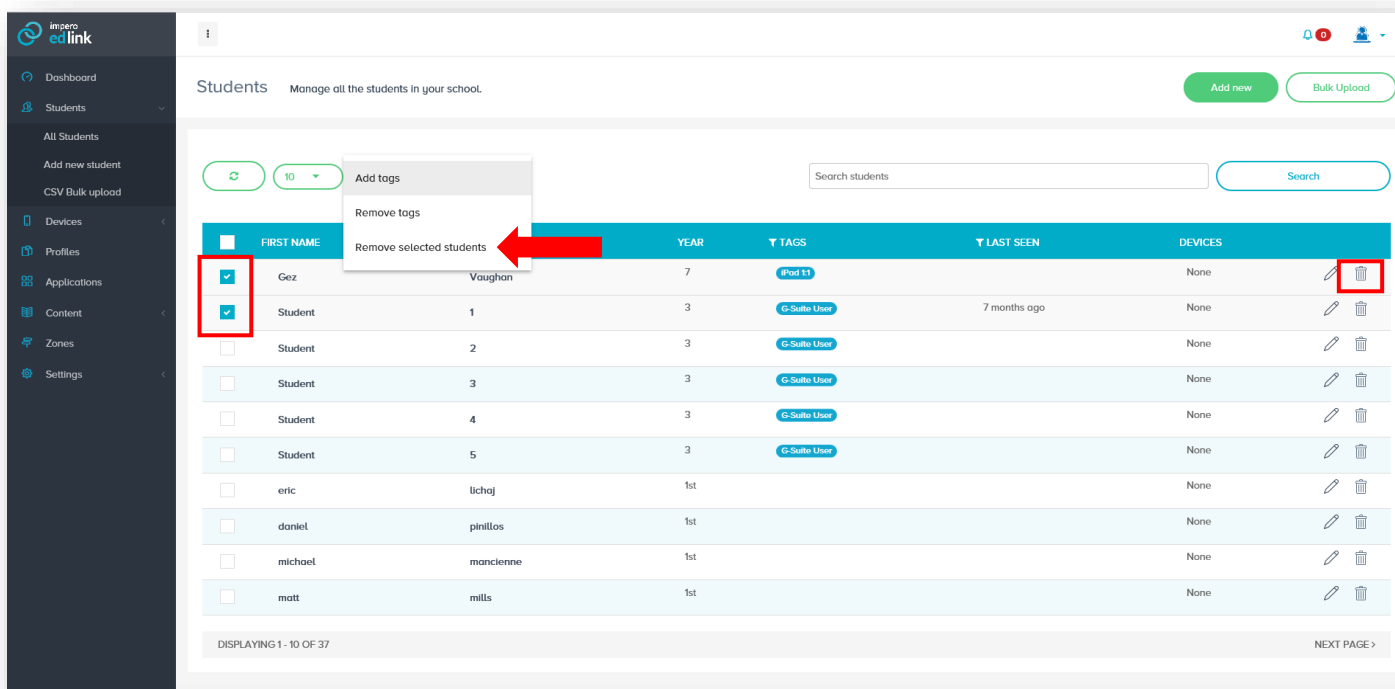
- Within the All Students menu, next to each student is a pencil and trash can logo.
- Select the **Pencil logo** to edit a user
- After making any amendments, ensure to select **Save Changes**.

The 'Edit Student' form is displayed in a modal window. It is divided into several sections:
 

- STUDENT INFORMATION:** Contains two input fields: 'FIRST NAME' with the value 'Student' and 'LAST NAME' with the value '1'.
- YEAR:** A dropdown menu currently showing '3'.
- TAGS:** A dropdown menu showing 'G-Suite User' and a text input field labeled 'Type tag name'.
- DEVICES:** Starts with the question 'Do you want to link an already registered device?'. Below it is a 'Device Name' section with an input field containing the placeholder text 'Enter name to search for devices' and an 'Add' button.

 At the bottom right of the form, there is a green 'Save Changes' button, which is highlighted by a red arrow.

- To delete a single student, click the **Trash can** logo and confirm deletion



- To delete multiple student users, check the boxes by each user name, then click the **Actions** button and select from the drop down **Remove selected students**.

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