

Update #12 – Reminders and Hints for District Coordinators

September 25th, 2009

Below are several hints and reminders to help you to upload both the **User Data** and the **Student Data** databases.

New Upload Templates available

Templates for uploading both User and Student data are available for download. These are now in .XLS format. Click on [Acquire Upload Template File](#) for the student data file template and [Acquire User Template File](#) for the user data file template.

Uploading User Data Database

1. The DIVISION column must be blank for school administrators (i.e. ROLE = "SA") because they are already tied to a school.
2. Remember to use the school number (not the school name) in the SCHOOL column. To find the school number, on the **Load Student Data** page, click on [Lookup School & District ID](#) where a list of schools in your district, along with their Ministry numbers, will be presented.
3. For the USERNAME and PASSWORD columns, you could use the usernames that teachers use to log in to your network for both. You could tell your teachers to change their password the first time they log in.

Uploading Student Data Database

1. Remember to use the school number (not the school name) in the SCHOOL column. To find the school number, on the **Load User Data** page, click on [Lookup School & District ID](#) where a list of schools, along with their Ministry numbers, will be presented.
2. As of September 2nd, 2008, save the file in the Excel default (.xls) file format. (You do not have to save your data files in .CSV file format.)
3. We suggest that after uploading both your user and student data files, that you test one or two of each to ensure your uploads are working properly. Copy a student identifier or two from the .XLS data file and paste it into the **Student login** to ensure that the student is loaded and is getting the right test.

Forgetting Usernames and/or Passwords

All passwords, including those of the District Coordinators, are encrypted. Therefore, we don't have access to the passwords. If a user forgets her password, she simply clicks on "I forgot my password." on the Admin log-in page <https://testonline.ca/admin/login.php>. A new password will be e-mailed to the user. The users can then log in using the new password, click on [Change Your Password](#) and change her password.

New Remove Student from a Test

To remove a student from a test (but not delete the student from the database), go to **Add/Edit/Delete Student**, type (or copy and paste) the student identifier into the **Student Number** box, and click **Edit Student**. In the **Tests** area, deselect the test from which you want to remove the student, and press **Save**.

Technical Support

If a teacher or school administrator has problems logging in or a student has a problem logging in, please have them contact your office. Usually log-in problems are related to the data in the uploaded databases, rather than our system. If you cannot rectify the problem, then feel free to contact us and we will be happy to help you solve it.