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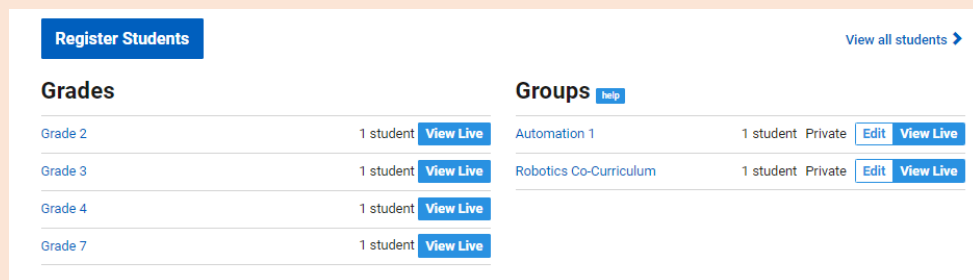
SACOME STEM Digital Technologies Program

**Registering Students in Bulk via
Grok Platform**

User Guide

Students can be registered in bulk to the Teacher Dashboard. This can only be performed when a teacher has registered and been verified by Grok. The advantages in registering your students to the Teacher Dashboard are that it:

- Can be used to assign students into Grades (places a student into a year cohort) and Groups (allows a teacher to create composite classes i.e., a mixture of year cohorts in a class or a co-curriculum class) on the Teacher Dashboard. This allows the teacher to group students into specific classes. See image below for an example.



- Allows a teacher to monitor the progress of a student in a class.
- Removes the step of students having to correctly select their school when they registered individually when a teacher assigns a course.

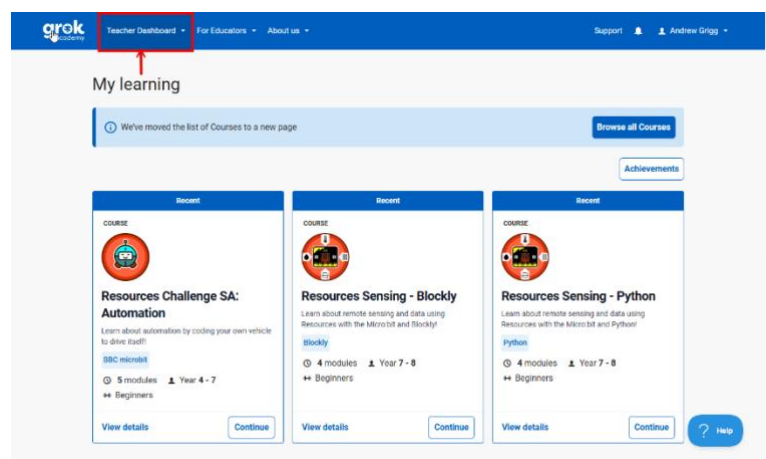
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Steps

1. Enrolling Students via Grok Academy Platform

- Sign into Grok Academy - <https://groklearning.com/login/>
- Go to the Teacher Dashboard



- Students can be enrolled one of two ways:

i. Method 1 - Individually

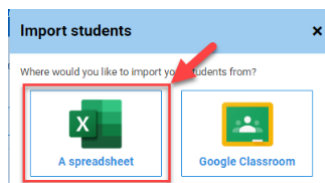
- Once you have clicked on *Register Students* from the *Teacher Dashboard* you can fill out the fields one by one for your students.
- Full name, Last name* and *Email* are compulsory fields.
- Decide how you want the students to appear on your *Dashboard* i.e., as a *Group vs Grade*, you may want both. *N.B.* - *Group* allows you to create your own title i.e., Digital Technologies 7, or Robotics Co-curriculum.

- Once completed click on *Register Students* and view on your *Dashboard*

ii. Method 2 – Bulk by Spreadsheet

The student data can be downloaded from your school’s student central database. Make sure the fields are in the correct order – see step [2] below.

- Click on *Import Students*
- Select *A Spreadsheet* option



- There are 3 steps to follow:
 - Download **template [1]**
 - Fill in student details [2]* or look at the fields required and ask Student Administration to download the fields in the correct order: First Name, Last Name, Email Address, Grade, Gender, and Group
 - Once the template has been completed *Upload students [3]*

	A	B	C	D	E	F
1	First name	Last name	Email address	Grade	Gender	Group
2	Lisa	Simpson	lisa@springfieldelementary.edu	Grade 3	Female	Resources Exploration
3	Bart	Simpson	bart@springfieldelementary.edu	Grade 4	Male	Resources Exploration
4	Milhouse	Van Houten	milhouse@springfieldelementary.edu	Grade 4	Male	Resources Exploration
5	Nelson	Muntz	nelson@springfieldelementary.edu	Grade 4	Male	Resources Exploration
6	Sherri	Mackleberry	sherri@springfieldelementary.edu	Grade 4	Female	Resources Exploration
7	Terri	Mackleberry	terri@springfieldelementary.edu	Grade 4	Female	Resources Exploration
8	Ralph	Wiggum	ralph@springfieldelementary.edu	Grade 3	Male	Resources Exploration
9	Jimbo	Jones	jimbo@springfieldelementary.edu	Grade 6	Male	Resources Automation
10						

Image: Example of completed spreadsheet for upload

NB

- **Grade** field must be in correct format i.e., Kindergarten/Preparation, Grade 1, etc.
- **Gender** field: Unspecified, Female, Male or Other
- **Group** field: add any title i.e., Digital Technologies 7, Robotics Club, Automation 2

2. Managing Grades and Groups

Once *Grades* or *Groups* have been created and students assigned it is possible to edit or add students.

The screenshot shows a user interface with a 'Register Students' button at the top left and a 'View all students' link at the top right. Below these are two main sections: 'Grades' and 'Groups'. The 'Grades' section contains a table with four rows: Grade 2, Grade 3, Grade 4, and Grade 7. Each row shows '1 student' and a 'View Live' button. The 'Groups' section contains a table with two rows: 'Automation 1' and 'Robotics Co-Curriculum'. Each row shows '1 student', 'Private' status, and 'Edit' and 'View Live' buttons. A small 'help' icon is visible next to the 'Groups' header.

Grades		Groups <small>help</small>	
Grade 2	1 student View Live	Automation 1	1 student Private Edit View Live
Grade 3	1 student View Live	Robotics Co-Curriculum	1 student Private Edit View Live
Grade 4	1 student View Live		
Grade 7	1 student View Live		

- *View Live* allows a teacher to see on a timeline where a student is at in the lesson.
- To add or change any of the student details in a *Grade* click on the title of the class i.e., *Grade 2*.
- To add or change any of the student details in a *Group* click on *Edit*.

3. Assign a Course to a Student

Once a student has logged in for the first time and the teacher has set up a group or class on the *Teacher Dashboard*, a teacher has the permission to assign courses to a student(s). Click on the following link to access the Grok Guide – [Click Here](#).