

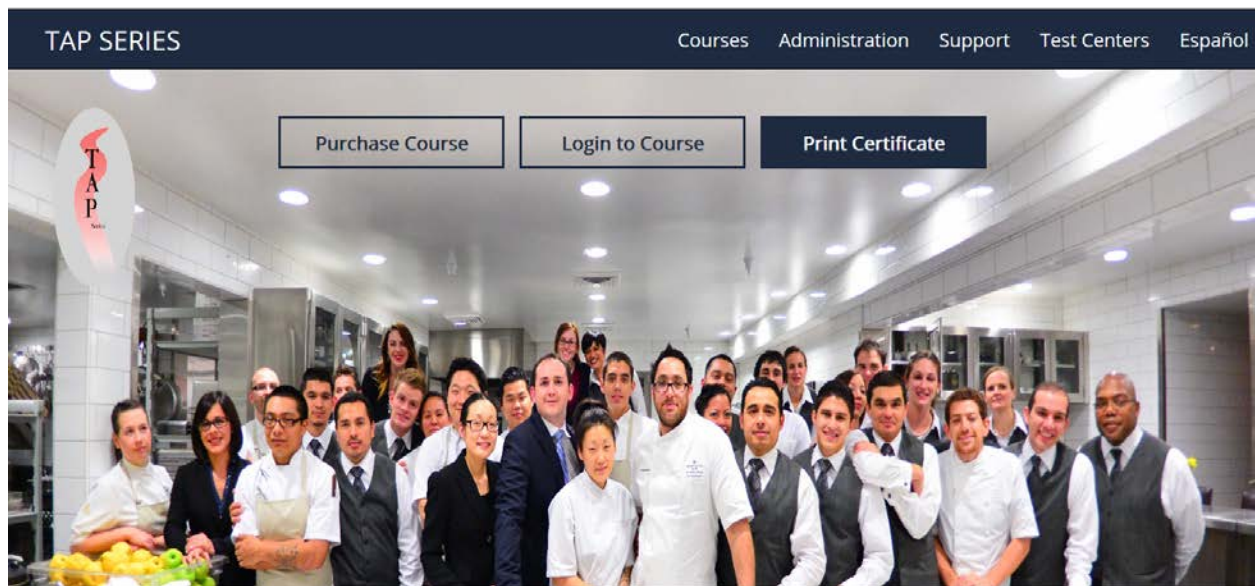
How to Add a Student Using Excel Worksheet

Adding Student by an Admin/Professor

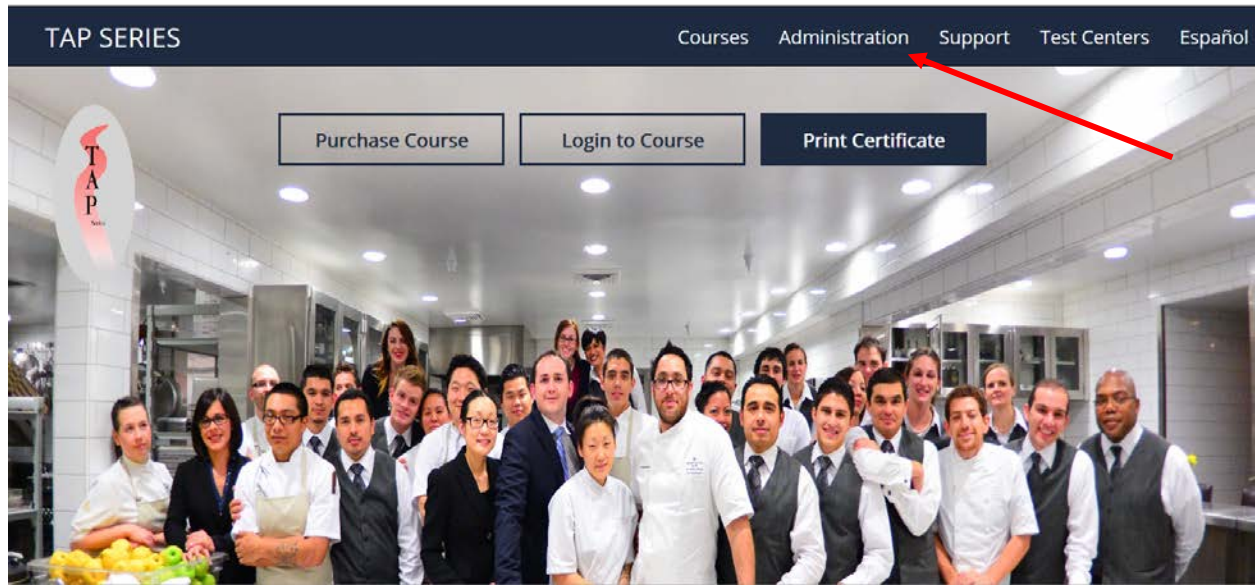
If your location uses vouchers purchased at a bookstore, the student first needs to buy the course voucher from the school's bookstore. Once the student has purchased the voucher, the student will write their name on the voucher and the bookstore will keep this voucher. All the purchased vouchers will then be handed to the director by the bookstore. The director then will divide the vouchers accordingly to the class the student is enrolled in. The director will then give each professor the vouchers for their class. At this point, the director should let the professor know his class login and password. It is now the professor's job to add the student. Below are the instructions on how to add a student.

We have now setup the TAP enrollment system to allow you to add students using an Excel spreadsheet. If you would like to add using the Excel spreadsheet, then the first step would be to create the Excel spreadsheet.

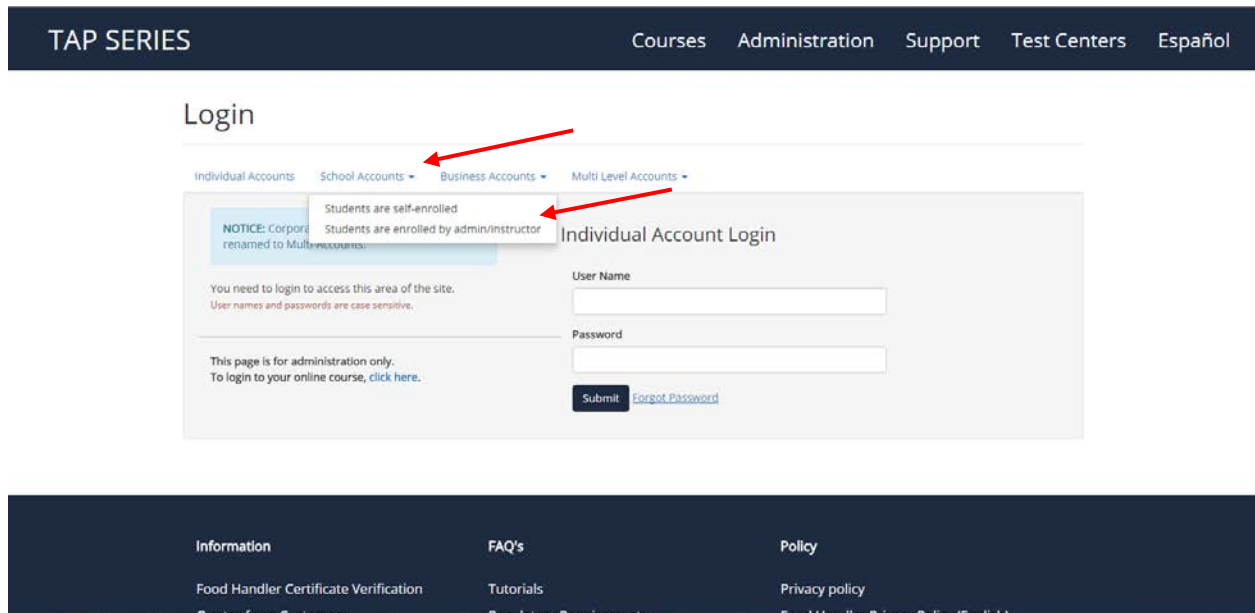
1. Open up an Internet Browser and go to www.tapseries.com. The page looks as follows:



2. Click where it says "Administration" on the top of the page, as shown below.



3. After clicking on "Administration", click on "School Accounts" and then click "Students are enrolled by admin/instructor."



4. Enter in your account user name and password then click "Submit."

TAP SERIES Courses Administration Support Test Centers Español

Login

Individual Accounts School Accounts Business Accounts Multi Level Accounts

NOTICE: Corporate Accounts have been renamed to Multi-Accounts.

You need to login to access this area of the site.
User names and passwords are case sensitive.

This page is for administration only.
To login to your online course, [click here](#).

School Account Login - Enrolled by Administrator

User Name

Password

[Forgot Password](#)

Information FAQ's Policy
Food Handler Certificate Verification Tutorials Privacy policy
Order from Customer Regulatory Requirements Food Handler Privacy Policy (English)

5. After clicking on "Submit," you will be directed to the following page. Click on "Add Students."

TAP SERIES Courses Administration Support Test Centers Español

Administration Main Menu - Please select from options below.

Welcome, tap

Add Students
Track Progress
Course Literature
Global Score Report
School Color Coded Progress Report
Business Color Coded Progress Report
Place Orders
Delete Students

6. After clicking on "Add Students", you will be directed to the page below. Click on "Click Here for Instructions" under the blue instructions box on the right.

TAP SERIES

CoursesAdministration

Add New Student(s)

Please select the training program that you purchased:

Earn More With Service

Foodservice Food Safety Manager Certification Training

Food Handler Training (all other states)

Strategies for Increasing Sales

HACCP Managers Certificate Course

California Food Handler Training

New Mexico Food Handler Training

Texas Food Handler Training

Norfolk VA Food Handler Training

Florida Food Worker Training Program

Illinois Food Handler Training

If the course you are looking for is not listed, [click here](#) to purchase more courses.

NOTICE:
You have 98 licenses remaining for Foodservice Food Safety Manager Certification Training

Number of students to add:

3

Continue

Return To Menu

Instructions:

- Select which course you will add new students.
- Choose the number of students you want to add. (Default is 1)
- If adding more than one student, you can choose to upload an Excel file.
- [Click here for instructions](#)
- Press continue to begin adding the new students.

Terms of Enrollment

Credit(s) to your account if returned within 30 days of enrollment, and if no more than lesson 1 has been studied. Students are single use enrollments. Each lesson allows up to 5 reviews. After 5 reviews the lesson is closed. Courses are active for 6 months from date of enrollment and will stop functioning on the 6 month anniversary date of the enrollment. Within the 6 month active period, the name of the student can be changed for a \$20 fee for all courses except Food Handler, if a TAP Certificate of Achievement has NOT been awarded. Changing of the name will not re-activate any inactive, closed or ended functions. We reserve the right to charge a \$5 fee for Food Handler name changes. To submit a name change form, [click here](#).

[Click here for privacy policy](#)

7. After clicking "Click Here for Instructions", you will be redirected to the following page. Click on the appropriate course to download the correct Excel template for your course.

TAP SERIES

CoursesAdministrationSupportTest CentersEspañol

Add Students With Excel

Instructions:

Step 1: Download the Excel template for your course below:

[Food Safety Manager template](#)

[Food Handler template](#)

[Alcohol Training template](#)

[Allergen Awareness template](#)

An example of how to use this template is pictured below:

	A	B	C	D	E	F	G
1	First Name	Last Name	Email	User Name	Password	Language	Date of Birth
2	John	Smith	zvosough@yahoo.com	student1	1234566	ENGLISH	7/16/1989
3	Billy	Bob	student@yahoo.com	student2	1234566	ENGLISH	3/12/1980
4	Roger	Dodger	roger@yahoo.com	student3	1234566	ENGLISH	9/10/1992

Step 2: Enter the student's data in their appropriate columns (see above). Student's data can have no special characters in the first names, last names, user names or passwords. Hyphenated names are allowed.
Be sure there are no hidden rows and columns in the Excel file.

Step 3: When student data is completely filled out, save the file to your computer with a unique file name (example: the class name and year).
If more than one Excel is going to be used, make sure you save the files with different names.

Step 4: In the box "Number of students to add", change the number to the number of students that are in your list.

Step 5: Click the browse button. When the pop up box appears, select the Excel file to be uploaded, then click the Continue button.

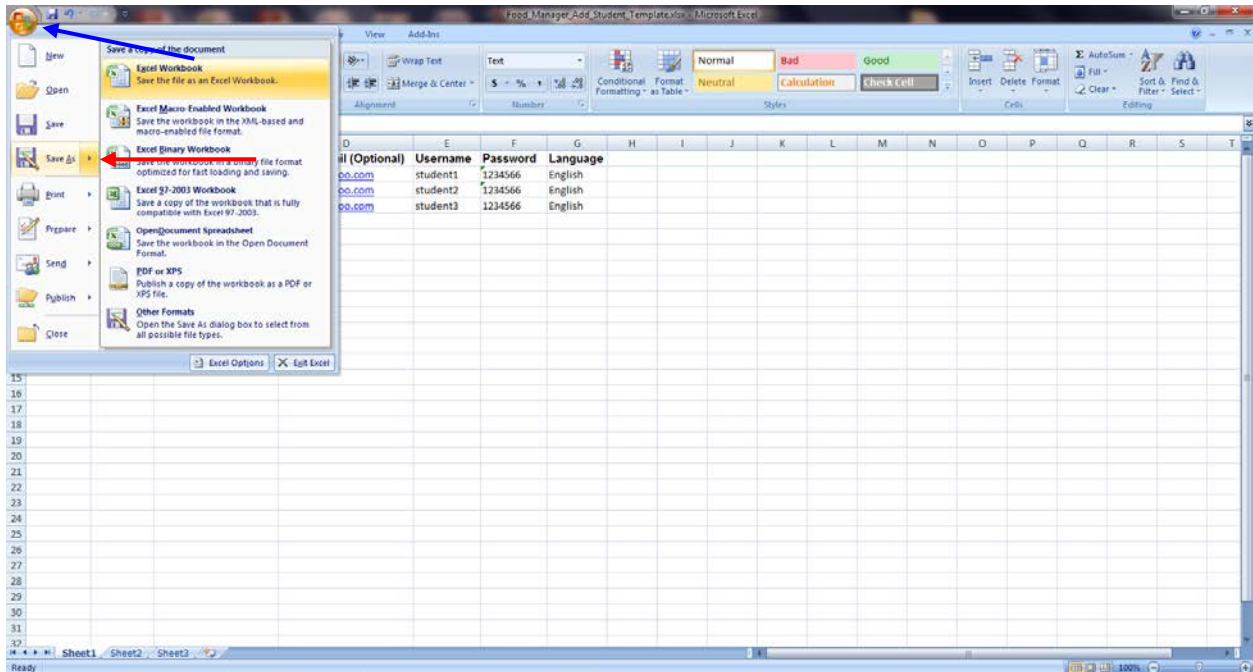
Call Us:

If you need further assistance, please call technical support at 888-626-5222.

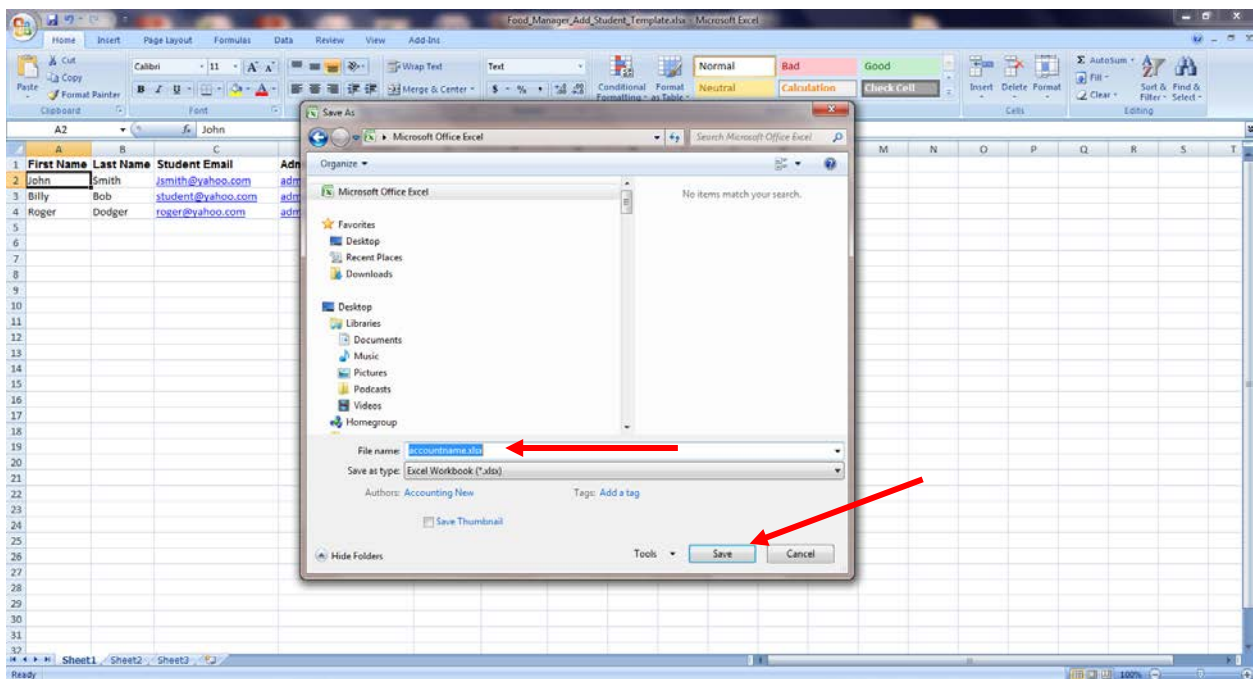
8. Download and open the Excel Spreadsheet, it should look similar to the picture below. Enter the students' information under the correct columns. Note that Food Safety Managers Courses do not require birthdates while Food Handler, Alcohol Training, and Allergen Awareness require birthdates. **You will be allowed to enroll up to 2-20 students at a time using the Excel spreadsheet.** If more than 20 students need to be enrolled, then you will have to create new spread sheets for the remaining students in groups of 20. The spreadsheets must be created following the format shown below.

[illegible]

9. After entering your students' information, you need to save the Excel spreadsheet. In order to save it, click on the "home" button which is shown below by the blue arrow. After clicking on the home button, you will click where it says "Save As" shown by the red arrow below.



10. After clicking on the "Save As" button a window will appear as shown below. Save the file to your computer with a unique file name (example: the class name and year) and then click on "Save."



11. After saving the first spreadsheet, you can create other spreadsheets if you have more students to add by following steps 7-10 above (2-20 allowed per spreadsheet). If no other students are to be added, then move on to step 12.

12. Go back to the Add New Student(s) page shown below; if you cannot find this page follow steps 1-5 above. Click on the appropriate course and enter the number of students you would like to add.

TAP SERIES

CoursesAdministrationSupportTest CentersEspañol

Add New Student(s)

Main Menu

Please select the training program that you purchased:

Food Safety Manager Certification Training

Food Safety Re-Certification Training

Franklin County, KY Food Handler

HACCP Managers Certificate Course

Idaho Food Handler Training

Illinois Food Handler Training

Jackson County MO Food Handler Training

New Mexico Food Handler Training

Norfolk VA Food Handler Training

Ohio Level 2 Foodservice Food Safety Manager Certification Tra

Ohio Level 2 Retail Food Safety Manager Certification Training

If the course you are looking for is not listed, [click here](#) to purchase more courses.

NOTICE:

You have 20 licenses remaining for Food Safety Manager Certification Training

Number of students to add:

3

Select Excel file to upload (optional):

Instructions:

- Select which course you will add new students.
- Choose the number of students you want to add. (Default is 1)
- If adding more than one student, you can choose to upload an Excel file. [Click here for instructions](#)
- Press continue below to begin adding the new students.

Terms of Enrollment

Credit(s) to your account if returned within 30 days of enrollment, and if no more than lesson 1 has been studied. Students are single use enrollments. Each lesson allows up to 5 reviews. After 5 reviews the lesson is closed. Courses are active for 6 months from date of enrollment and will stop functioning on the 6 month anniversary date of the enrollment. Within the 6 month active period, the name of the student can be changed for a \$20 fee for all courses except Food Handler. If a TAP Certificate of Achievement has NOT been awarded. Changing of the name will not re-activate any inactive, closed or ended functions. We reserve the right to charge a \$5 fee for Food Handler name changes. To submit a name change form, [click here](#).

[Click here for privacy policy](#)

13. You will see an option to add students by uploading an Excel file. Click on "Browse."

TAP SERIES

CoursesAdministration

Please select the training program that you purchased:

Earn More With Service

Foodservice Food Safety Manager Certification Training

Food Handler Training (all other states)

Strategies for Increasing Sales

HACCP Managers Certificate Course

California Food Handler Training

New Mexico Food Handler Training

Texas Food Handler Training

Norfolk VA Food Handler Training

Florida Food Worker Training Program

Illinois Food Handler Training

If the course you are looking for is not listed, [click here](#) to purchase more courses.

NOTICE:

You have 98 licenses remaining for Foodservice Food Safety Manager Certification Training

Number of students to add:

3

Select Excel file to upload (optional):

Browse

Continue

Return To Menu

Instructions:

- Select which course you will add new students.
- Choose the number of students you want to add. (Default is 1)
- If adding more than one student, you can choose to upload an Excel file. [Click here for instructions](#)
- Press continue to begin adding the new students.

Terms of Enrollment

Credit(s) to your account if returned within 30 days of enrollment, and if no more than lesson 1 has been studied. Students are single use enrollments. Each lesson allows up to 5 reviews. After 5 reviews the lesson is closed. Courses are active for 6 months from date of enrollment and will stop functioning on the 6 month anniversary date of the enrollment. Within the 6 month active period, the name of the student can be changed for a \$20 fee for all courses except Food Handler, if a TAP Certificate of Achievement has NOT been awarded. Changing of the name will not re-activate any inactive, closed or ended functions. We reserve the right to charge a \$5 fee for Food Handler name changes. To submit a name change form, [click here](#).

[Click here for privacy policy](#)

14. Once you click on "Browse", a box will appear. Select the Excel file you want to load and click Open. After you have selected your file, click "Continue". After you click "Continue", you will be able to verify that the student data is correct before enrolling. Then click "Submit" to enroll the students.

TAP SERIES

CoursesAdministrationSupportTest CentersEspañol

Warning: This page will time out after 20 minutes. Only add as many students as can be entered within 20 minutes.

Instructions:

- Review the students you have selected to add to the course.
- Uncheck any students you do not wish to add.
- Edit the student information by clicking on the text.
- Press "Enter" to save the change.
- Press "Tab" to quickly save and go to the next field.
- Press "Shift + Tab" to quickly save and go back to the previous field.
- Press "Enter" to save the change.
- Student rows that have been added successfully will turn green.
- Student rows that have information that need to be corrected will turn red.
- When all of the student rows are green, click the Main Menu button to continue.

	First Name	Last Name	Student Email	Manager Email	User Name	Password	Language
<input checked="" type="checkbox"/>	Steve	Mulholland	smulholland2@gmail.com	admin@tapseries.com	smulhollandfm11620176	smulholland	english
<input checked="" type="checkbox"/>	Bruce	Banner	hulk@avengers.net	stark@avengers.net	thehulkfm11620176	betty	english
<input checked="" type="checkbox"/>	Thomas	Anderson	tadnerson@metacortex.com	kw@metacortex.com	neofsm11620176	thereisnospoon	english
<input checked="" type="checkbox"/>	John	Doe	jdoe@none.com	noone@none.com	johndfm11620176	mypass	english
<input checked="" type="checkbox"/>	Pavel	Escobedo	pesco@anacapa.edu	dcortez@anacapa.edu	pescofsm11620176	fulbol	spanish

Submit

15. After clicking "Submit," you should receive a confirmation page that your students were added. Please call 888-826-5222 for assistance.