

How to Add a Student Using Excel Worksheet

Adding Student by an Admin/Professor

First, the student should 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.

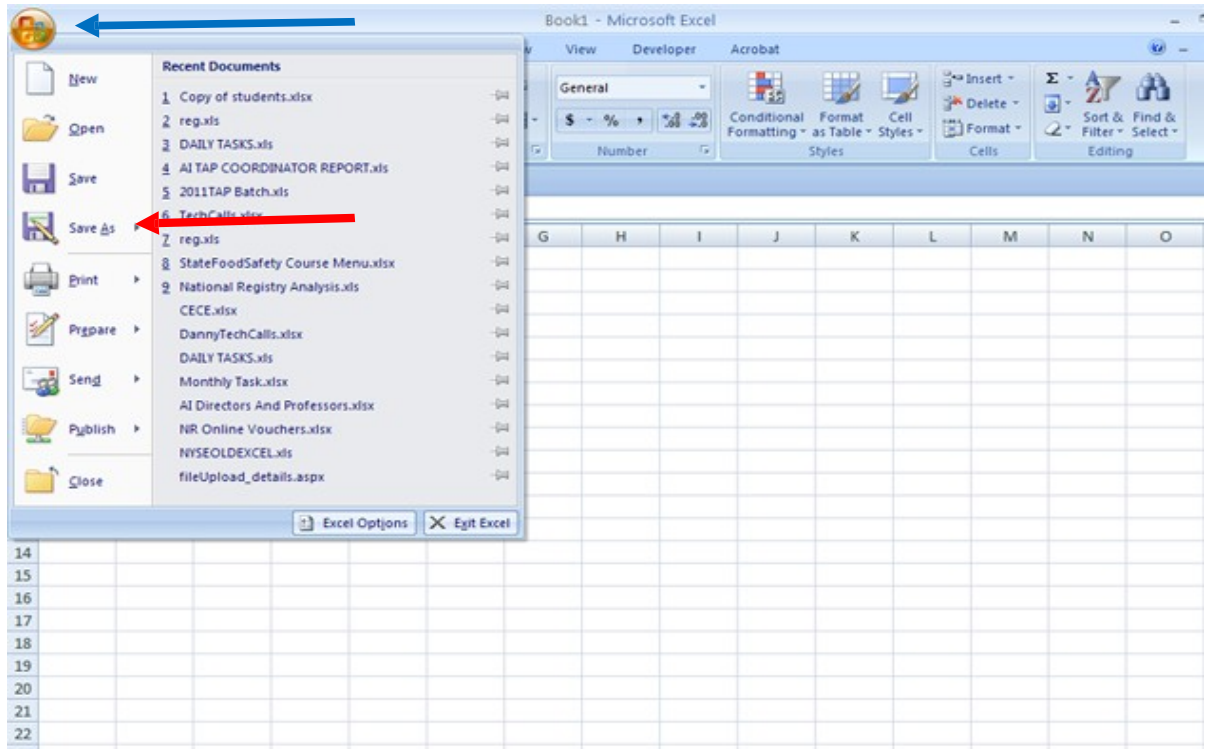
We have now setup the TAP enrollment system to allow you to add students using an Excel spreadsheet. If you would like to add using the Excel spreadsheet, then the first step would be to create the Excel spreadsheet.

1. The first step would be to open a blank Excel Spreadsheet. **You will be allowed to enroll 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 spreadsheets for the remaining students in groups of 20. The spreadsheets must be created following the format shown below.

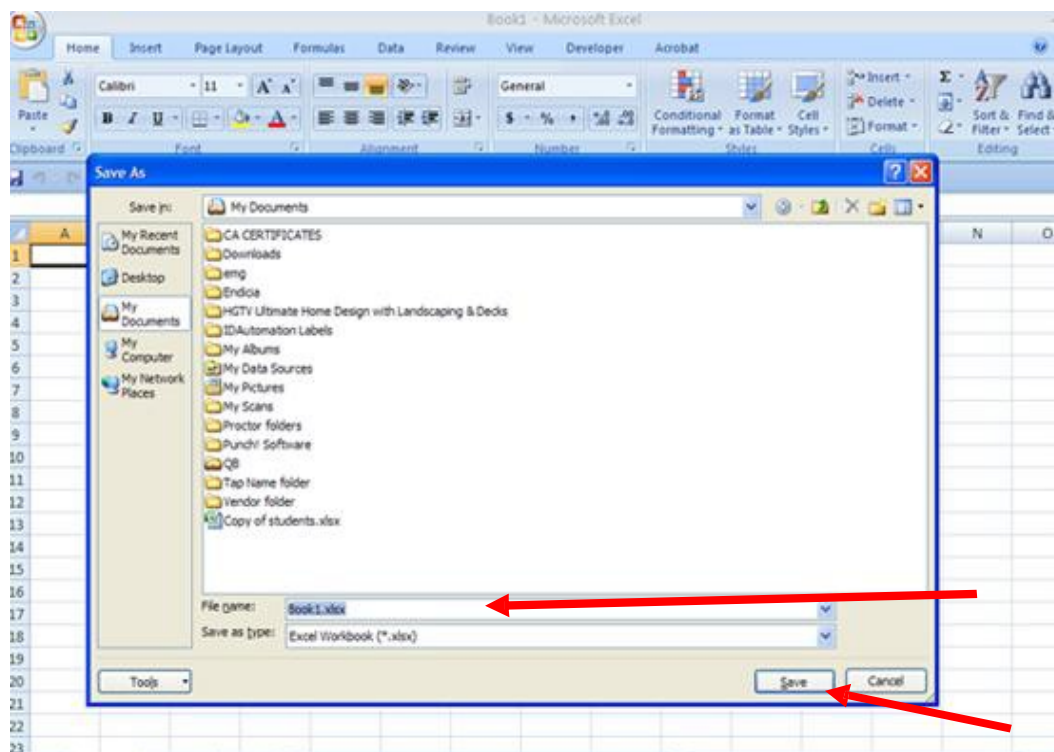
Your Excel file must be formatted in this way for the students to be enrolled properly:

	A	B	C	D	E	F
1	First Name	Last Name	Email	User Name	Password	Language
2	john	smith	zvosough@yahoo.com	student1	1234566	ENGLISH
3	Billy	Bob	student@yahoo.com	student2	1234566	ENGLISH
4	Roger	Dodger	roger@yahoo.com	student3	1234566	ENGLISH

- After entering your students information, you need to save the Excel spreadsheet. In order to save it, you will 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” show by the **red arrow** below.



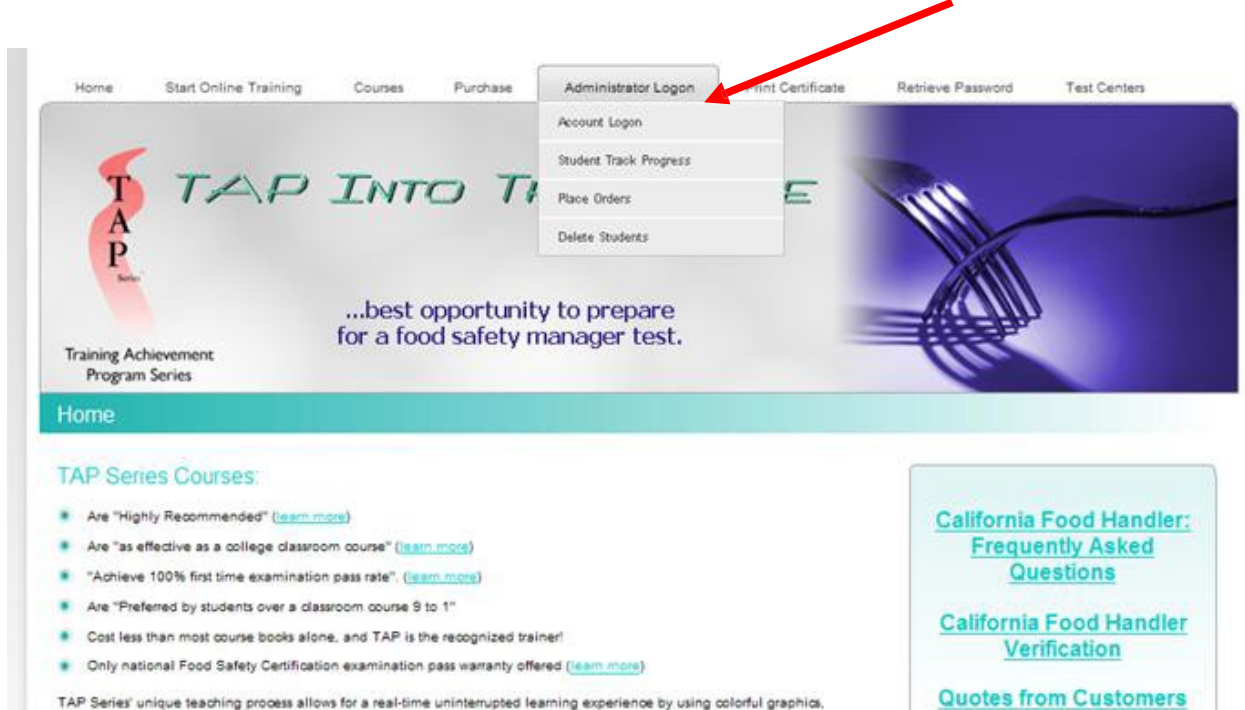
- After clicking on the “Save As” button a window will appear as shown below. **You must name this file the same as your TAP account user name** (ex: accountname.xlsx) and then click on “Save”.



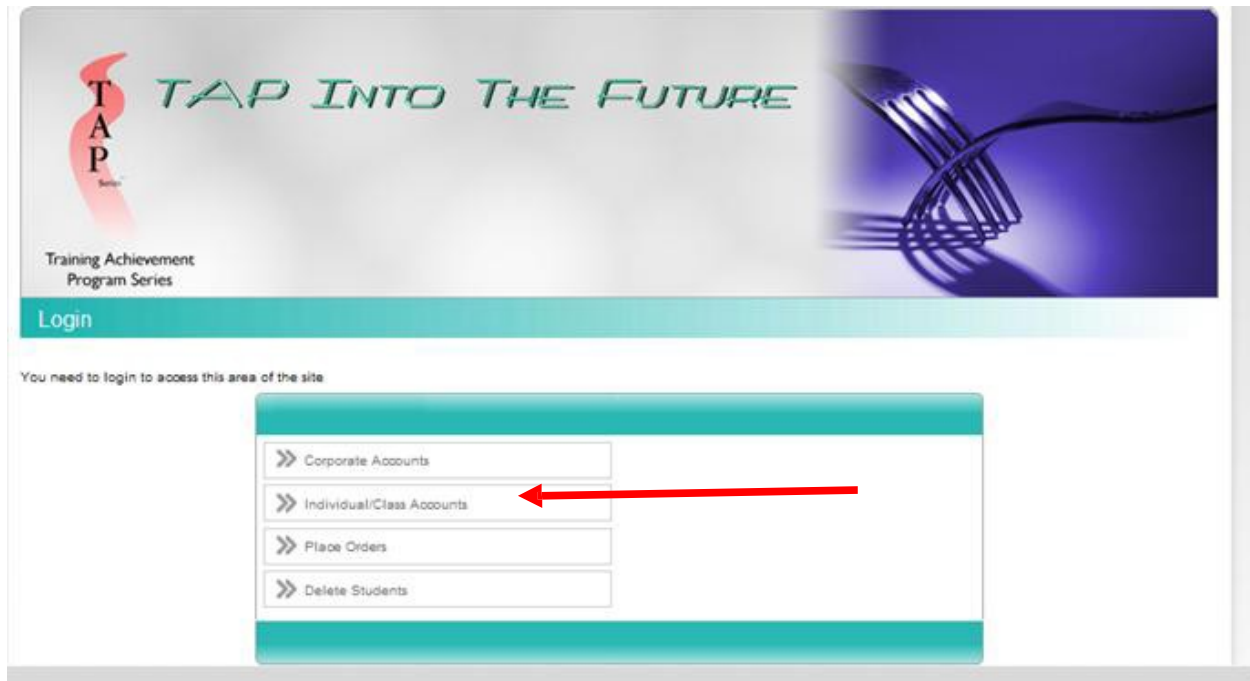
4. After creating the first spreadsheet, you can create other spreadsheets if you have more students to add by following steps 1-4 above (**2-20 students allowed per spreadsheet**). If no other students are to be added, then move on to step 5.
5. Open up an Internet Browser and go to www.tapseries.com. The page looks as follows:



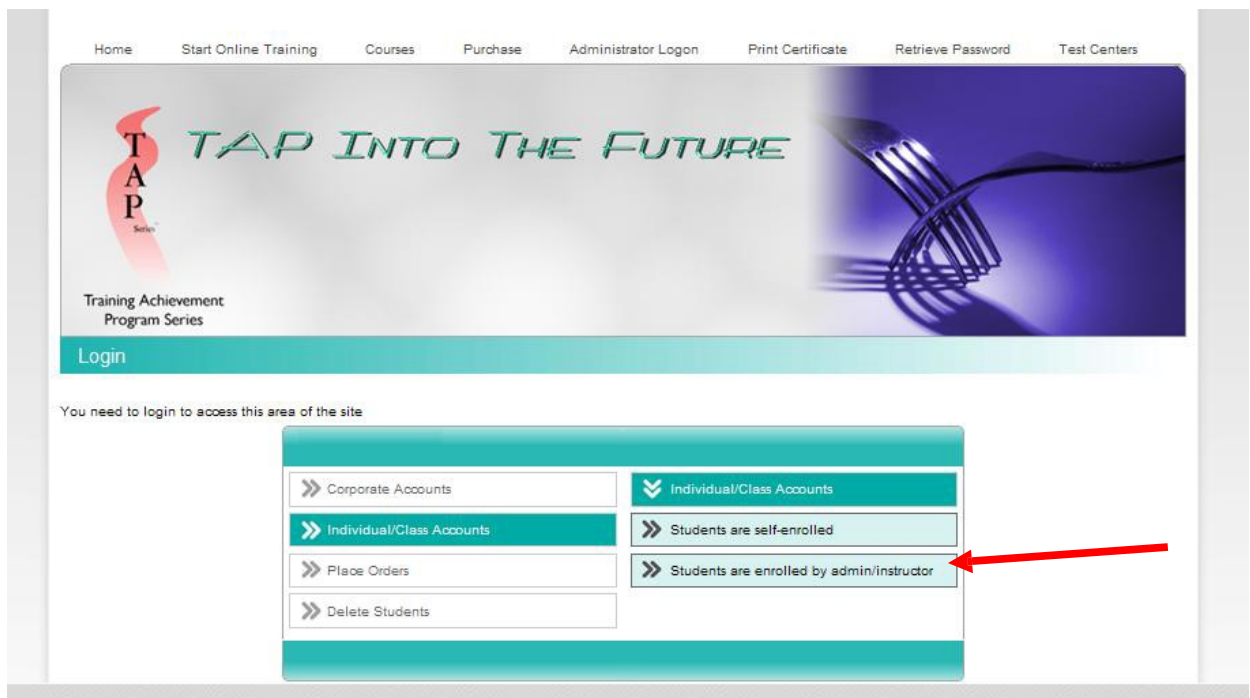
6. Click where it says "Administrator Logon" on the top center of the page, as shown below.



7. After clicking on “Administrator Logon”, click “Individual/Class Accounts” as shown below.



8. After clicking on “Individual/Class Accounts”, click “Students are enrolled by admin/instructor” as shown below.



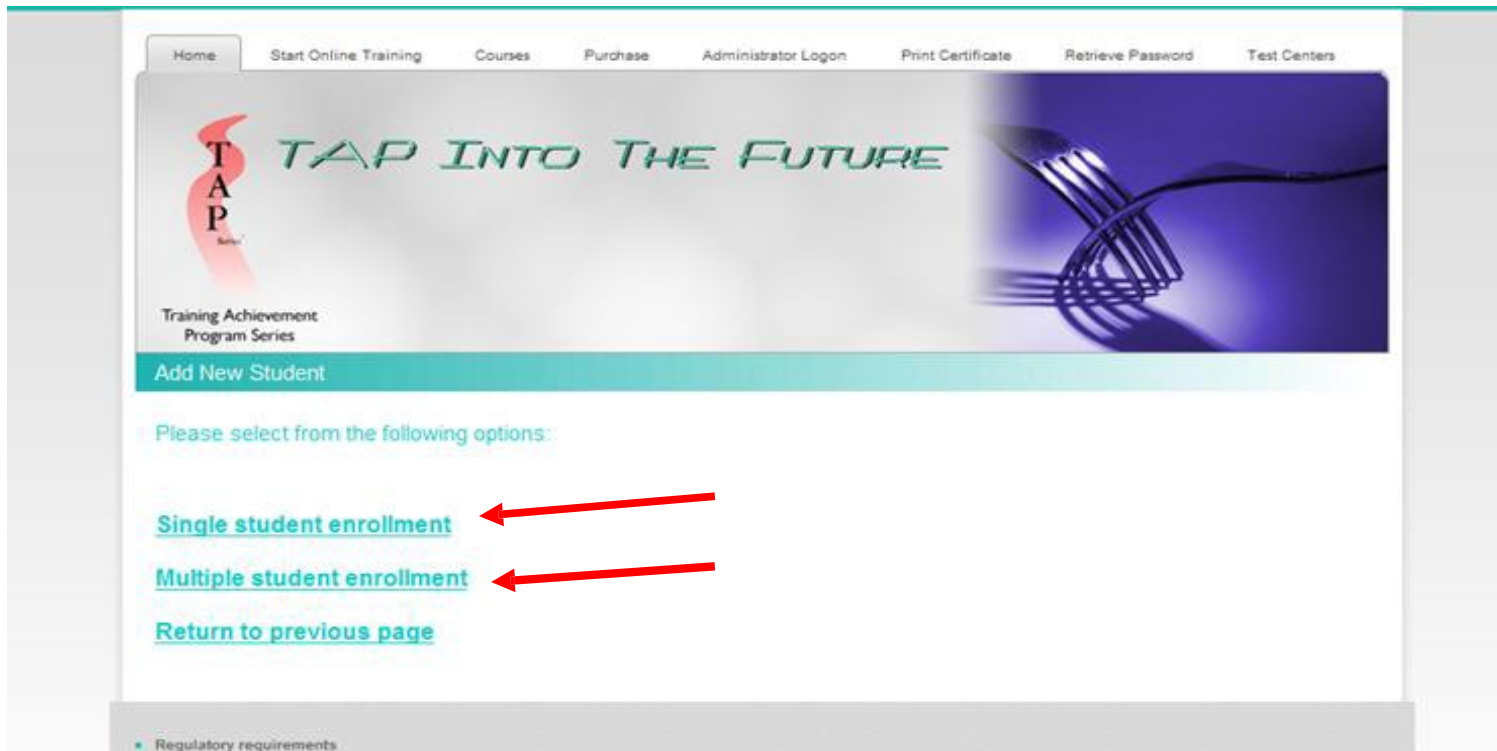
9. Enter your account user name and password as shown below, then click “Login”.

The screenshot shows a web page titled "Login" with a teal header. Below the header, a message states: "You need to login to access this area of the site". The main content area is divided into two columns. The left column contains four links: "Corporate Accounts", "Individual/Class Accounts" (highlighted in teal), "Place Orders", and "Delete Students". The right column contains two links: "Individual/Class Accounts" (highlighted in teal) and "Students are self-enrolled". Below these links, there are two input fields: "User Name" and "Password". A "Login" button is located below the "Password" field. Three red arrows point to the "User Name" field, the "Password" field, and the "Login" button.

10. After clicking on “Login” you will see the page as shown below. Click on “Add New Student”.

The screenshot shows a web page titled "TAP INTO THE FUTURE" with a teal header. The header contains the text "TAP INTO THE FUTURE" and "Training Achievement Program Series". Below the header, there is a navigation bar with links: "Home", "Start Online Training", "Courses", "Purchase", "Administrator Logon", "Print Certificate", "Retrieve Password", and "Test Centers". The main content area has a teal header that says "Add New Student/Track Progress". Below this header, there is a message: "Please select from the following options:". There are five links listed below the message: "Add New Student" (highlighted in teal), "Track Progress", "Course Literature", "Strategies For Increasing Sales Data Center", and "Log Out". A red arrow points to the "Add New Student" link.

11. After clicking on “Add New Student”, you will be directed to the page below. Click on “Single student enrollment” if you want to add one student at a time, or click on “Multiple student enrollment” to add up to 20 students at a time, as shown below. Please be advised that when adding multiple students you have a maximum of 20 minutes to add them or the page will time out and you will have to start over. If you need more time, you can add students in smaller batches. If using the Excel spreadsheet to enroll students, then select “Multiple Student Enrollment”.



12. After clicking on “Multiple student enrollment”, you will be directed to the page shown below. Click “Food Safety Manager Certification Training”, input the number of students you want to enroll, then click “Select”. If you are using the Excel spreadsheet to add students, then you will select the amount of students in the spreadsheet you want to enroll from. Remember only 2-20 students can be enrolled at a time using a spreadsheet.

The screenshot shows the 'TAP INTO THE FUTURE' website interface. At the top, there is a navigation bar with links: Home, Start Online Training, Courses, Purchase, Administrator Logon, Print Certificate, Retrieve Password, and Test Centers. Below the navigation bar is a banner with the TAP logo and the text 'TAP INTO THE FUTURE' and 'Training Achievement Program Series'. A teal bar with the text 'Add New Student' is below the banner. The main content area has the instruction 'Please select a Training Program for the training you purchased.' Below this is a dropdown menu with the following options: California Food Handler Training, Cooking Basics, Earn More With Service, Food Handler Training (all other states), Food Safety Manager Certification Training, Food Safety Re-Certification Training, Food Safety Re-Certification Training (Illinois only), HACCP Managers Certification Training, and Strategies for Increasing Sales. A red arrow points to 'Food Safety Manager Certification Training'. Below the dropdown menu is a text input field with the label 'Number of students you want to add:' and a value of '1'. To the right of the input field is the text 'Maximum 20 at a time'. A red arrow points to the input field. Below the input field is a teal button labeled 'Select'. A red arrow points to the 'Select' button.

13. After clicking “Select”, you will be directed to the page below. Once you get to this page, you can click on the link that says “Click here to enroll students using an Excel file” shown by the arrow below. If you have followed these instructions this far, the Excel file should be ready to enroll students with. If you want to enroll students manually using the form on the screen, enter the student’s data and click the Add button.

Add New Student

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

Please enter all of the student's information below.

Training Program: Food Safety Manager Certification Training :

First Name	Last Name	Email	User Name*	Password*	Language
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	English 
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	English 
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	English 
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	English 
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	English 
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	English 
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	English 
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	English 
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	English 
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	English 
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	English 
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	English 
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	English 
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	English 
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	English 

[Remove Empty Rows](#)

[Click here to enroll students using an Excel file](#)

Add

14. If you clicked the link above, you will be directed to the page below. Click on the button that says "Browse", then select the Excel spreadsheet you want to load. You can only load one spreadsheet at a time.

Upload your file

Instructions:

Click the Browse button below. A box will appear.

Select the Excel file you want to load and click Open.

After you have selected your file, click the Continue button below.

After you click Continue, you will be able to verify that the student data is correct before enrolling.

- Be sure your Excel file is created before uploading. If it is not created, you may sign back in to your account once it is created.
- Be sure there are no special characters or apostrophes in the first names, last names, user names or passwords. Hyphenated names are allowed.
- Please make the name your Excel file the same as your account name (example: accountname.xls)
- Please be sure your Excel file is closed before selecting it in the box below.

Your Excel file must be formatted in this way for the students to be enrolled properly:

A	B	C	D	E	F
User Name	Password	First Name	Last Name	Email	Language
student1	FS812345	Joe	Smith	jsmith@school.com	ENGLISH
student2	FS8ABCDE	Candy	James	cjames@school.com	ENGLISH

File name: C:\Documents and Settings\Tori Hicks\My

Browse...

Continue

15. After clicking on the continue button above, you will be directed to the page below. You will be able to verify that the information entered is accurate. After doing so, click the Add button to enroll your students.

Add New Student

Add New Student

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

Please enter all of the student's information below.

Training Program: Food Safety Manager Certification Training :

First Name	Last Name	Email	User Name*	Password*	Language
Joe	Smith	jsmith@school.co	jsmith	FS812345	English
Candy	James	cjames@school.c	cjames	FS8ABCDE	Spanish
Richard	Mann	rmann@school.co	rmann	FS8ZXCVB	English
Sylvia	Revas	srevas@school.c	srevas	FS8VWXYZ	Spanish
Brandon	Young	byoung@school.c	byoung	FS867890	English

[Remove Empty Row\(s\)](#)

[Click here to enroll students using an Excel file](#)

Add

16. After clicking Add, you should receive a confirmation page that your students were added.
Please call 888-826-5222 for further assistance.