<u>**How to Add a Student Using Excel Worksheet**</u>

**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.
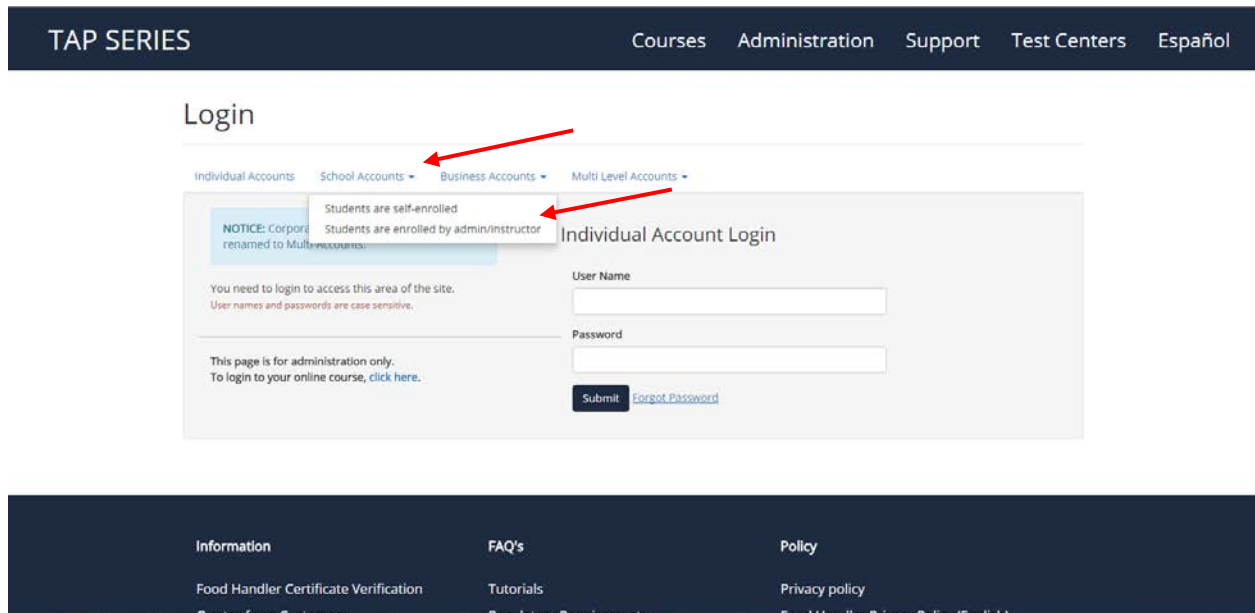
1. Open up an Internet Browser and go to www.tapseries.com. The page looks as follows:
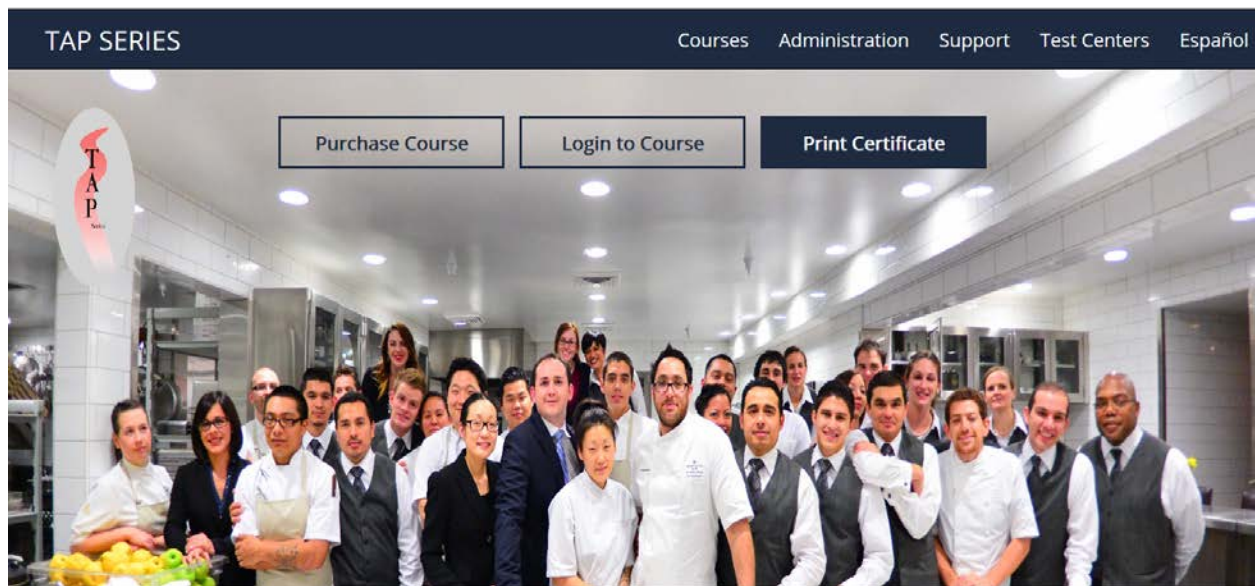
2. Click where it says "Administration" on the top of the page, as shown below.
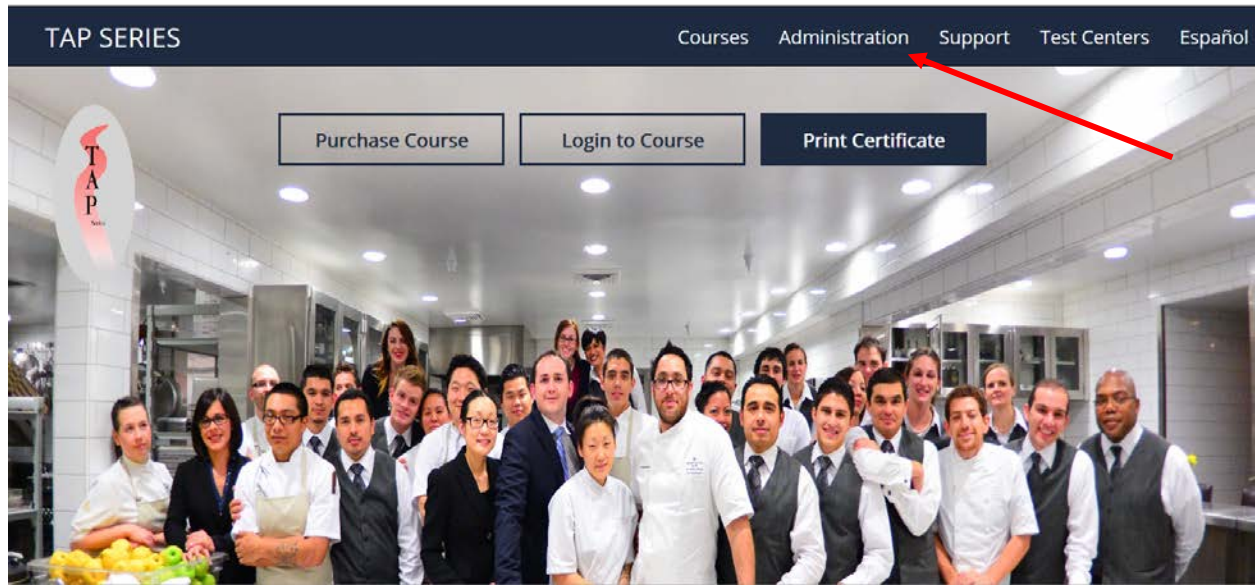
3. After clicking on "Administration", click on "School Accounts" and then click "Students are enrolled by admin/instructor."

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

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

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.

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.

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.
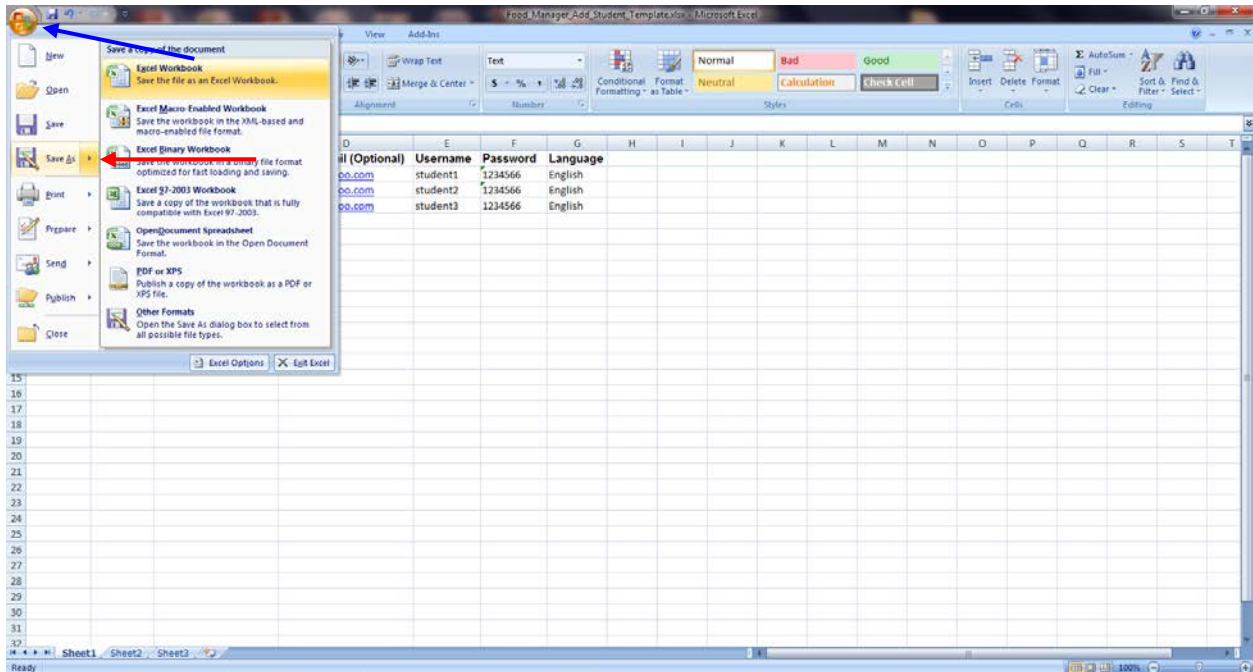
10. After clicking on the "Save As" button a window will appear as shown below. Save the file to your computer with a unique file name (example: the class name and year) and then click on "Save."
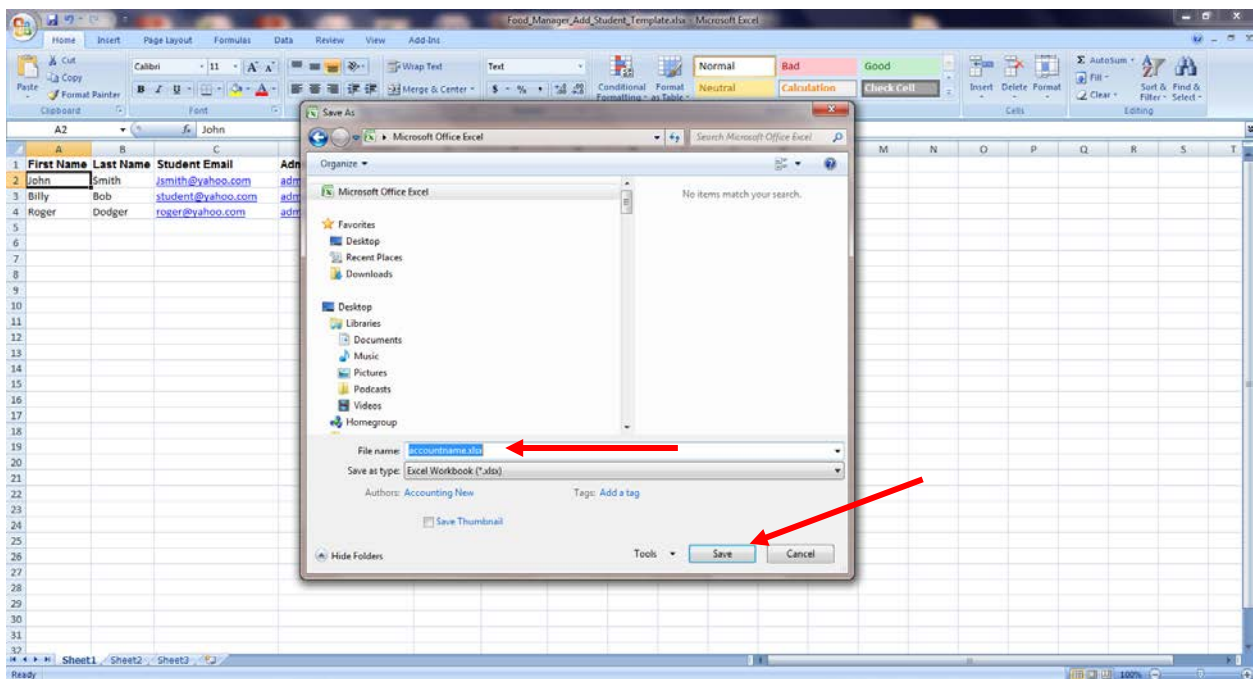
11. After saving the first spreadsheet, you can create other spreadsheets if you have more students to add by following steps 7-10 above (2-20 allowed per spreadsheet). If no other students are to be added, then move on to step 12.

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.

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

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.

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