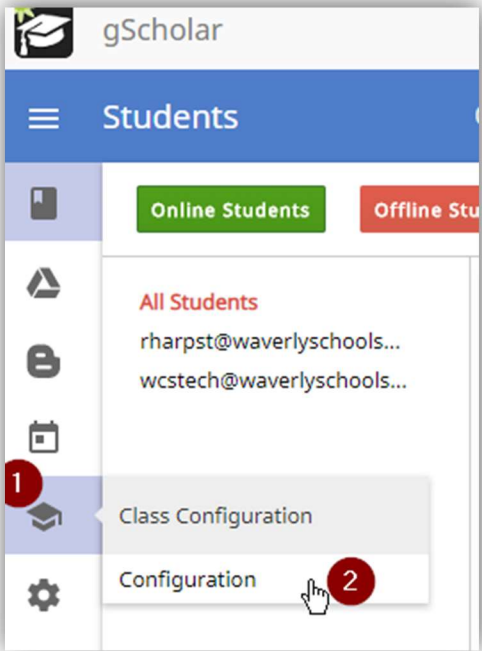


gScholar: Mass Upload Students

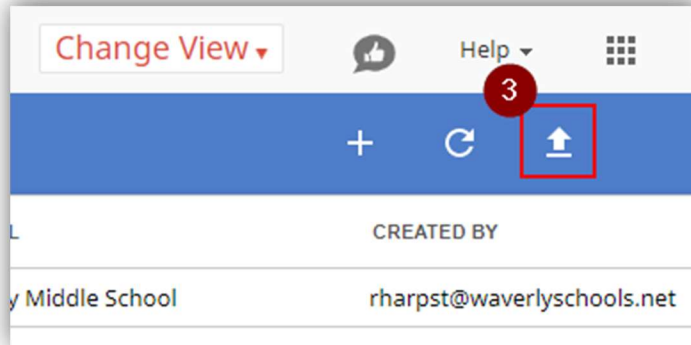
First make sure to log into gScholar at <https://promevogscholar.appspot.com/>



1: On the left side, hover over the graduation cap,

2: Then click configuration

3: Then, in the upper right corner, click on the up arrow



4: On the next screen click the blue "here" to open the template

Homeroom ▾

You can make a copy of the Google Spreadsheet template [here](#). 4

** You must be at least an Editor of the document in order to upload the configuration.

Example:

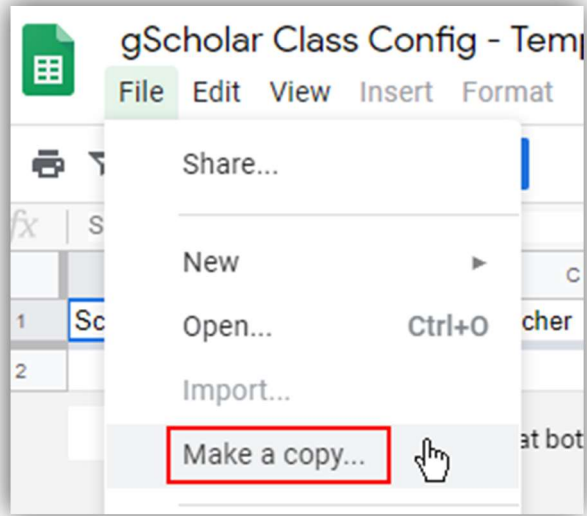
	A	B	C	D	E	F	G
1	School	Class	Teacher	Time	Student	Create Folder?	Parent Folder
2	Ryle High School	Math	mike.schlanser@promevo.com	2:25 PM	aaron.knowlton@promevo.com	true	Fall 2013
3	Ryle High School	Programming	mike.schlanser@promevo.com	11:05 AM	corry.dringsburg@promevo.com	true	
4	Ryle High School	Business	aaron.gumz@promevo.com	1:00 PM	aaron.knowlton@promevo.com	true	2013

Parent Folder : Class Folder will become a sub folder of this folder. Leave Blank if no parent folder needed.

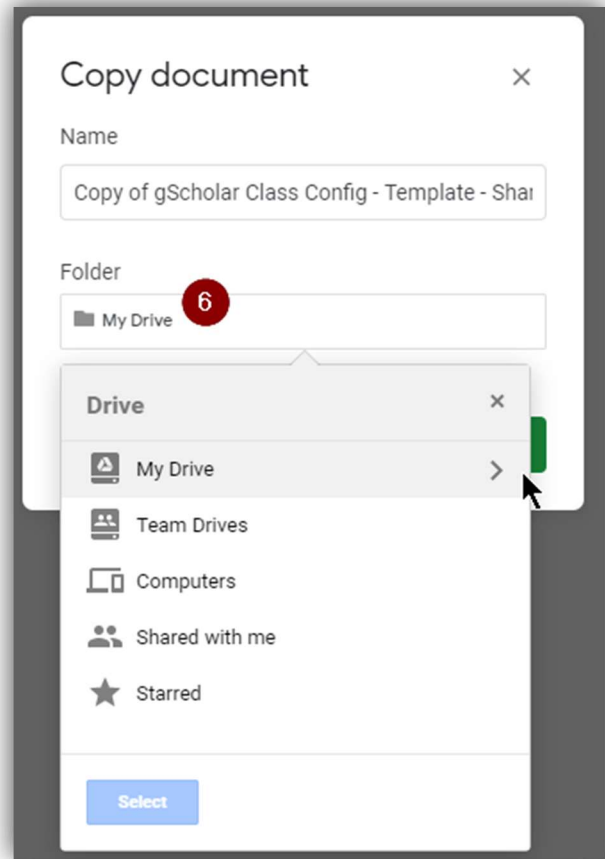
8

NOTE: If the File Selector does not appear, please make sure it isn't being blocked by a popup blocker.

5: Click "File" then click "Make a copy"



6: Select the folder in "My Drive" that you'd like to store the template. Then click "Ok." Your new copy will automatically open



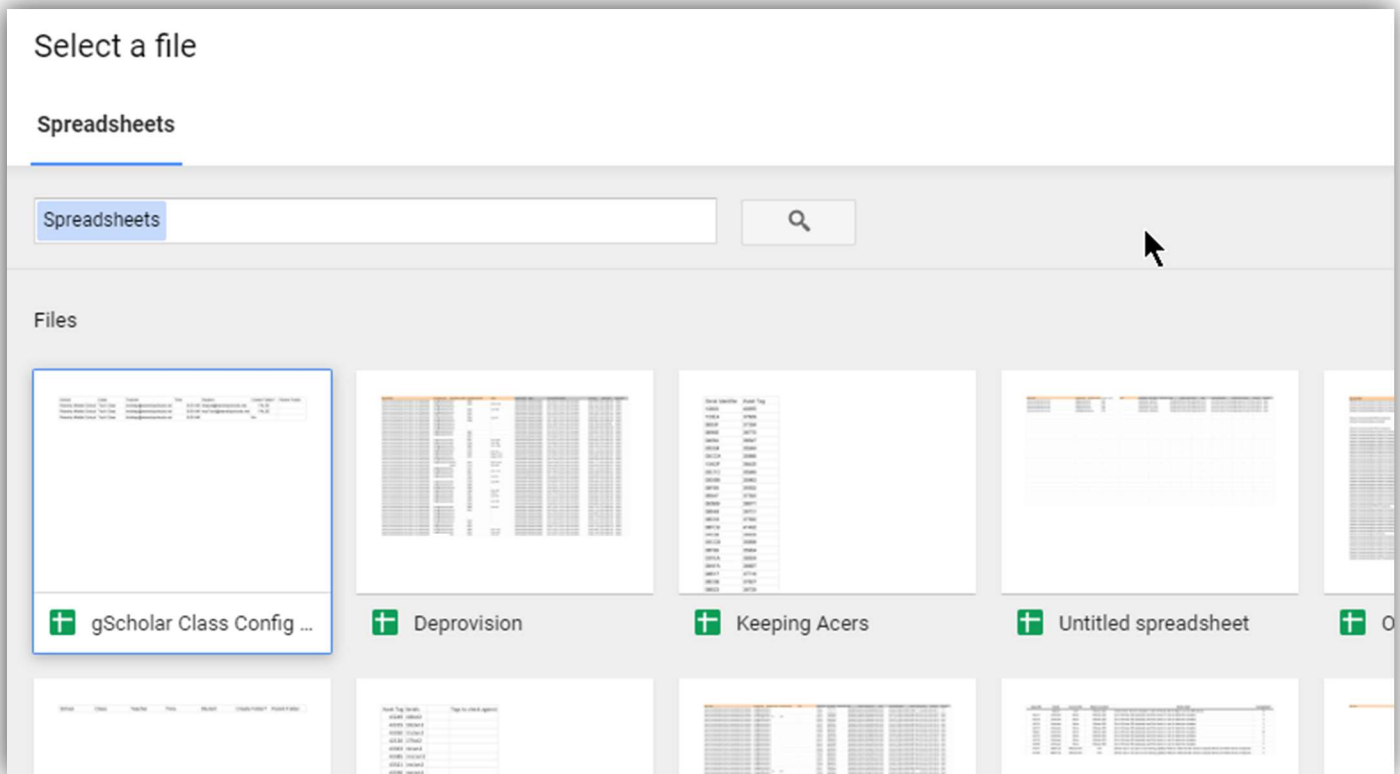
7: You can make many copies and name them according to different classes. Or you can have one mass import sheet and enter your many different classes in column B

7

	A	B	C	D	E	F	G
1	School	Class	Teacher	Time	Student	Create Folder?	Parent Folder
2	Waverly Middle School	Tech Class	rholiday@waverlyschools.net	8:00 AM	rharpst@waverlyschools.net	FALSE	
3	Waverly Middle School	Tech Class	rholiday@waverlyschools.net	8:00 AM	wcsTech@waverlyschools.net	FALSE	
4	Waverly Middle School	Tech Class	rholiday@waverlyschools.net	8:00 AM	ab1234@waverlyschools.net	FALSE	

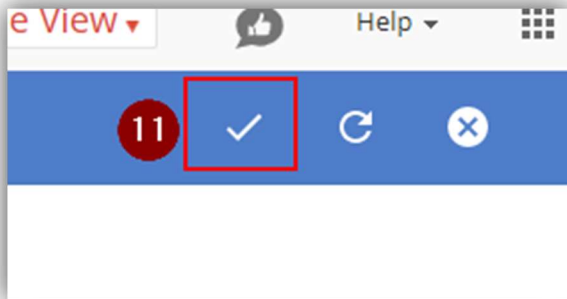
8: You can now go back to the page on step four and click the select file button

9: A window will open where you can select or search for your file

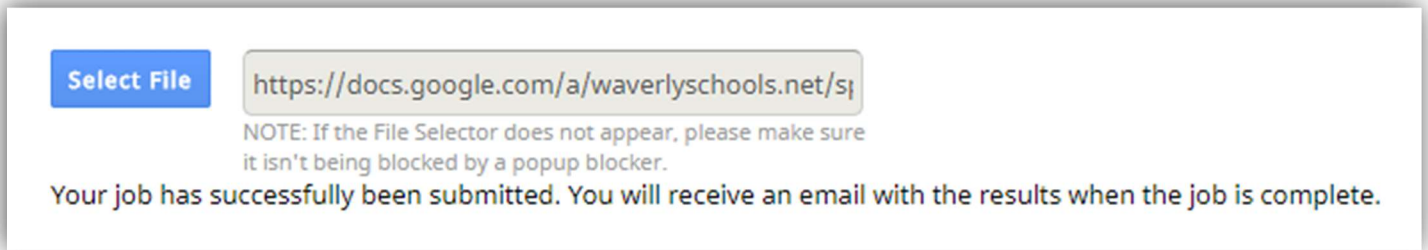


10: After you select your file, the grey box from step four will be filled in with a file path


11: Click the check mark in the upper right corner to submit the file



12: If everything was filled out properly, you should see a noted that your job has been successfully submitted



Please note, if you mistype a students email address, that email address will STILL be added anyway. Example. ab1234@waverlyschools.net is not an actual student account, but it was added anyways

	Class Name Tech Class Teacher rholiday@waverlyschools.net School Waverly Middle School
Class Details	<input type="button" value="Add Student"/>
Students	STUDENT EMAIL
	ab1234@waverlyschools.net
	rharpst@waverlyschools.net
	wcstech@waverlyschools.net