

How to Add Members 'From File' to your Capti Organization

Log in to you Teacher to ac	[.] Capti account. You must d members to your Capti	be a District admin, School admin, or organization.
	< Log I	n
	Capti ID or Email brian@team.captivoice.com	
	Password	
	1 <u>-</u> 1 <u></u> 1 <u></u> 1 <u></u>	I forgot my password
	By signing up you agree to our Priva	cy Policy and Terms of Service

2 Click "MANAGE" × + a captivoice.com/capti-site/roller-ui/workspace.rol#assignment-home QBI HOME LIBRARY Q_₽ VOICES School and district account tools Quick Start st... 🔻 Organize students 🕕 Assign work 🛈 = 27 677 0 students in total assignments in total students in your classes Manage roster Group students New assignment s

3 Click	"Members"		
×	+		
captivoice.com	/capti-site/roller-ui/workspace.rol#ass	ignment-home	QBI
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st 👻 Quic	k Start	Members Classes	
	Organize students 🕕	Locations Organization	Assign work 🛈
	27 students in total	O students in your classes	677 assignments in total
511	Manage roster Group stu	dents	New assignment
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4 Click "Enroll"

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		08/08/2023	Active				
		08/08/2023	Active	•••			
		02/17/2023	Active				

5 Select "Enroll Mem	ibers From Fil	e"					
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	Synchron	ize with Student Info	ormation System				
	Unique ID	Last Login	Status	Actions			
		08/08/2023	Active				
		08/08/2023	Active	•••			
		02/17/2023	Active				

Select the role you want the Capti members to be.

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	Step 1: Co	nfigure members	/250
s and Faculty	Role	Student	unlimit
by name, Capti II	Location	Student Teacher School Admin District Admin	5
, Amanda nt • Amanda_Alle	Class	No class 👻	tive
a, Erica et Admin - erica@	Account	Activate the accounts automatically (no email sent)-	tive
ham, David nt - David_Beckh	Unique ID	Do not specify Unique ID 👻	tive
din, Yevgen St Admin • yevgen	Step 2: Do	wnload template	tive
n, Rasmus		Download Template	tive

7 Select the location you want the Capti members to be in. District admins are, by default, a member of all locations. Other roles only exist in the locations they are assigned.

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m/capti-site/rolle	er-ui/workspace.	ol#admin-members		Q & #	r 2
	Step 1: Co	nfigure members			/250
s and Faculty	Role	Student	÷.		unlimit
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, Amanda	Class	Capti Demonstration Elementary School			tive
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n, Rasmus nt • Rasmus_Dah		Download Template			tive

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Select the class you want the Capti members to be assigned to. You can assign members to more classes later in the "Classes" screen.

	Role	Student	-	
Search by name, Capti II	Location	Capti Demonstration	-	
ber				
Allen, Amanda	Class	No class	-	
Aquila, Erica District Admin • erica@	Account	No class 5 - 5th Grade 6A - 6th Grade Class A		
Beckham, David Student - David_Beckh	Unique ID	8 - Sth Grade 8 - Example Class 9 - 9th Grade		
Borodin, Yevgen District Admin - yevgen	Step 2: Do	EA1 - English, Mrs Aquila, Period 1 EA2 - English, Mrs Aquila, Period 2 Inv Sally - Intervention Group - Mrs Sally		
Dahlin, Rasmus Student - Rasmus_Dah		SHB - Study Hall, Mr Borodin SHS - Study Hall, Mr Seo SSV1 - Social Studies, Mr Verrall, Period 1		
Dickenson, Emily Student • Emily_Dicken		SSV2 - Social Studies, Mr Verrall, Period 2	ies and	l email addresses.
Eichel, Jack	Step 3: Upl	oad completed template		
Statent - Ston_Elenete		Choose File No file chosen		

Leave the final two options as they are. Click "Download Template" and a file called members.csv will open.

0	Allen, Amanda Student - Amanda_Alle	Class	8 - Example Class	
2	Aquila, Erica District Admin • erica@	Account	Activate the accounts automatically (no email sent)	
2	Beckham, David Student - David_Beckh	Unique ID	Do not specify Unique ID 👻	
°	Borodin, Yevgen District Admin • yevgen	Step 2: Do	wnload template	
°	Dahlin, Rasmus Student - Rasmus_Dah		Download Template	
2	Dickenson, Emily Student - Emily_Dicken		Download the members.csv template and fill in member names and email addres	sses.
ĉ	Eichel, Jack Student • Jack_Eichel@	Step 3: Up	Choose File No file chosen	
			Upload the modified members.csv file and click "Next" to preview upload summa	ary.

10 Fill in the information for your Capti members. Capti ID=email address. Please provide a password for all members.

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11 Click "Save" once you have finished the data.

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Examples St	tudent	Name	123										
-													

12 Upload the completed template in Step 3: click the "Choose File" button and select the members.csv file in your Downloads folder.



13 Example

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		Open	Cancel	
members.csv file and o	click "Next" to preview upload summary.			
		_		

Once the file has uploaded, click "Next"

Account	Activate the accounts automatically (no email sent)-	tive
Unique ID	Do not specify Unique ID	tive
Step 2: Do	wnload template	tive
	Download Template	tive
	Download the members.csv template and fill in member names and email addresses.	tive
Step 3: Up	load completed template	
	Choose File members (5).csv	tive
	Upload the modified members.csv file and click "Next" to preview upload summary.	
	Next	
-		

16 Click "Import", if there are any errors, download the error report by clicking "Download Report". Correct the issues identified in the report, save the file, and repeat the steps above.



17 Contact support@captivoice.com if you need assistance.