

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

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Log in to your Capti account. You must be a District admin, School admin, or Teacher to add members to your Capti organization.

Log In

Capti ID or Email
brian@team.captivoice.com

Password
.....

I forgot my password

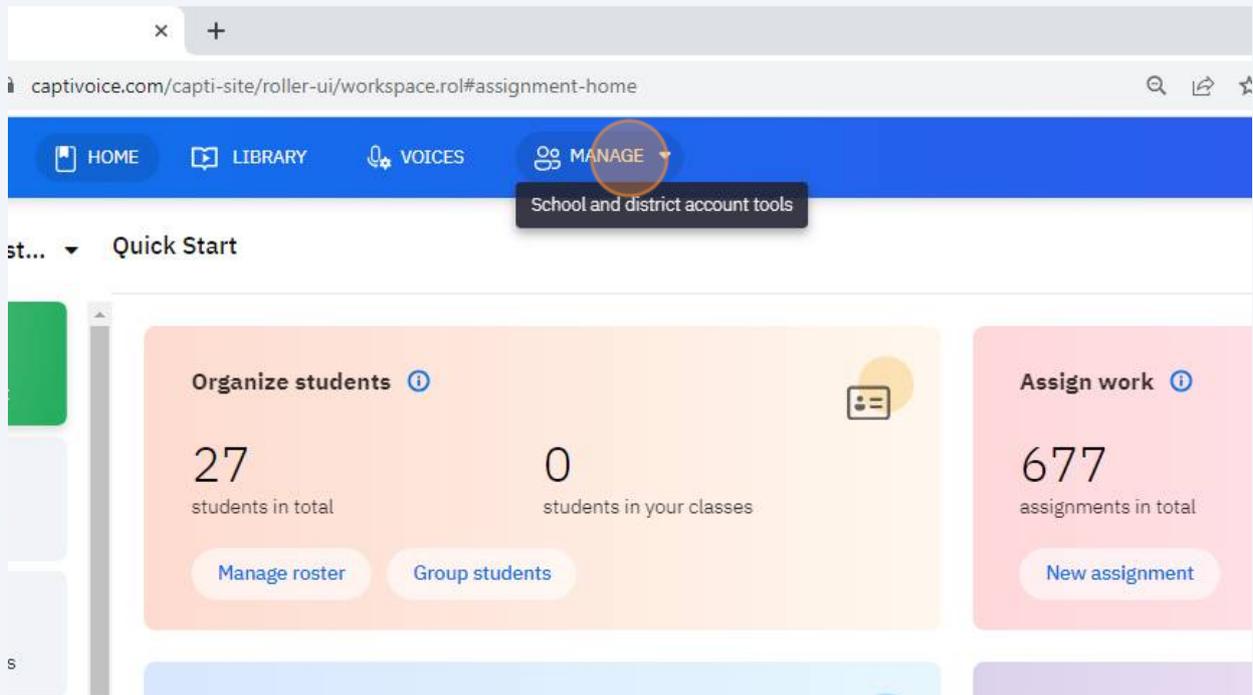
Log In

OR SIGN IN WITH:

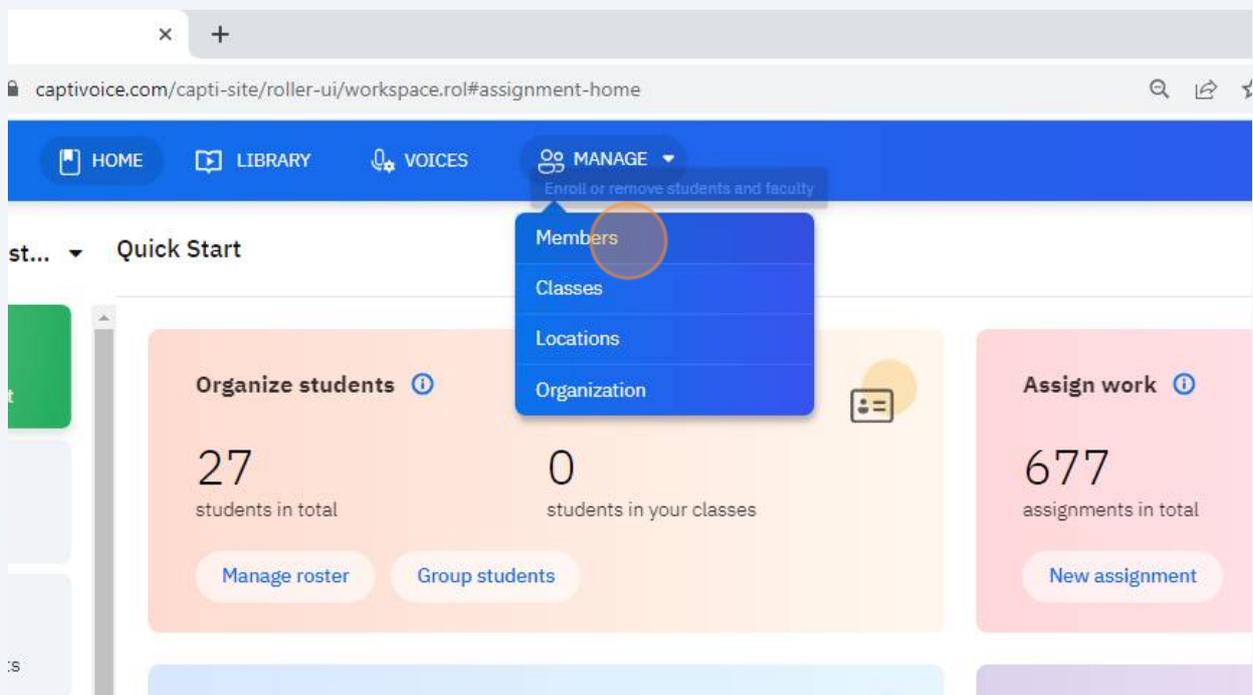
Google Apple Facebook Capti Microsoft

By signing up you agree to our [Privacy Policy](#) and [Terms of Service](#)

2 Click "MANAGE"



3 Click "Members"



4 Click "Enroll"

The screenshot shows a web browser window with a blue header bar containing a 'MANAGE' dropdown and a user profile for 'ASH'. Below the header, there is a summary section with 'Students: 57/250' and 'Faculty: 8/ unlimited'. A blue 'Enroll' button with a person icon is highlighted with an orange circle. Below this is a search input field and a 'Bulk Action' button. A table with the following columns is visible: Unique ID, Last Login, Status, and Actions. The table contains three rows of data, all with 'Active' status.

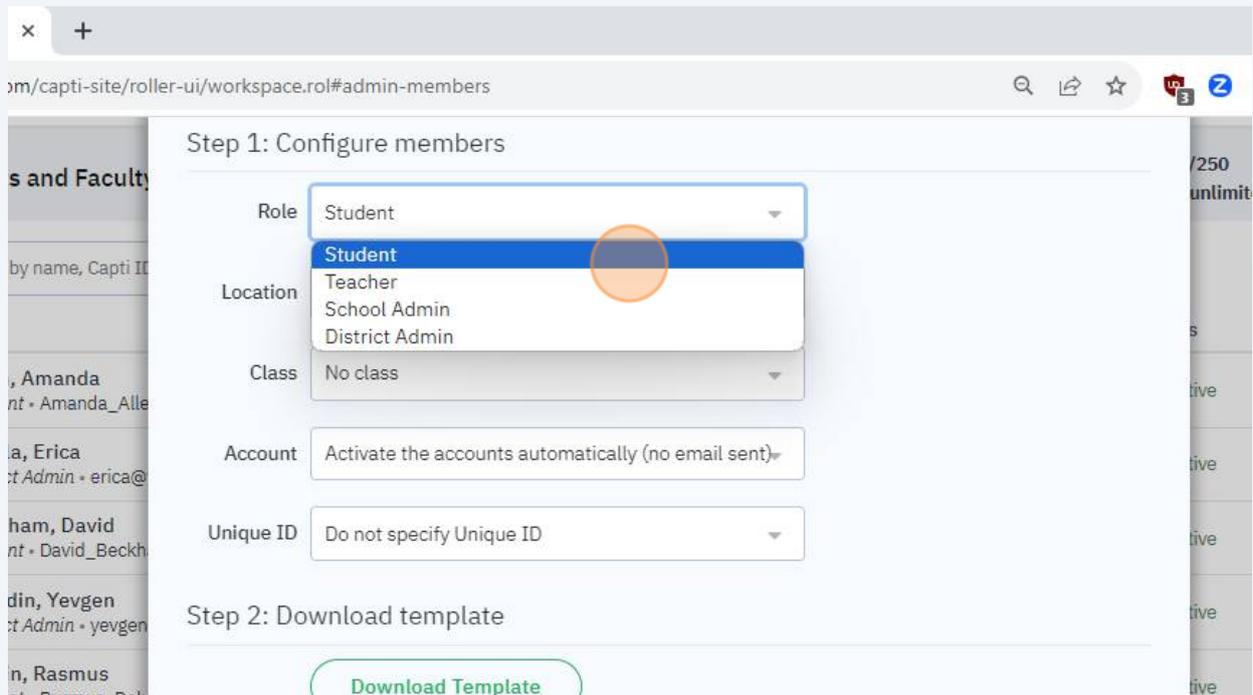
Unique ID	Last Login	Status	Actions
	08/08/2023	Active	...
	08/08/2023	Active	...
	02/17/2023	Active	...

5 Select "Enroll Members From File"

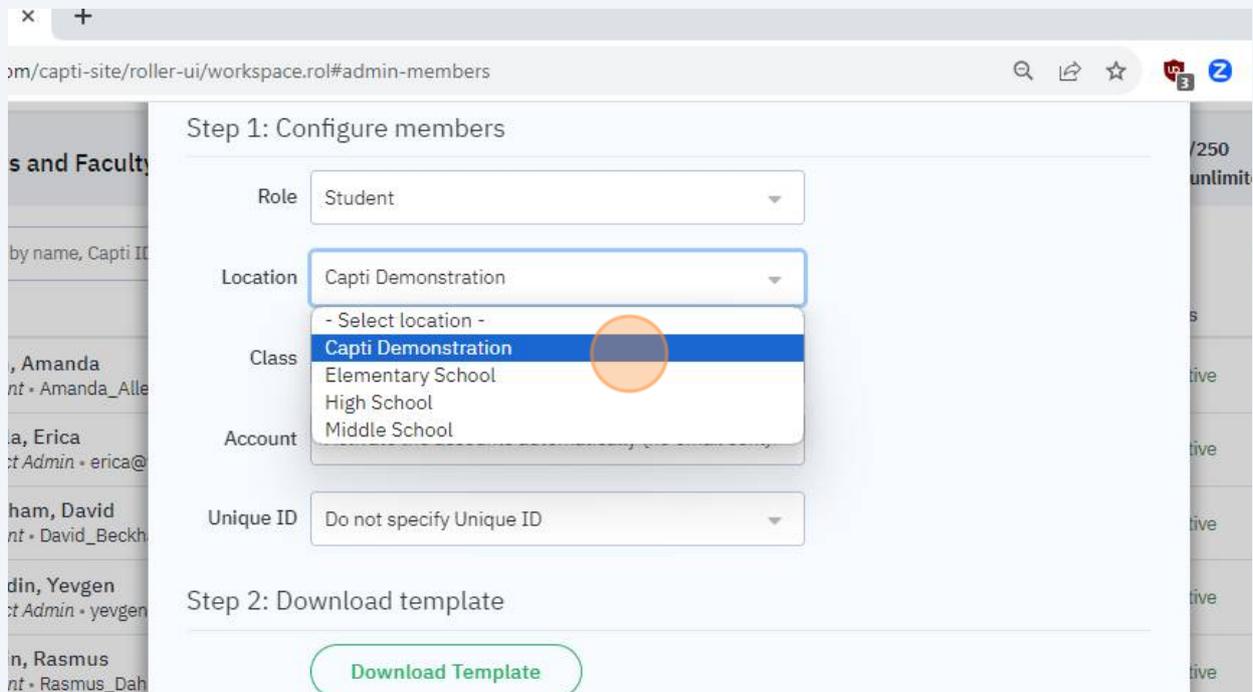
This screenshot shows the same interface as the previous one, but with a dropdown menu open over the 'Enroll' button. The menu options are: 'Enroll Single Member...', 'Enroll Members From File...' (highlighted with an orange circle), 'Import from Google Classroom', and 'Synchronize with Student Information System...'. The 'Bulk Action' button is also visible below the dropdown.

Unique ID	Last Login	Status	Actions
	08/08/2023	Active	...
	08/08/2023	Active	...
	02/17/2023	Active	...

6 Select the role you want the Capti members to be.



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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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

Location: Capti Demonstration

Class: No class

Account: 5 - 5th Grade, 6A - 6th Grade Class A, 8 - 8th Grade, 8 - Example Class, 9 - 9th Grade, EA1 - English, Mrs Aquila, Period 1, EA2 - English, Mrs Aquila, Period 2, Inv Sally - Intervention Group - Mrs Sally, SHB - Study Hall, Mr Borodin, SHS - Study Hall, Mr Seo, SSV1 - Social Studies, Mr Verrall, Period 1, SSV2 - Social Studies, Mr Verrall, Period 2

Unique ID: [Empty]

Step 2: Do [Empty]

Step 3: Upload completed template

[Choose File] No file chosen

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

Class: 8 - Example Class

Account: Activate the accounts automatically (no email sent)

Unique ID: Do not specify Unique ID

Step 2: Download template

Download Template

Download the members.csv template and fill in member names and email addresses.

Step 3: Upload completed template

[Choose File] No file chosen

Upload the modified members.csv file and click "Next" to preview upload summary.

Next

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

POSSIBLE DATA LOSS Some features might be lost if you save this workbook in the comma-delimited (.csv) format. To preserve these features, save it in a

Capti ID	First Name	Last Name	Password
example	John	Doe	secret_password_123

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Click "Save" once you have finished the data.

AutoSave Off members (5) - Excel

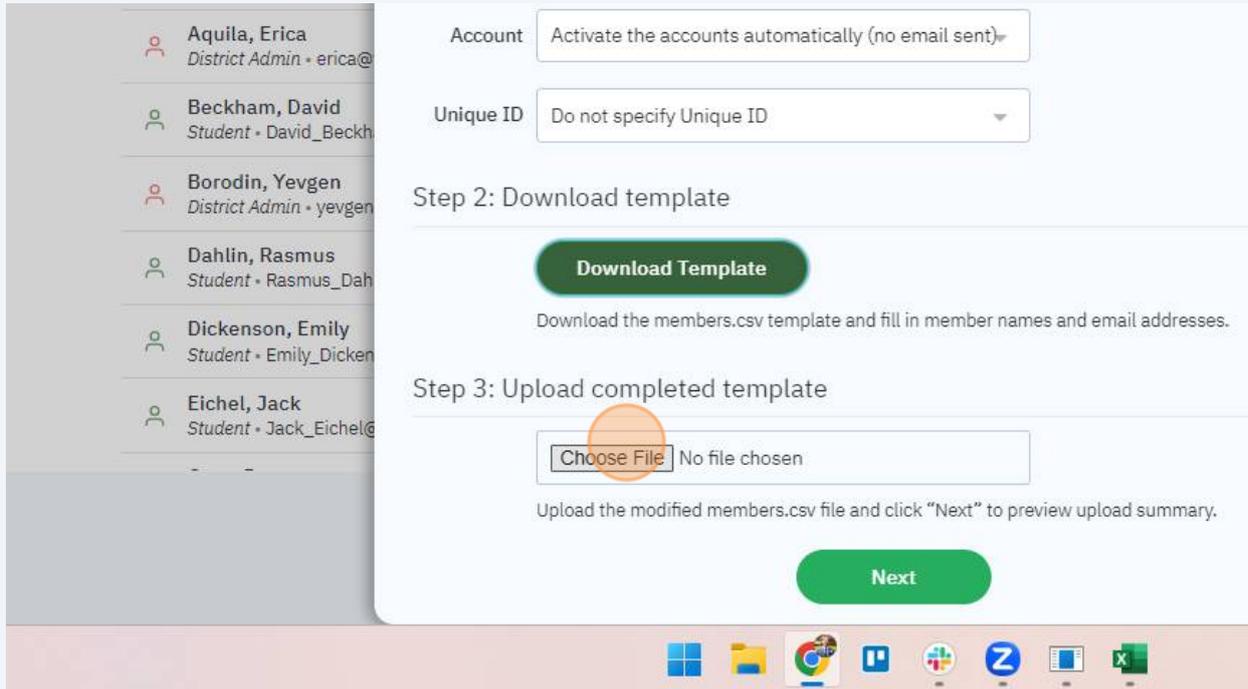
File Home Insert Page Layout Formulas Data Review View Help Acrobat

POSSIBLE DATA LOSS Some features might be lost if you save this workbook in the comma-delimited (.csv) format. To preserve these features, save it in a

Capti ID	First Name	Last Name	Password
Examples	Student	Name	123

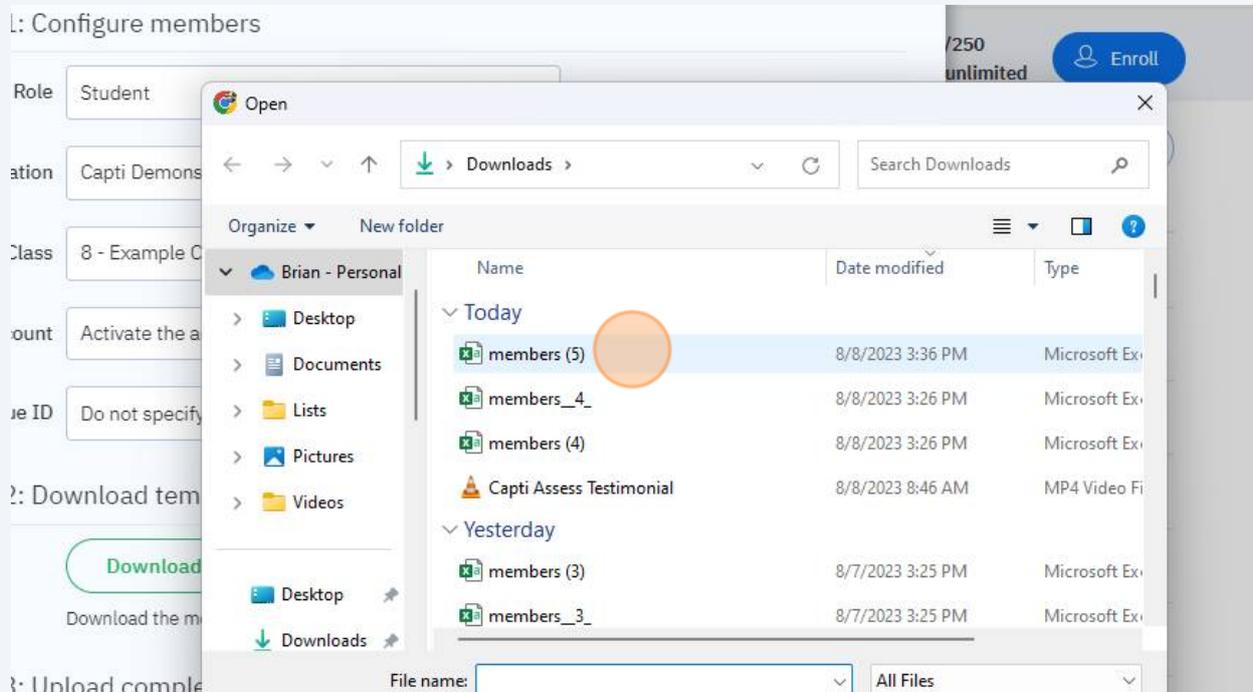
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Upload the completed template in Step 3: click the "Choose File" button and select the members.csv file in your Downloads folder.

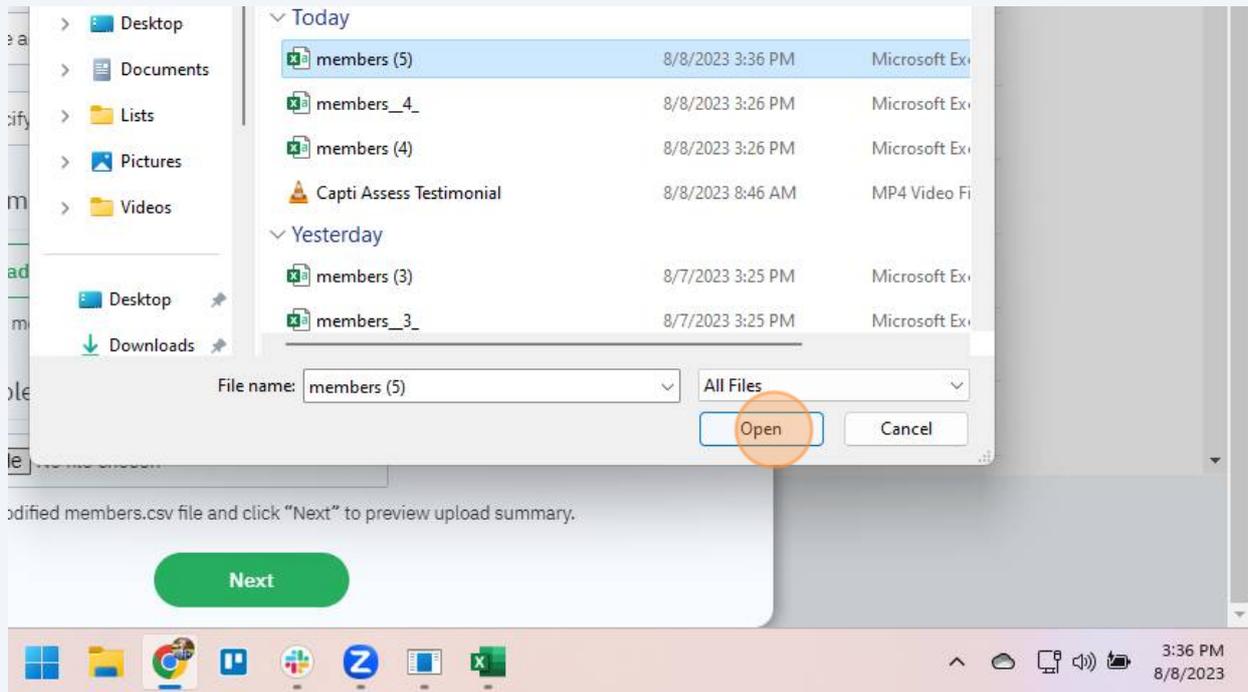


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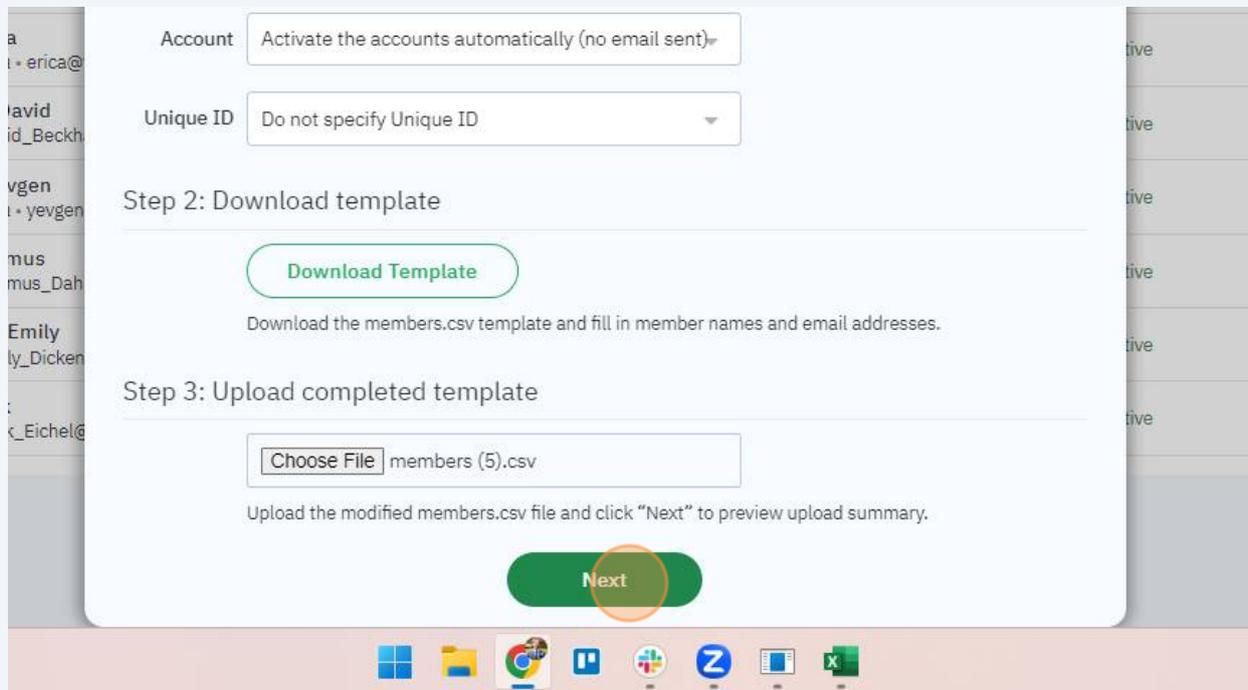
Example



14 Click "Open"

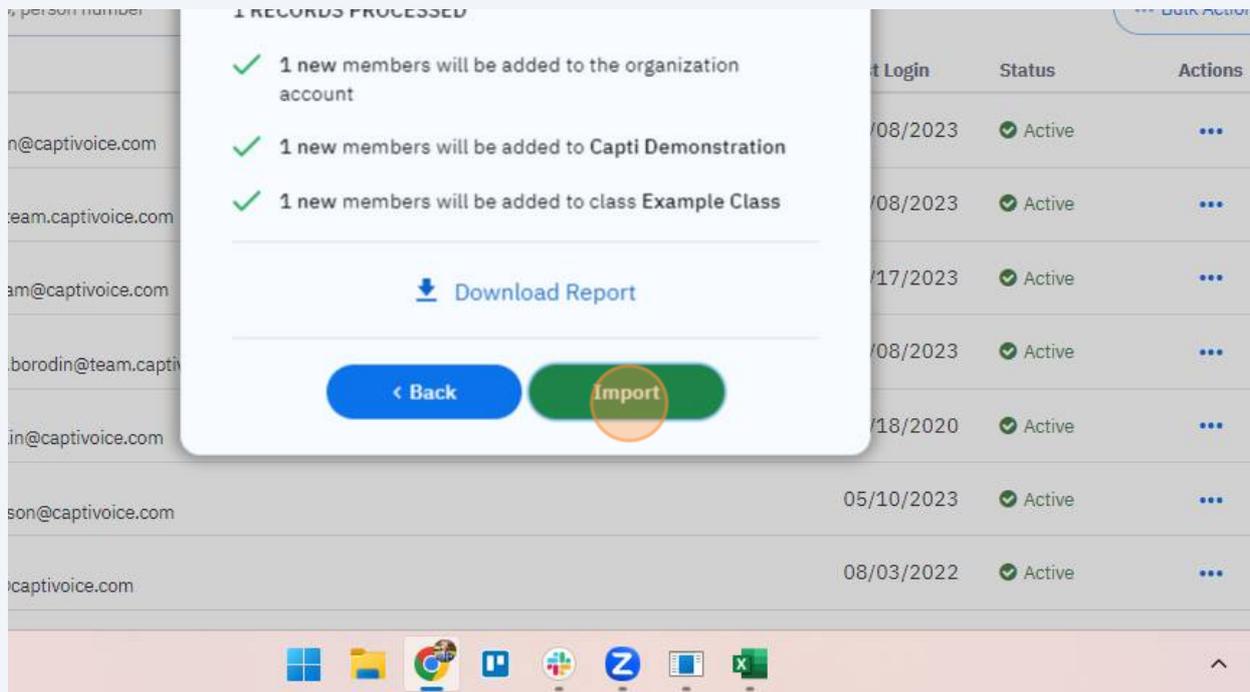


15 Once the file has uploaded, click "Next"



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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.



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Contact support@captivoice.com if you need assistance.