

Add students to Capti via CSV files

This guide will show you how to add students to your Capti account via CSV file upload.



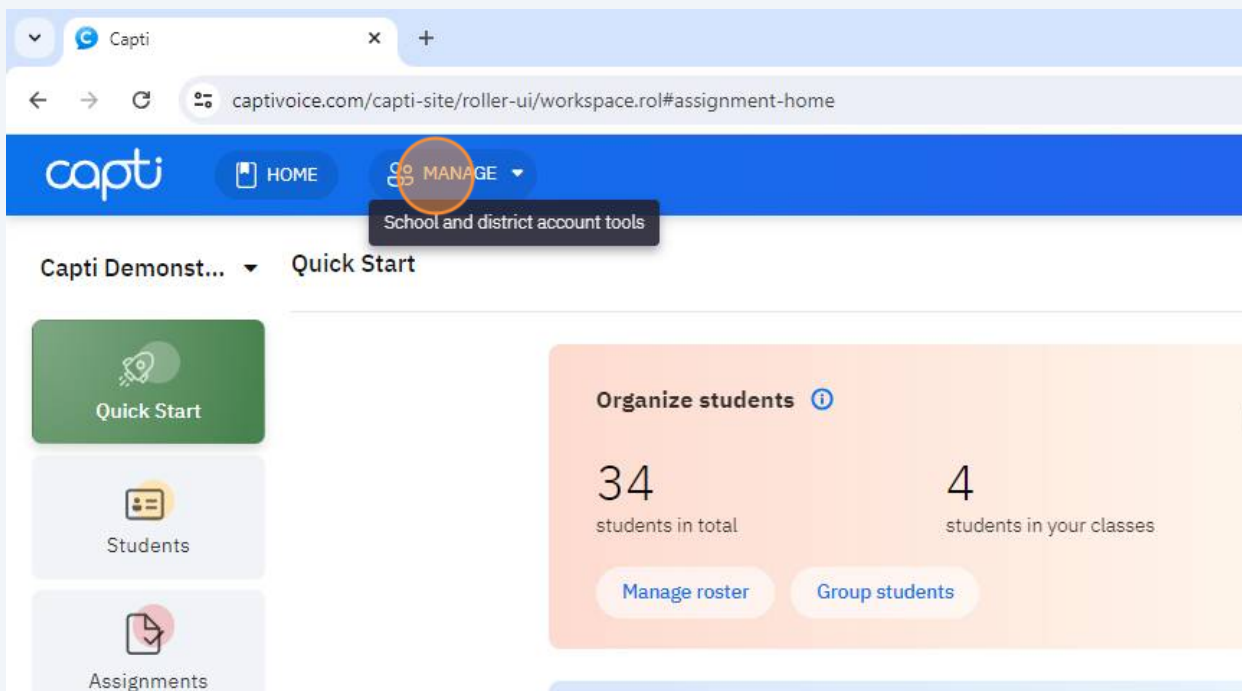
Alert! The steps shown in this guide are only available for manually rostered accounts. Accounts rostered via Clever, Classlink, SFTP, and/or any other automatic methods are not able to complete the steps listed.

1

Log in to your Capti account. You must be a District admin or School admin to add students from a .csv file.

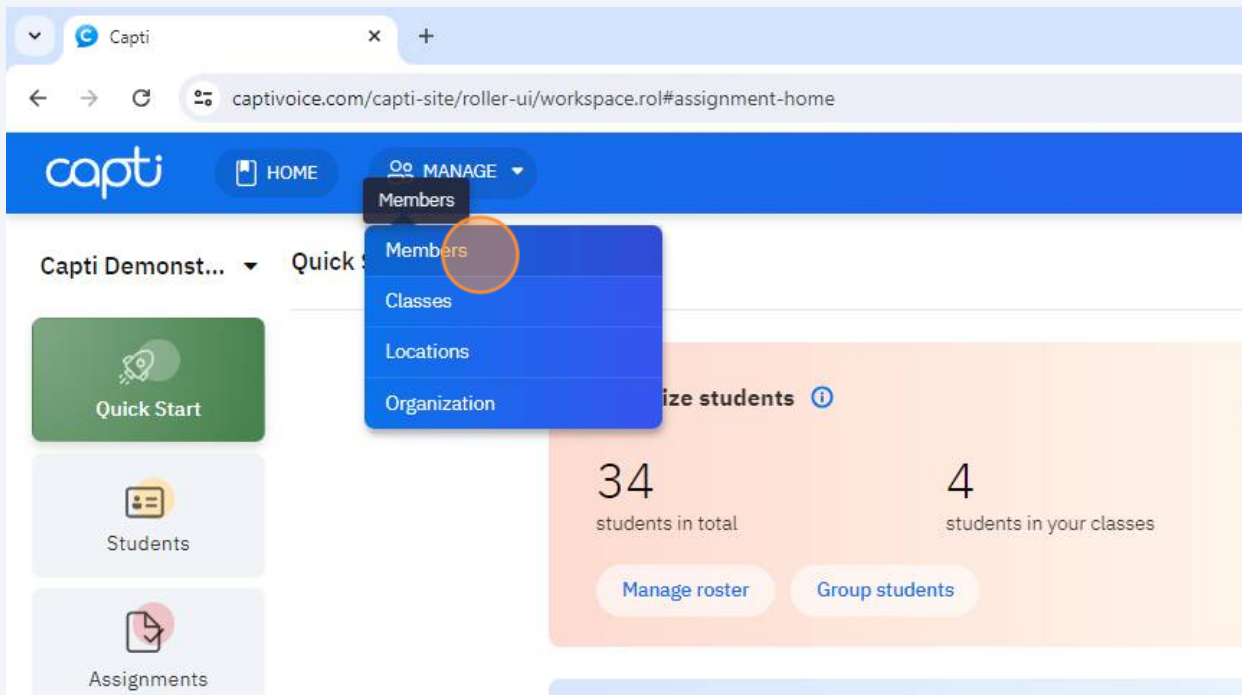
2

Click "Manage"

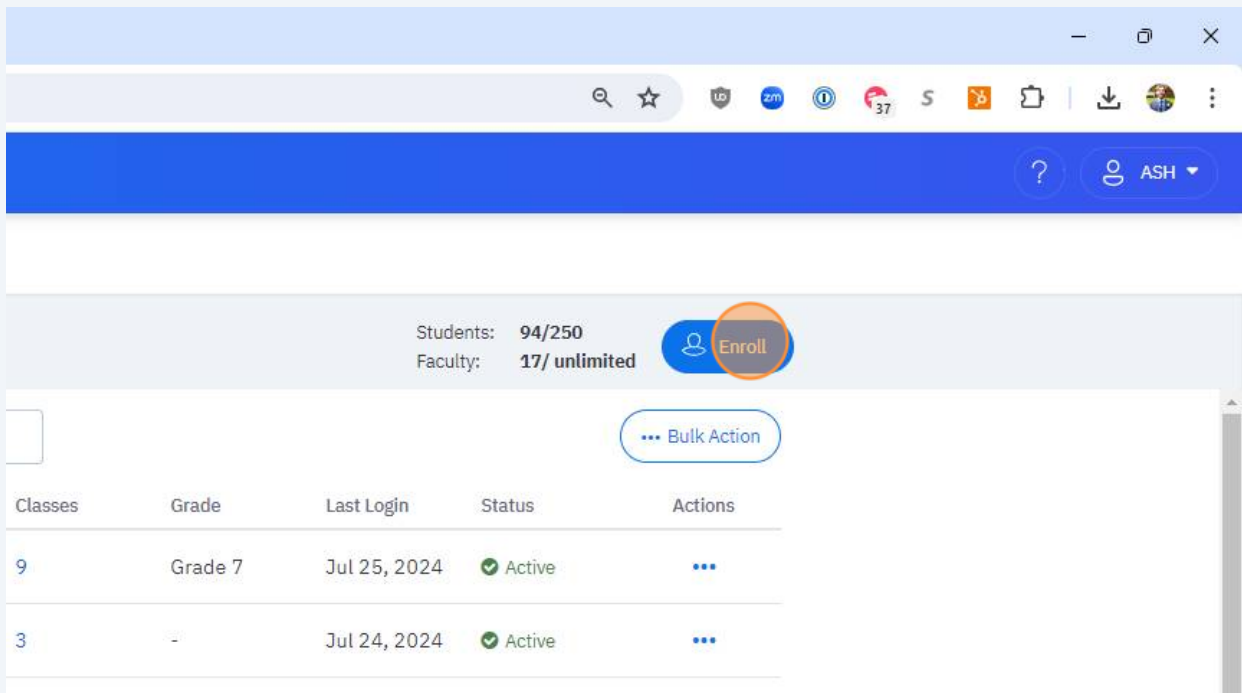


The screenshot shows a web browser window with the URL `captivoice.com/capti-site/roller-ui/workspace.rol#assignment-home`. The Capti logo is in the top left, and the navigation bar includes 'HOME' and 'MANAGE' (highlighted with a red circle). A tooltip for 'MANAGE' says 'School and district account tools'. Below the navigation bar, there's a 'Quick Start' section with three cards: 'Quick Start' (green), 'Students' (light blue), and 'Assignments' (light blue). To the right, there's a 'Organize students' section with a blue header, an information icon, and two statistics: '34 students in total' and '4 students in your classes'. Below these statistics are two buttons: 'Manage roster' and 'Group students'.

3 Click "Members"



4 Click "Enroll"



5 Click "Enroll Members From File"

Students: 94/250
Faculty: 17/ unlimited

Enroll

Bulk Action

Enroll Single Member...
Recover Deleted Member...
Enroll Members From File...
Import from Google Classroom
Synchronize with Student Information System...

Classes	Grade	Last Login	Status	Actions
9	Grade 7	Jul 25, 2024	Active	...
3	-	Jul 24, 2024	Active	...
5	Grade 7	Jun 24, 2024	Active	...

6 Select the location you want to roster the students into.

All Roles ▾ Any S

Search by name, Capti II

Member

- Allen, Amanda
Student • Amanda_Alle
- Aquila, Erica
District Admin • erica@
- Beckham, David
Student • David_Beckh
- Borodin, Yevgen
District Admin • yevgen.borodin@team
- Brian, Ryan
Student • Ryan_Brian@
- Capti, Teacher

Step 1: Configure members

Role: Student

Location: Capti Demonstration

Class: - Select location -
Capti Demonstration
Elementary School
High School
Middle School

Account

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.

7 Select the class you want to roster the students into, if any.

Step 1: Configure members

Role: Student

Location: High School

Class: No class (highlighted with orange circle)

Account: 700 - High School Demo

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.

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

Class: No class

Account: Activate the accounts automatically (no email sent)

Unique ID: Do not specify Unique ID

Step 2: Download template

[Download Template](#) (highlighted with orange circle)

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

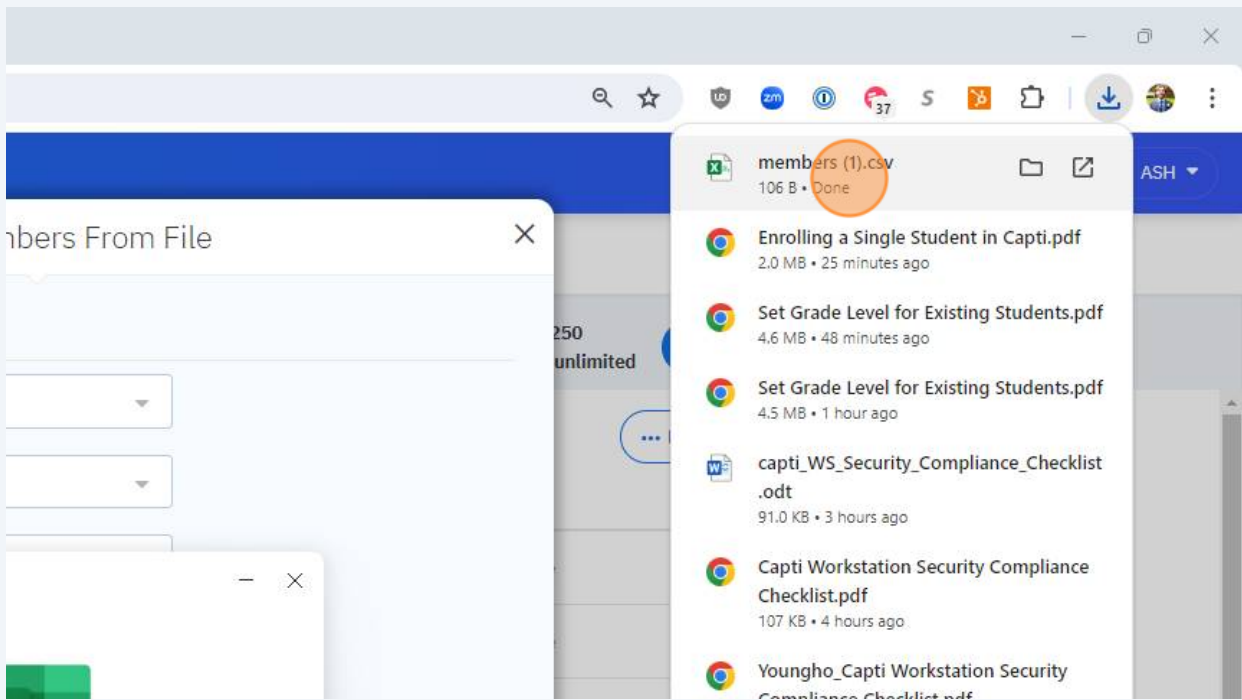
Step 3: Upload completed template

[Choose File](#) No file chosen

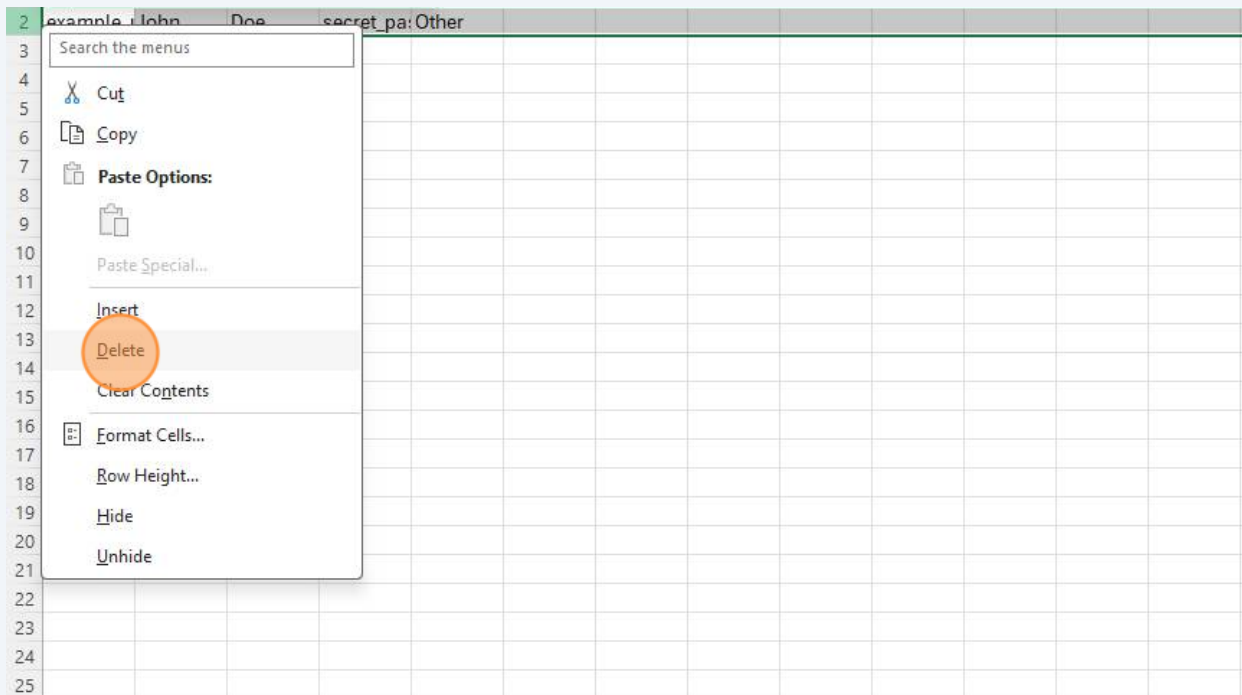
Upload the modified members.csv file and click "Next" to preview upload summary.

[Next](#)

9 Click "Recent download history" and open the file.



10 Delete the example student row.



11

Fill in the information for your Capti members. Capti ID=email address. Please provide a password for all members. You will also need to enter the grade level for each student.

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

	A	B	C	D	E	F	G	H	I	J	K	L
1	Capti ID	First Name	Last Name	Password	Grade							
2	student1@csd.edu	John	Doe	123								
3	student2@csd.edu	Jane	Doe	123								
4	student3@csd.edu	Jim	Doe	123								
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												

12

Click "Save" once you have finished the data.

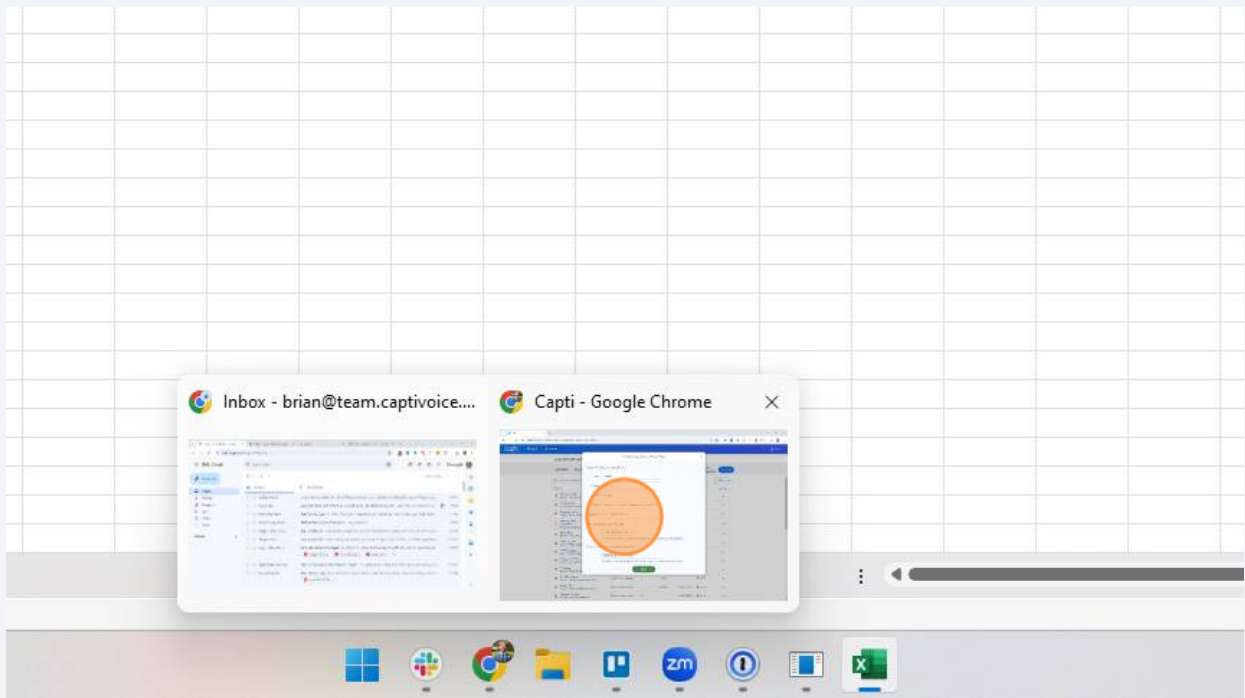
AutoSave Off members (1) Search

File Home Insert Page Layout Formulas Data Review View Help Acrobat

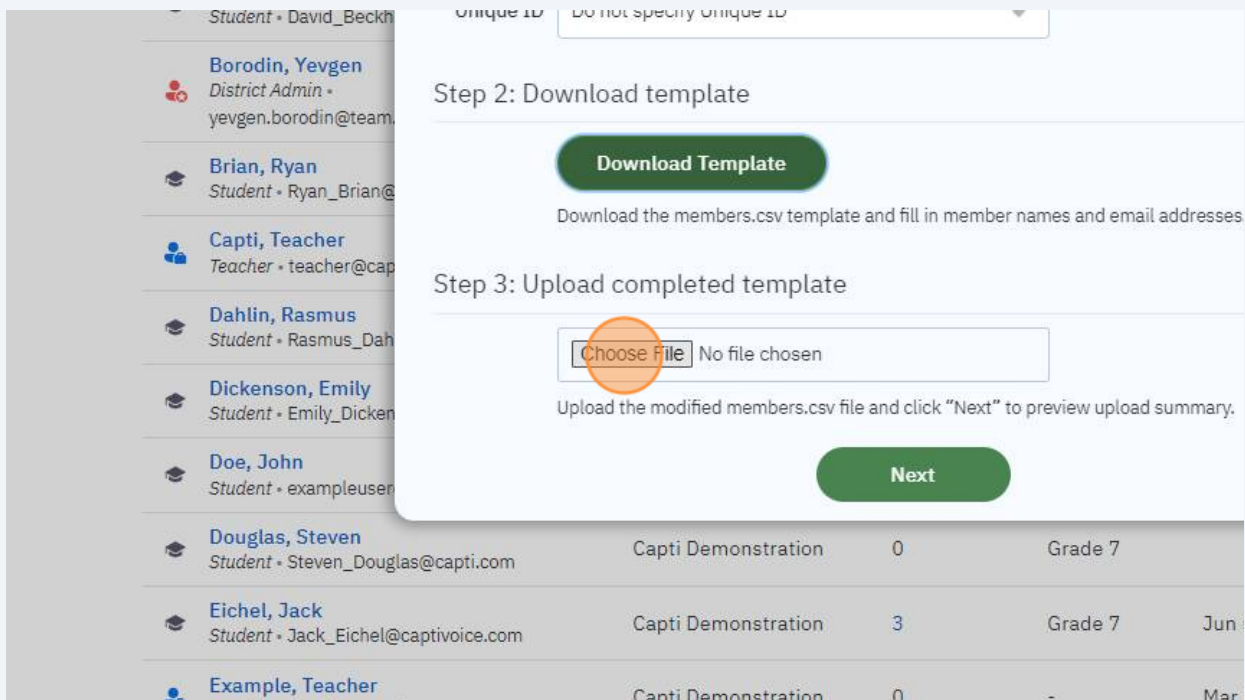
POSSIBLE DATA LOSS Some features might be lost if you save this workbook in the comma-delimited (.csv) format. To preserve these features, save it in a

	A	B	C	D	E	F	G	H	I	J	K	L
1	Capti ID	First Name	Last Name	Password	Grade							
2	student1@csd.edu	John	Doe	123	9							
3	student2@csd.edu	Jane	Doe	123	10							
4	student3@csd.edu	Jim	Doe	123	11							
5												
6												
7												
8												
9												
10												

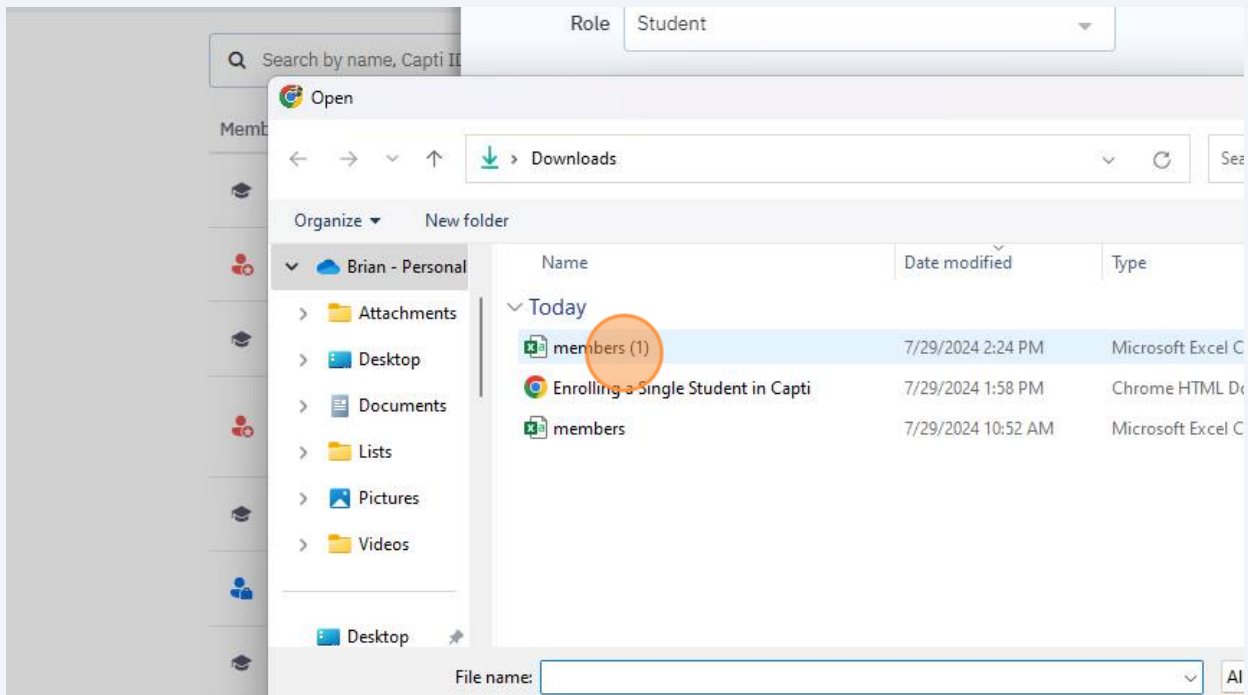
13 Go back to Capti.



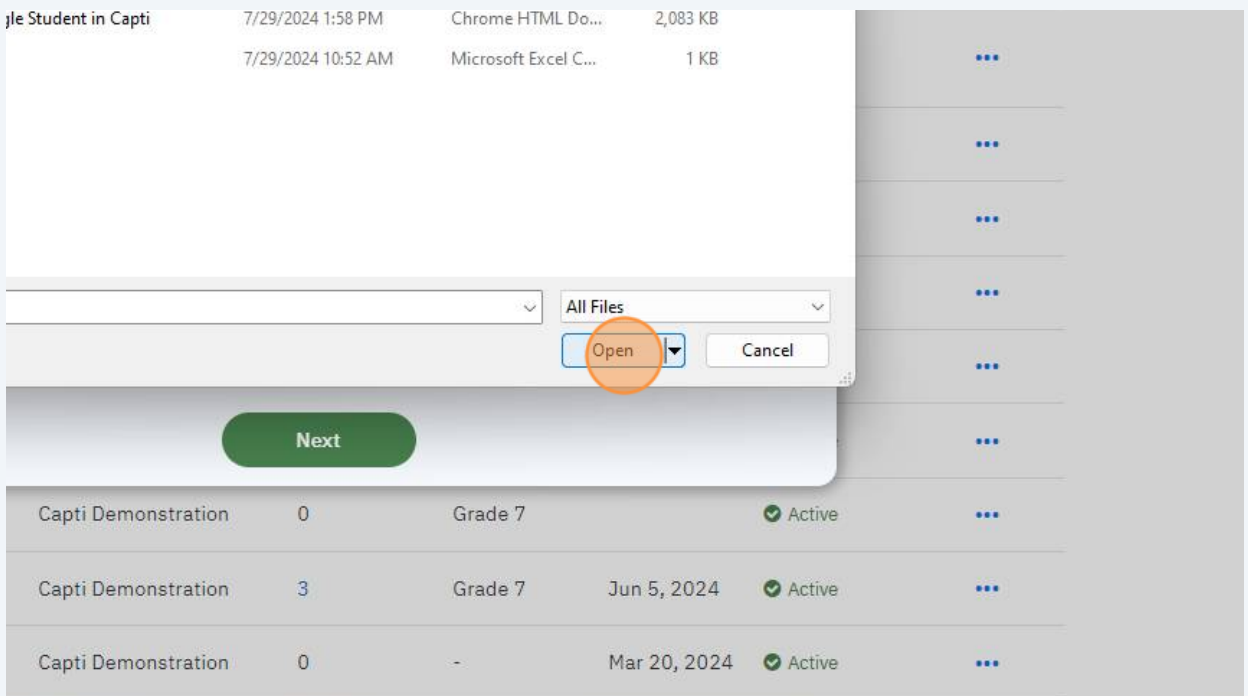
14 Upload the completed template in Step 3: click the "Choose File" button and select the members.csv file in your Downloads folder.



15 Example



16 Click "Open"



17 Once the file has uploaded, click "Next"

Download Template

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

Step 3: Upload completed template

Choose File members (1).csv

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

Next

uglas@capti.com	Capti Demonstration	0	Grade 7		Active
l@captivoice.com	Capti Demonstration	3	Grade 7	Jun 5, 2024	Active
apti2.com	Capti Demonstration	0	-	Mar 20, 2024	Active

18 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.

3 RECORDS PROCESSED

- ✓ 3 new members will be added to the organization account
- ✓ 3 new members will be added to High School

Download Report

< Back Import

captivoice.com	Capti Demonstration	5	Grade 7	Mar 4, 2024	Active
mpledomain.edu	Capti Demonstration	1	Grade 7		Active
apti.com	Capti Demonstration	0	Grade 7		Active
	Capti Demonstration	3	Grade 7	Jun 5, 2024	Active