

Importing Teachers and Students INTO MegaMath

Basic steps summarized:

- Start with Megamath and export a CSV file of a teacher or student
- Note the fields required in this file, but do not delete any fields
- Go to the MCSD data source, OAS for teachers (login as admin), Sasi for students and export the needed info (note particular needs below)
- Copy the info from the OAS or Sasi data into the exported file from Megamath
 - Select all rows beneath the header and then paste
- Import this info into Megamath

Notes

- OAS is used because it has the teacher username info - ex: tmittchellmcsd
 - Links to follow - Reports tab, Test status, In
 - Sasi is used for students, and the query items are listed in this order: grade, stateID, first name, last name
 - Two columns are added to the Sasi student export file
 - Right click on C column and insert a column; right click on Last name column and insert a column
 - In new C column add password initpass and copy down
 - Leave middle name column vacant
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More Detail instructions:

How to Import **Teachers** into *MegaMath* from OAS

- *For consistency in login format, more complete information is found in OAS for **teacher** login information - namely the user id the district is trying to use consistently throughout the district*

1. Download the Excel file entitled *MegaMath Teacher Import* . Save to your Desktop or to folder that you have created.
2. Log into OAS as an administrator.

3. Choose **Reports** Tab.
4. Select **Test Status** and then **Information Reporting**.
5. Click on **Teacher Information Log**.
6. After the report is generated, export as an Excel file, and save the file. Note where you save the file and what you name it.
7. Open the Excel file. Open the **MegaMath Teacher Import** document . From the Teacher Information log, select and highlight all of the information beneath the Logon ID column and the Password column. Right click and copy.
8. Open the **Megamath Teacher Import** and select cell 2A. Right click and paste.
9. To get the information to show up correctly, Immediately after you have pasted the information, click on the small clipboard icon which will appear and select from the dropdown menu **Match destination formatting**.
10. Clarify your view by expanding the width of the columns. You may do this by double clicking between the columns of click and drag the columns apart for more space.
11. Go back to **Teacher Information Log**. Select and highlight the column under **Teacher Name** . Right click and copy.
12. Go to **Megamath Teacher Import** document and right click and paste the information into the **Last name** column. To get the first name into the **First name** column and clean up the **Last Name** column, click on the cell of a teacher's name. The name will be highlighted in the formular bar will you will make changes. Highlight the first name of the teacher, right click and cut the information. Then click on the **First Name** column of the teacher's name, right click and paste in the formula bar. The first name will appear in the **First Name** column .
13. You will see extra rows underneath each row of information. Right click on the number of each row and delete it.
14. You may see an unusual user name and password that is only numbers. That is the OAS original administrative user name and password for your school. Delete that row. You will not need that information and it is not assigned to any teacher.
15. You may want to go in and delete any teachers who are not K-5. (This will mainly be Pre-K teachers.)
16. You will need to manually enter grades for each teacher.
17. Under the **Question** column, type in School ZIP. Select cell, hover over bottom right hadn corner of cell unjtil you get a black + mark. Then click and drag on that cell to the bottom of the column . That should fill in the the same information in every cell beneath it.
18. Under Answer, type in your school zip code. Again, select the cell, hover over the botton right hand corner of the cell You will

not have any information in the following columns: Middle name, class, group, or existing teacher. However, **DO NOT** delete these Headers since they are necessary for the information to be imported correctly.

19. Go to **SAVE AS**. Name the file **Teacher Import/ 2009** . In **SAVE AS Type**, use the drop down box to locate the **CSV (Comma delimited) (*.csv)** file type. This is the file type to select to save your file. You may get an alert. Just click on **Okay** and then click on **Yes**.
20. In MegaMath, login with the administrative login.
21. Click on **Manage users**. Down at the bottom, click the **Import** button. Choose **Teachers** to import. You have to direct it to the file where you saved the **Teacher Import/2009 cvs. file**.

How to Import Students Into Megamath from SASI. (update and improved language - Sept 09)

1. Due to incomplete data in OAS, students have to be imported from SASI.
2. Get a SASI administrator in your school to login in to SASI run a query requesting the following in this order: **Grade, State ID** (this is the next to the last item in the query info list), **First name, Last name**. Click on **Export**. In the **Output Format** window, in the **Field Delimiter** drop down, select **comma**. Click on **okay**. Save the file as a csv file and name it **SchoolSasiExport**. This may require you to actually type in the extension **.csv** after the file name.
3. Login to MegaMath as the system administrator and click on the **Manage Users** button at the top of page (call your ITS if you do not know the system administrator password).
4. In MegaMath, click on the **Export** button at the bottom, and choose **Students** from the export list and click **OK**.
5. Leave the file name as it is, **StudentDetails.csv** and save the file to your computer desktop
6. You now have two separate csv files, one from **sasi** and one from **MegaMath**. The following steps will involve copying information from the **sais** file and pasting it into the **MegaMath StudentDetails.csv** file
7. Open both files, the **StudentDetails** file and the **SchoolSasiExport** file
8. In the **SchoolSasiExport** file, select cell **A 1** , hold down the **shift** key and then click on the last cell in the **B** column that has information. This will select all of the cells in column **A** an

9. Right click on one of the selected cells and choose to copy
10. Toggle to the other csv file, the StudentDetails file, and select cell 2 A, and right click and choose paste. This should paste into the StudentDetails file the grade and usernames
11. Toggle back to the SchoolSasiExport file and select cell C 1, hold down the shift key, scroll to the bottom and select the last C beneath C with information; right click and copy
12. Toggle back to the StudentDetails file, select cell D 2 beneath the header FirstName, right click and paste. This should enter the students' first names in this column
13. Toggle back to the SchoolSasiExport file and select cell D 1 , hold down the shift key, and scroll to the bottom of the spreadsheet and select the last cell beneath D. This should have all of the cells in D selected
14. Right click on one of the selected cells in D column and choose copy
15. Toggle back to the StudentDetails file and select cell F 2 beneath the header LastName and right click paste
16. SAVE the changes to the StudentDetails file. If Excel gives you a message, click on Yes
17. Be sure the information has been copied and pasted correctly by comparing the username and grade in both files to be sure they are the same. For example, look to be sure that if Bob Carter in the SchoolSasiExport file has the username 7065614386, and is in grade 5, that he has that same information in the StudentDetails file. It would be wise to check several students
18. You are now finished with the SchoolSasiExport file, so you should close it to prevent getting the files confused
19. In the StudentDetails file, click in cell C 2 and type the work initpass and press the Enter key on your keyboard
20. Hover over the bottom right corner of the cell where you type initpass until you see a plus sign +
21. Click on the lower right corner when the + sign appears, and drag to the bottom of the spreadsheet. This enters the initpassword into all of the students rows
22. Save again
23. You now have a file with information in the following columns: grade, username, password, first name, middle name (no information is in this column), and last name
24. The next steps are required to remove information from our StudentDetails file that MegaMath will not import
25. Select the entire spreadsheet by clicking on the triangle above the 1 row and to the left of the A column
26. Click the Data ribbon and then click the Sort toolbar

- 27. In the Sort window that opens, choose to sort by grade; you should then see your list of students arranged by grade level, starting with first grade at the top**
- 28. Scroll to the bottom of the spreadsheet and select and delete all PK grade level students. These will not import into MegaMath and probably will not use the program anyway. Remember the shift key allows you to multi-select cell and or rows**
- 29. Next, find and select the top cell that has KK in it. Change the two kk to one k . Megamath only imports k so we must make the kindergarten grade read as a k rather than kk**
- 30. Now hover over the one k , look for the + sign (as we did before when we put initpass in as password), and click and drag down to insert the k where the kk was**
- 31. Save the file again to be sure all of our changes have been updated and incorporated**
- 32. Close the StudentDetails file. The next step will involve importing it, and MegaMath cannot import it if it is still open. For some ridiculous reason, when we close this file it will ask us to save it again. Choose No. Since we have been saving as we go, we can be assured the file changes have been saved**
- 33. Launch MegaMath and login as system administrator**
- 34. Click on the Manage Users button**
- 35. Click on Import**
- 36. Choose Students from import options**
- 37. Navigate to the StudentDetails file that you just finished copying and pasting information into, and click Open.**
- 38. The import should take a minute or two, and you should see the process in action on the screen**
- 39. The next step is to put students into their teacher's class. Teachers must do this step. See below**

How to Add Students Who Have Been Imported with GTID Numbers into a MegaMath Class

- 1. Teachers will log in to Megamath with their OAS Login information.**
- 2. Click on Manage Classes.**
- 3. Click (select) the Default class in the left panel, such that it shows up in the right panel**
- 4. Highlight 'Default class' and type in your name and grade - mitchell3rd**
- 5. Click the Save button in the bottom right panel**
- 6. On the left hand side, click on Student Pool. (You will need to click on the blue triangle). Click your grade level.**

- 7. Students will appear by Georgia test ID numbers. To see what student is associated with the number, click on the number one time and the student's name will occur below the box.**
- 8. Select students by putting a check in the box next to the student's number.**
- 9. Select Class name from the drop down menu at the top . Click Save and then the students' names will appear under your class name on the left.**