Compass Learning MT 4

Importing Teachers

Creating infrastructure for staff

For this step, you must have an administrative login.

If you have a lot of teachers to add to Pathblazer™, the simplest way is through an import process.

Watch the video below to walk through the process. Continue down the page for step-by-step instructions.
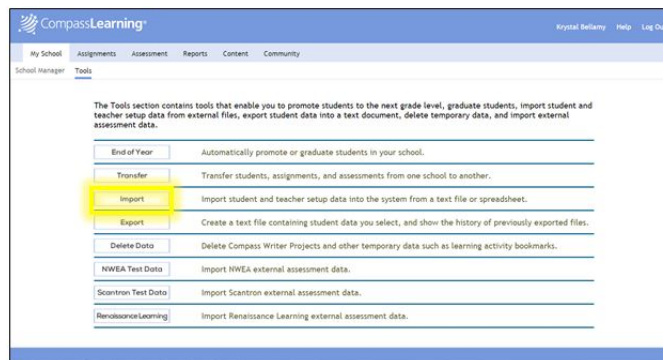
TIP: *You will want your login information if you want to truly follow along.*

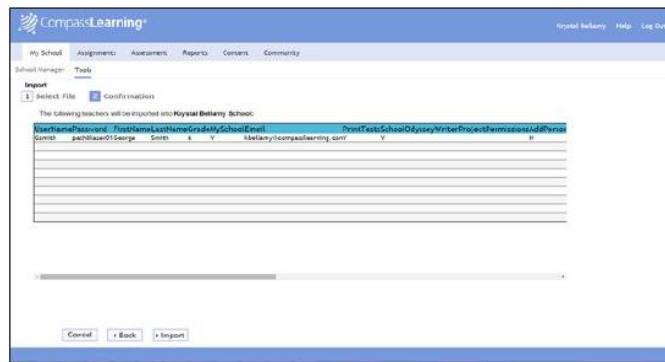Media, iframe, embed and object tags are not supported inside of a PDF.

Walk me through please

Login as your administrator. It doesn't matter if you are a District or School level admin. The process works the same.

Navigate to the TOOLS submenu under the main admin screen.

Click into the Import menu.

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Download your import templates (csv files) and instructions. These are also accessible in the Resource section at the end of this page.

We recommend using the instructions as they will help you with what is required in the csv template and what is recommended.

TIP: Create a class for each teacher. Copy/paste that class name into your student template later.

Once you have filled in the template, set the correct import type on your screen (teacher), upload the file, and click Next.

The next screen shows you a view of the system checking your import file. It will tell you immediately if there are major problems with the file.
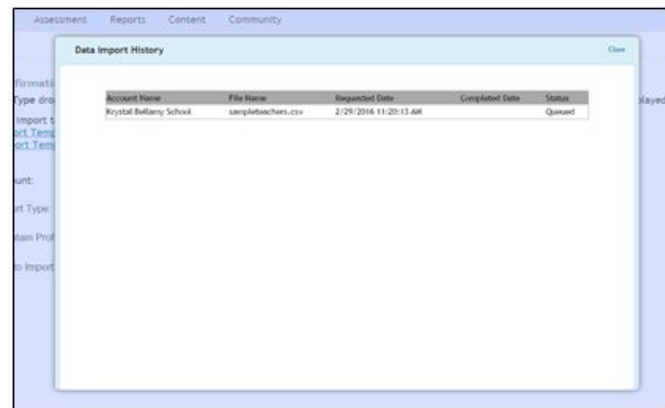
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Follow any prompts/instructions on screen. If you have any problems, reach out to Customer Support at support@compasslearning.com.

Once everything looks good, click Import.

You will receive notification it is processing and can click Done.

Navigate back into the Import Menu to access the Show History button. Here you can track the status of your import.

Once the teacher import is complete, begin your student import.

Resources

Teacher Import Spreadsheet	

Teacher Import Instructions	

Click NEXT to learn how to import students

Importing Students

You will need an administrative login for this process.

Like with teacher imports, if you have a lot of students to add to Pathblazer™, the simplest way is through an import process.

Watch the video below to walk through the process.

TIP: *You will want your login information if you want to truly follow along.*
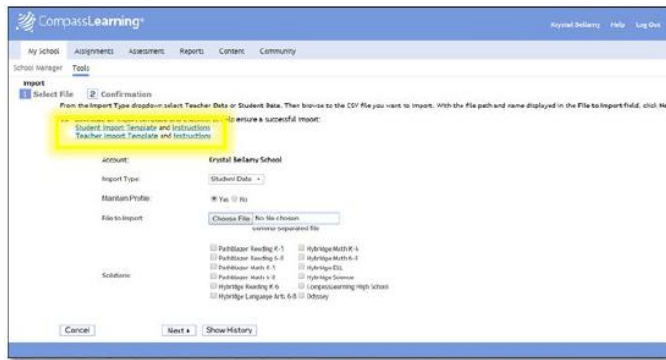
Media, iframe, embed and object tags are not supported inside of a PDF.

Walk me through please

Login as your administrator. It doesn't matter if you are a District or School level admin. The process works the same.

Navigate to the TOOLS submenu under the main admin screen.
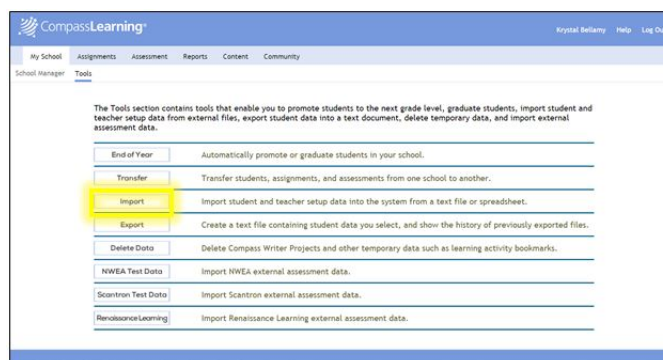

Click into the Import menu.

Download your import templates (csv files) and instructions. These are also accessible in the Resource section at the end of this page.

We recommend using the instructions as they will help you with what is required in the csv template and what is recommended.


TIP: Add students directly into a teacher's class by using the Teacher Class Name from the Teacher Import file.
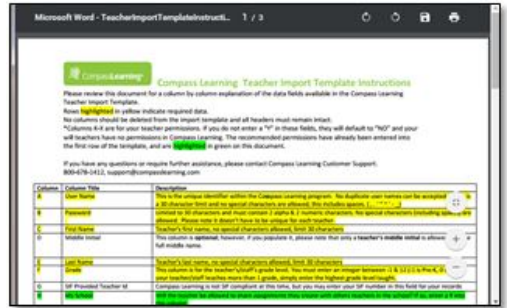
Once you have filled in the template, set the correct import type on your screen (student), upload the file, ensure the correct solution is checked, and click Next.
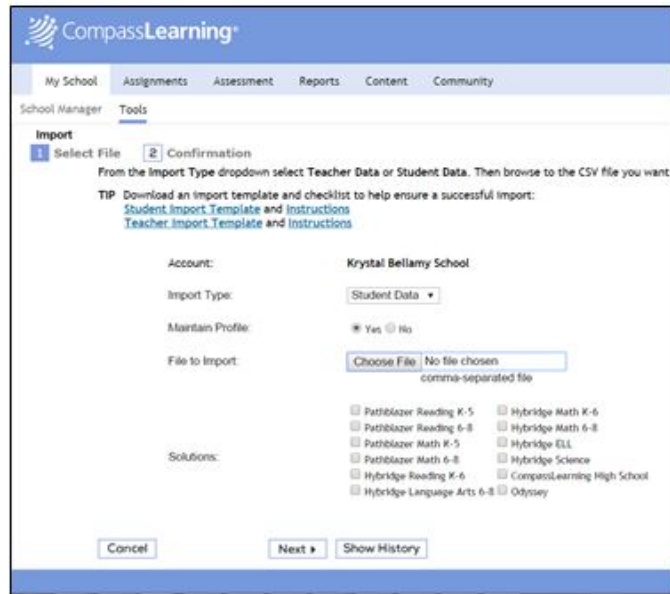
The next screen shows you a view of the system checking your import file. It will tell you immediately if there are major problems with the file.
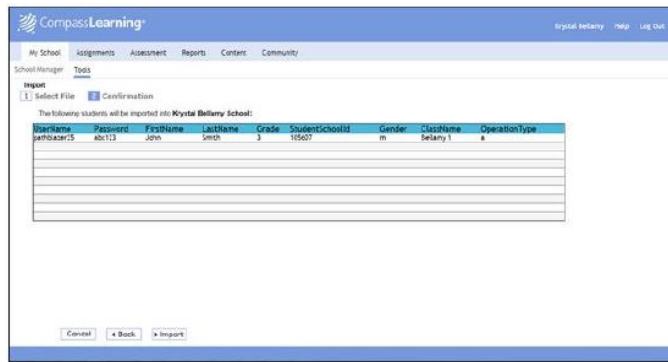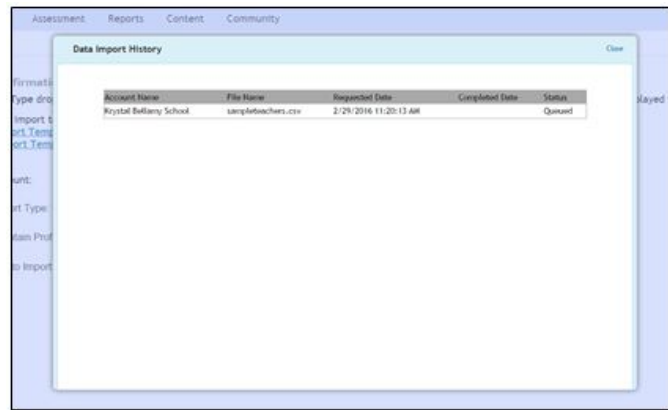
Follow any prompts/instructions on screen. If you have any problems, reach out to Customer Support at support@compasslearning.com.

Once everything looks good, click Import.

You will receive notification it is processing and can click Done.

Navigate back into the Import Menu to access the Show History button. Here you can track the status of your import.

Once the student import is complete, students can begin working in Pathblazer.

Resources

Student Import Spreadsheet	

Student Import Instructions	

Click NEXT to learn about manually managing Pathblazer

Adding Teachers

What if you are responsible for adding teachers, but you only have a few to add. When you have 5 or less teachers to add, we recommend doing it manually.

You will still need an administrative login.
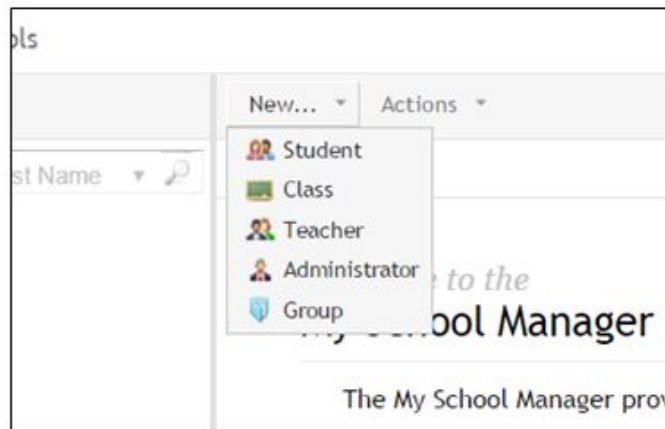
Watch the video below to walk through the process.

TIP: *Have your login information so that you can truly follow along.*

Media, iframe, embed and object tags are not supported inside of a PDF.

Manually adding Teachers

Login as your administrator. This is actually simpler under the School Administrator, but can be done as a District Admin as well.

Find the **New button** towards the center top of the screen and hover over it.

Select **Teacher**.

Complete the Teacher profile - Personal Information Tab.

Required fields:

- **First Name**
- **Last Name**
- **Grade**
- **Username**
- **Password** - must contain at least 2 letters and 2 numbers
- **Email address** - "dummy" emails are acceptable

Review permissions on the right.

Click on **Subjects and Grades tab** just above the first name.

Select the subject(s) the teacher covers, and any/all **grades**. Clicking on the tab is required to activate the Save button. Selecting/changing options is optional.

Click **Save**.

Warning: Teacher will still need to build a class and add students.

Click NEXT to learn about manually adding students

Administrators Main

TX SSI Home

Adding Students

What if you are responsible for adding students, but you only have a few to add. When you have 5 or less students to add, we recommend doing it manually.

You can add students manually as an administrator. You can also add students manually if you are a teacher with the appropriate permissions.

Watch the video below to walk through the process.

TIP: *Have your login information so that you can truly follow along.*

> Media, iframe, embed and object tags are not supported inside of a PDF.

Manually adding Students

Login as your administrator. This is actually simpler under the School Administrator, but can be done as a District Admin as well.

Find the **New button** towards the center top of the screen and hover over it.
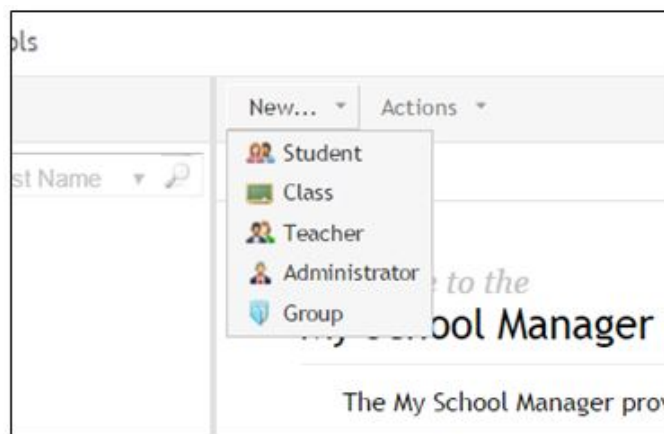
Select **Student**.

Complete the **Student profile - Personal Information Tab**.

Required fields:

- **Grade**
- **Username**
- **Password** - must contain 1 letter

Recommended fields:

- **First name**
- **Last name**
- **Student school ID**
- **Parent Login Username, password**

Review permissions on the right. **Student MUST have a Solution checked**.

Click on **Grades tab** just above the first name.

Select the subject(s) the student should have access to, and **grade level**. Clicking on the Subjects tab is required to activate the Save button. Selecting/changing options is optional. The subjects should only be Language Arts for the student's enrolled grade level.

Click **Save**.

Warning: Student will still need to be added to teacher's class.

Click NEXT to learn about manually adding administrators

[Administrators Main](#)

[TX SSI Home](#)

Adding Administrators

As the administrator or technology coordinator, you may be responsible for adding administrators.

Administrators, district or school level, are handled with a manual process. If you want to add a district level administrator, you must be logged in with the district administrator. If you want to add a school administrator, you must be logged in as either the district or school administrator.

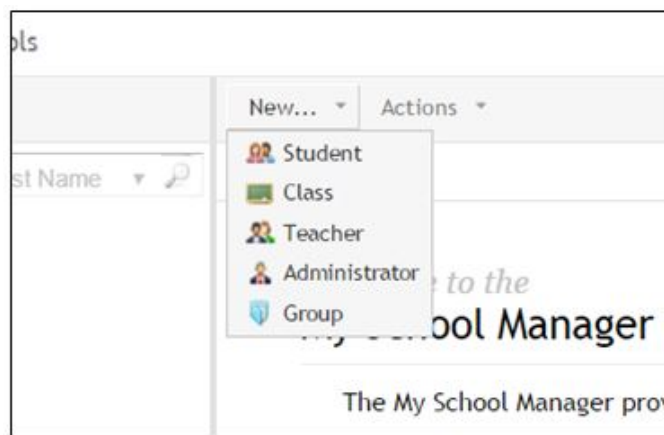Watch the video below to walk through that process.

TIP: *Have your login information so that you can truly follow along.*

Media, iframe, embed and object tags are not supported inside of a PDF.

Manually adding Administrators

Login as your administrator. This is actually simpler under the School Administrator, but can be done as a District Admin as well. It all depends on what level of administrator you need. District level admin must be created as a district level admin. School level admin can be created from either.

Find the **New button** towards the center top of the screen and hover over it.

Select **Administrator**.

Complete the Teacher profile - Personal Information Tab.

Required fields:

- **First Name**
- **Last Name**
- **Username**
- **Password** - must contain at least 6 letters and 2 numbers
- **Email address** - "dummy" emails are acceptable

Review permissions on the right. Administrators can have reporting only access by selecting the correct permissions.

Click **Save**.

Click NEXT to learn about administrative reports

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