

What is the User Import Template?

The User Template is an Excel file emailed to the branch manager(s) once your online branch has been created. The User Import Template will need to be populated with all the users (learners/students) that you would like automatically uploaded to your online branch. Please email the populated Excel User Import sheet as an Excel file to the Positive Prevention team for uploading purposes. Please do not make any changes to the column order or add any additional columns to the user import template.

Do I add instructor's to the User Import sheet?

No, typically the branch manager(s) will manually add the instructors to the online branch prior to the learners being uploaded. Since the instructors will need to familiarize themselves with the online program it is best for the branch manager(s) to manually pre-enroll all instructors and to not include them on the User Import sheet.

Do I include my opt-out learners on the User Import sheet?

No. Please **only** include learners on the User Import sheet that you want enrolled in the courses. Users that have notified you that they are going to opt- out should never be included on the User Import sheet.

When does the User Import sheet need to be returned to Positive Prevention *PLUS*?

To allow for best practices, please return the completed Excel User Import sheet at least 10 working days prior to the enrollment date (start date) of your learners. Please remember that your learners will have 60 days to complete their online course from the date that they (learners) are enrolled.

What do I need to add in each column of the User Import sheet?

Column A: First Name: The learners first name.

Column B: Last Name: The learners last name.

Column C: Email: The learners email address.

Column D: Course: This will be either "Positive Prevention Middle School" or "Positive Prevention High School".

Column E: (Optional) Group: If you want to group learners in your online branch you will need to add the title Group to column E of the User Import sheet for each user.

IF YOU ADD the GROUP column to your User Import sheet-

- The branch manager will need to create and add each group to the online branch matching the title EXACTLY as it is added to column E of the User Import sheet.
- The group title must match EXACTLY on the User Import sheet and the online branch.
- How you want to group learners and name each group is up to you.
- Please only use letters and numbers in group names.
- The branch manager and instructors can view each group's progress, logins and course completion status.
- The branch manager that creates the group will be the owner of each group unless the branch manager makes an instructor the owner.
- If instructors are added to your online branch and made group owner then that instructor can view those groups as well.
- **Branch managers can see all the groups in the branch.**
- **Instructors will only see the groups where they are the owner.**
- Group progress and completion status can be exported to Excel by the branch manager and instructors.

Do columns need to stay in the order noted above?

Yes. Please use the list above and make sure your columns match the original User Import Template format that was emailed to you. Please note column E is optional.

Does each branch need their own User Import sheet?

Yes. Each unique branch will need their own User Import sheet populated and it should be returned to us 10 days prior to your learners enrollment date.

I have one branch but our learners are starting the course on different days, can I use one User Import sheet?

No. If your learners are enrolling on different dates, you must separate them into their own User Import sheet. When emailing the populated User Import sheet please be sure to include the start date that goes with each User Import file in the body of your email.

My branch learners are not all taking the same course. Some are going to be added to the Middle School course and some to the High School course, can I add them on one User Import Sheet?

Yes. If you have learners in one branch that will be enrolling in different courses, please make sure the correct course name is listed for each user.

What format do I use to send the User Import sheet back to you?

Please send the populated User Import Sheet back as an Excel file. **We will not accept a PDF file.** If you do not have access to Excel and need to send it as a Google Sheet please let us know. We will convert it for you.