

How to Add a Student Using Excel Worksheet

Adding Student by an Admin/Professor

If your location uses vouchers purchased at a bookstore, the student first needs to buy the course voucher from the school's bookstore. Once the student has purchased the voucher, the student will write their name on the voucher and the bookstore will keep this voucher. All the purchased vouchers will then be handed to the director by the bookstore. The director then will divide the vouchers accordingly to the class the student is enrolled in. The director will then give each professor the vouchers for their class. At this point, the director should let the professor know his class login and password. It is now the professor's job to add the student. Below are the instructions on how to add a student.

If you would like to add using the Excel spreadsheet, then the first step would be to create the Excel spreadsheet.

- 1. Open up an Internet Browser and go to <u>www.tapseries.com</u>.
- 2. Click where it says "Administration" on the top of the page, as shown below.
- 3. Enter in your account user name and password then click "Submit."

All administration a There is no need to s	accounts will login here. select your account type.
	Username:
You need to login to access this area	Enter Username
of the site. Usernames and passwords are <u>case sensitive.</u>	Password: (Click the eye to show password)
	Enter Password 🛛
	I agree to the Terms of Use
This wave is fay administration only	Submit Forgot Password

4. After clicking on "Submit," you will be directed to the following page. Click on "Add Students."

Log Out

Administration Main Menu - Please select from options below.

/elcome, tap
Add Students
Track Progress
Course Literature
Global Score Report
School Color Coded Progress Report
Business Color Coded Progress Report
Place Orders
Delete Students

5. After clicking on "Add Students", you will be directed to the page below. Click on "Click Here for Instructions" under the blue instructions box on the right.

:5		Courses Administra
	Add New Student(s)	
	Please select the training program that you purchased:	Instantions
	Earn More With Service Foodsavervice Food Safety Manager Certification Training Food Handler Training (all other states) Strategies for Increasing Sales HACCP Managers Certificate Course California Food Handler Training New Mexico Food Handler Training	Instructions: Select which course you will add new students. Choose the number of students you want to add. (Default is 1) If adding more than one student, you can choose to upload an Excel file. Click here for instructions Press continue to begin adding the new students.
	Texas Food Handler Training Norfolk VA Food Handler Training Florids Food Worker Training Program Illinois Food Handler Training	Terms of Enrollment
	If the course you are looking for is not listed, click here to purchase more courses.	Credit(s) to your account if returned within 30 days of enrollment, and if no m than lesson 1 has been studied. Students are single use enrollments. Each less allows up to 5 reviews. After 5 reviews the lesson is closed. Courses are active 6 months from date of enrollment and will stop functioning on the 6 month
	NOTICE: You have 98 licenses remaining for Foodservice Food Safety Manager Certification Training	anniversary date of the enrollment. Within the 6 month active period, the nam of the student can be changed for a \$20 fee for all courses except Food Handi if a TAP Certificate of Achievement has NOT been awarded. Changing of the name will not re-active any inactive, closed or ended functions. We reserve t right to charge a \$5 fee for Food Handler name changes. To submit a name channe form edite barres.
	Number of students to add:	Click here for privacy policy

6. After clicking "Click Here for Instructions", you will be redirected to the following page. Click on the appropriate course to download the correct Excel template for your course. YOU MUST USE A TEMPLATE TO ADD STUDENTS. DO NOT CREATE YOUR OWN EXCEL FILE.

Add Students With Excel

Instr	uctions:												
Step	1: Download	d the Excel t	emplate for your course be	low:									
Food	Safety Man	ager templa	ite										
Food	Handler ter	mplate											
Alcol	nol Training	template											
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An e		ow to use th	c	w:	E	E	G						
1	First Name	Last Name	Email	User Name	Password	Language	Date of Birth						
2	ohn	smith	zvosough@vahoo.com	student1	1234566	ENGLISH	7/16/1989						
3	Billy	Bob	student@vahoo.com	student2	1234566	ENGLISH	3/12/1980						
4	Roger	Dodger	roger@vahoo.com	student3	1234566	ENGLISH	9/10/1992						
ass Be si Step	words. Hyph ure there are 3: When stu	nenated nan e no hidden ident data is	nes are allowed. rows and columns in the E completely filled out, save	kcel file. the file to your co	omputer v	vith a unic	ue file name i	example:	the cla	ss nam	ie and y	ear).	
it mo	re than one	Excel is goi	ng to be used, make sure y	ou save the files v	with differ	ent name:	5,						
Step	4: In the bo	x <mark>"Num</mark> ber o	of students to add", change	the number to th	ne number	r of stude	nts that are in	your list.					
Step	5: Click the	browse butt	on. When the pop up box a	ppears, select th	e Excel file	to be upl	oaded, then c	ick the Co	ntinue	buttor	1.		
C	all Us:												
	If you need	further assis	stance, please call technical	support at 888.8	26-5222								

7. Download and open the Excel Spreadsheet, it should look similar to the picture below. Enter the students' information under the correct columns. Note that Food Safety Managers Courses do not require birthdates while Food Handler, Alcohol Training, and Allergen Awareness require birthdates. You will be allowed to enroll up to 2-20 students at a time using the Excel spreadsheet. If more than 20 students need to be enrolled, then you will have to create new spread sheets for the remaining students in groups of 20. The spreadsheets must be created following the format shown below.

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-	1 First Name	Last Nan	ne Student Email	Admin Email (Optional)	Username	Password	Languag	je												
2	2 John	Smith	Jsmith@yahoo.com		student1	1234566	English													
3	3 Billy	Bob	student@yahoo.com		student2	1234566	English													
4	4 Roger	Dodger	roger@yahoo.com		student3	1234566	English													
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8. After entering your students' information, you need to save the Excel spreadsheet. In order to save it, click on the "home" button which is shown below by the blue arrow. After clicking on the home button, you will click where it says "Save As" shown by the red arrow below.

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	Close		all possible file types.																	
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9. After clicking on the "Save As" button a window will appear as shown below. Save the file to your computer with a unique file name (example: the class name and year) and then click on "Save."

	Food_Manager_Add_Student_Template.xlsx - Microsoft Excel	
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A2 👻 🧊 🎜 John	Search Microsoft Office Excel	
A B C		M N O P Q R S T
1 First Name Last Name Student Email	Adn Organize - 🕄 🖓	
2 John Smith Jsmith@yahoo.com	adm A Minus & Office Fund	
3 Billy Bob student@yahoo.com	adm No items match your search.	
4 Roger Dodger roger@yahoo.com	adm	
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11	C Librain	
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13	Documents	
14	e/ Music	
15	E Pictures	
16	J Podcasts	
17	Videos	
18	- Homegroup	
19	File name: accountname v/cu	
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21	Save as type: Excel Workbook (*.xlsx)	
22	Authors: Accounting New Tags: Add a tag	
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- **10.** After saving the first spreadsheet, you can create other spreadsheets if you have more students to add by following steps 7-10 above (2-20 allowed per spreadsheet). If no other students are to be added, then move on to step 12.
- **11.** Go back to the Add New Student(s) page shown below; if you cannot find this page follow steps 1-5 above. Click on the appropriate course and enter the number of students on your spreadsheet.

P SERIES	Courses	Administration	Support	Test Centers	Español
Add New Student(s)					
Main Menu Please select the training program that you purchased: Food Safety Manager Certification Training Food Safety Re-Certification Training Franklin County, KY Food Handler HACCP Managers Certificate Course Idaho Food Handler Training Illinois Food Handler Training Julinois County MO Food Handler Training Jackson County MO Food Handler Training	Instructions: Select w Choose If adding Click he Press co) n Excel file.			
New Mexico Food Handler Training Norfolk VA Food Handler Training Ohio Level 2 FoodSafety Manager Certification Tra Ohio Level 2 Retail Food Safety Manager Certification Training If the course you are looking for is not listed, dick here to purchase more courses.	Credit(s) to yo than lesson 1 allows up to 5	nd if no more s. Each lesson are active for			
NOTICE: You have 20 licenses remaining for Food Safety Manager Certification Training	6 months from anniversary d of the studen if a TAP Certif name will not	n date of enrollment and will sto ate of the enrollment. Within the t can be changed for a \$20 fee fo icate of Achievement has NOT be re-activate any inactive, closed o a \$5 fee for Eood Handler name	p functioning on the 6 month active perio r all courses except F een awarded. Changir rr ended functions. W	6 month od, the name ood Handler, ng of the (e reserve the a pape	
Number of students to add:	change form, Click here for	click here. privacy policy	e changes. To submit	a Hallie	
Select Excel file to upload (optional):					

12. You will see an option to add students by uploading an Excel file. Click on "Browse."

Please select the training program that you purchased: Earn More With Service Foodservice Food Safety Manager Certification Training Food Handler Training (all other states) Strategies for Increasing Sales HACCP Managers Certificate Course California Food Handler Training	Instructions: • Select which course you will add new students. • Choose the number of students you want to add. (Default is 1) • If adding more than one student, you can choose to upload an Excel file. Click here for instructions • Press continue to begin adding the new students.
New Mexico Food Handler Training Texas Food Handler Training Norduk VA Food Handler Training Florida Food Worker Training Program Illinois Food Handler Training	Terms of Enrollment
If the course you are looking for is not listed, click here to purchase more courses.	Credit(s) to your account if returned within 30 days of enrollment, and if no more than lesson 1 has been studied. Students are single use enrollments. Each lesson allows up to 5 reviews. After 5 reviews the lesson is closed. Courses are active for 6 months from date of enrollment and will stop functioning on the 6 month
NOTICE: You have 98 licenses remaining for Foodservice Food Safety Manager Certification Training	anniversary date of the enrollment. Within the 6 month active period, the name of the student can be changed for a \$20 feet for all course sexcept Food Handler, if a TAP Certificate of Achievement has NOT been awarded. Changing of the name will not re-activate any inactive, closed or ended functions. We reserve the right to change a \$5 fee for Food Handler name changes. To submit a name
Number of students to add:	change form, click here. Click here for privacy policy
3	
Select Excel file to upload (optional): Browse	
Continue	
Return To Menu	

Courses Administration

13. Once you click on "Browse", a box will appear. Select the Excel file you want to load and click Open. After you have selected your file, click "Continue". After you click "Continue", you will be able to verify that the student data is correct before enrolling. Then click "Submit" to enroll the students.

TAP SERIES	5				Courses	Administration	Suppo	ort Test Cer	nters	Español		
	Warning: This page will time out after 20 minutes. Only add as many students as can be entered within 20 minutes.											
	Instruct * * *	ctions: Review the st Uncheck any Edit the stude Press "Enter" Press "Shift + Press "Enter" Student rows Student rows When all of th	tudents you have se students you do no ent information by o to save the change o quickly save and g to save the change that have been add s that have informat he student rows are	lected to add to the course. t wish to add. licking on the text. o to the next field. e and go back to the previous fi end successfully will turn green. ion that need to be corrected w green, click the Main Menu bul	eld. , ill turn red. tton to continue.							
	First	t Name	Last Name	Student Email	Manager Email	User Name	Password	Language				
	Steve	e	Mulholland	smulholland2@gmail.com	admin@tapseries.com	smulhollandfsm11620176	smulholland	english				
	Bruc	:e	Banner	hulk@avengers.net	stark@vanegers.net	thehulkfsm11620176	betty	english				
	Thor	mas	Anderson	tadnerson@metacortex.com	kw@metacortex.com	neofsm11620176	thereisnospoon	english				
	John 🖉		Doe	jdoe@none.com	noone@none.com	Johnfsm11620176	mypass	english				
	Pave	el	Escobedo	pesco@anacapa.edu	dcortez@anacapa.edu	pescofsm11620176	futbol	spanish				
	Sub	omit										

14. After clicking "Submit," you should receive a confirmation page that your students were added. Please call 818-889-8799 for assistance.