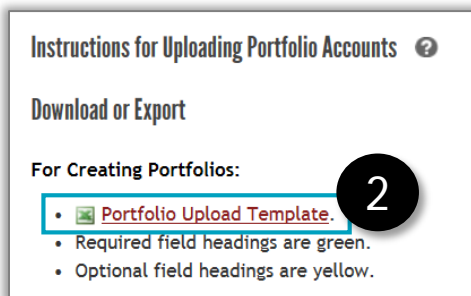
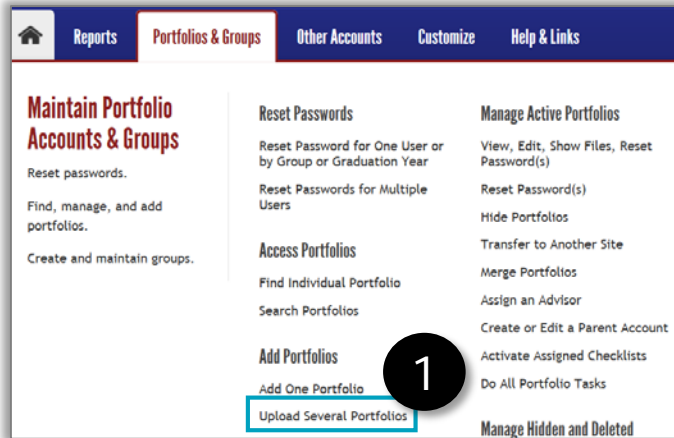


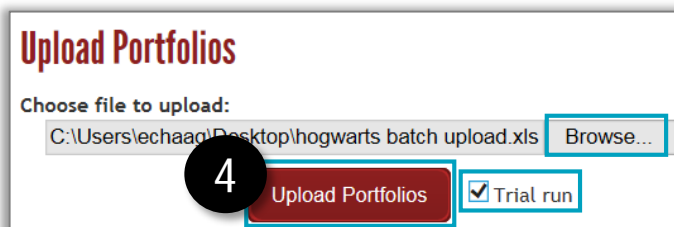
Batch Upload Portfolios (1 of 2)

Site staff and administrators have the ability to create multiple portfolios at once through the Administration Tools. Batch uploading portfolios allows you to quickly and easily establish many portfolios for students, and assign them to groups, all at once.

First, go to akcis.org and log in with your Administrator or Staff username and password.



| | A | B | C | D | E | F | G | H |
|---|----------|------------|-------------|-----------|-----------|-------|---------|-----------|
| 1 | Username | First Name | Middle Name | Last Name | Grad Year | Email | Group 1 | |
| 2 | hpotter | Student | Harry | | Potter | | | Potions I |
| 3 | hgranger | 4Student | Herminoie | | Granger | | | Potions I |
| 4 | rweasley | 4Student | Ron | | Weasley | | | Potions I |



1. Hover your mouse over the Portfolio & Groups tab and click **Upload Several Portfolios**.
2. The Upload Portfolio screen appears. Click **Portfolio Upload Template** to download the file.
3. The template will open in Excel. Complete all the required (green) fields. The yellow fields are optional.
 - You can add users to three groups (users can be added to more groups later). In the Group columns, enter the name(s) of the group(s) to which you want to assign that user.
 - Groups must exist in your Administration Tools before you can add members to them. You must enter the group name exactly as it appears in your Administration Tools.
 - Save the completed template to your computer.
4. Return to the Upload Portfolios page and click **Browse** to locate and select the saved file. Check the **Trial Run** box, then click **Upload Portfolios**.

Continued on next page

Batch Upload Portfolios (2 of 2)

5. You will see all the portfolios you listed in the template. This message indicates your spreadsheet has errors that need to be corrected.

Processing Status:

6/8/2016 9:45:32 AM Process Status: Started
6/8/2016 9:45:32 AM File Conversion: File converted
6/8/2016 9:45:32 AM Process Status: Trial Import Started
6/8/2016 9:45:32 AM Process Status: Trial Import Completed (check messages and grid b
6/8/2016 9:45:32 AM Process Status: **One or more records failed validation**

Review (check for errors in Status column)

[Status Codes](#) [Export Results to Excel](#)

| Status | Username | Password | First Name | Middle Name | Last Name | Grad Year | E-mail | Group 1 | Gro 2 |
|--------|----------|----------|------------|-------------|-----------|-----------|--------|------------|-------|
| | hpotter | 4Student | Harry | | Potter | | | Potions I | |
| Y1 | hgranger | 4Student | Hermoine | | Granger | | | Potions II | |
| | rweasley | 4Student | Ron | | Weasley | | | Potions I | |

Use this document to define the codes in this column.

Export the results to a spreadsheet to fix the issues, then delete the Status column, save and upload with the Trial Run box still checked. Repeat step five until there are no errors.

6. When there are no errors, **uncheck** the Trial Run box and upload the document one last time. When processed, the Status column will show "Added" in each row.

Processing Status:

6/8/2016 9:45:32 AM Process Status: Started
6/8/2016 9:45:32 AM File Conversion: File converted
6/8/2016 9:45:32 AM Process Status: Trial Import Started
6/8/2016 9:45:32 AM Process Status: Trial Import Completed (check messages and grid b
6/8/2016 9:45:32 AM Process Status: **One or more records failed validation**

Review (check for errors in Status column)

[Status Codes](#) [Export Results to Excel](#)

| Status | Username | Password | First Name | Middle Name | Last Name | Grad Year | E-mail | Group 1 | Gro 2 |
|--------|----------|----------|------------|-------------|-----------|-----------|--------|------------|-------|
| Added | hpotter | 4Student | Harry | | Potter | | | Potions I | |
| Added | hgranger | 4Student | Hermoine | | Granger | | | Potions II | |
| Added | rweasley | 4Student | Ron | | Weasley | | | Potions I | |