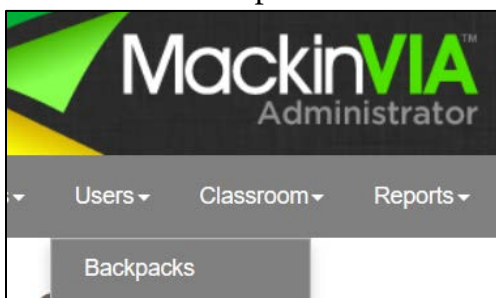


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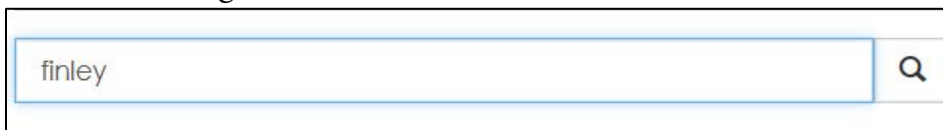
Option #1: Enter/Edit Each Student's Information Individually

- This maintenance option can be done at anytime and throughout the school year to keep your school's MackinVIA backpacks clean and up to date.

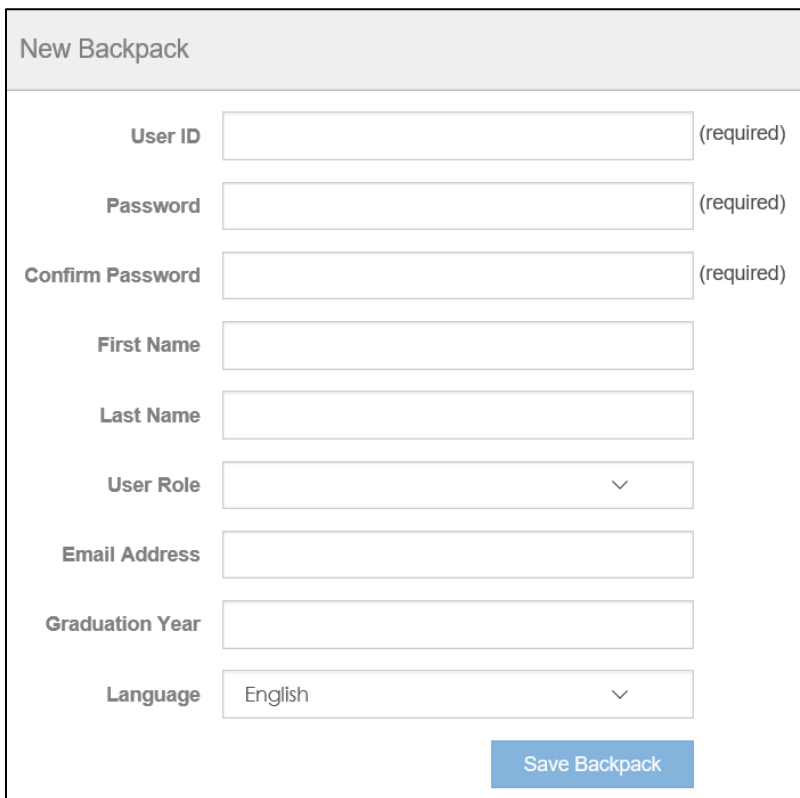
1. MackinVia Student backpack maintenance
 - a. Go to MackinVIA,
 - b. Verify the school you want is selected in 'Select Your VIA'
 - c. Click Users, backpacks



- d. Click Register New Backpack OR
- e. Find an existing student in the filter box and click 'edit'

A screenshot of a search filter box. It consists of a white rectangular input field with a light blue border containing the text 'finley'. To the right of the input field is a magnifying glass icon inside a small square button.

- f. Enter new student information or make edits; click 'Save Backpack'

A screenshot of the 'New Backpack' form. The form has a light grey header with the text 'New Backpack'. Below the header are several input fields, each with a label to its left and a '(required)' note to its right. The fields are: 'User ID', 'Password', 'Confirm Password', 'First Name', 'Last Name', 'User Role' (a dropdown menu), 'Email Address', 'Graduation Year', and 'Language' (a dropdown menu showing 'English'). At the bottom right of the form is a blue button with the text 'Save Backpack'.

- g. Verify your changes were saved.

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Option #2: Compile an Excel Export File

- Add students to this excel file list as they enroll for import to MackinVIA

1. Prepare excel file for import to MackinVIA
 - a. Using the excel file template provided, enter the information for each student: ID#, First Name, and Last Name. The 'Password' column will auto-populate.
Password = 1st 3 letters of the first name + last name + 'pass'
 - b. When finished, copy/paste value the password column to itself, hit enter.
 - c. Copy and paste any additional rows needed.
 - d. Save the file as a CSV (comma-delimited) file.
2. Import the CSV file to MackinVIA
 - a. In MackinVia, verify the import school is listed in the 'Select Your Via' box.
 - b. Click 'Users', 'Backpacks', 'Import', 'Next'
 - c. Browse and select the csv file you wish to import; select 'Yes' for Header Row? Click 'Upload'.

Upload File

1. Click the "Browse/Choose File" button to retrieve the file.
2. Select "Open" once you have located the file.
3. If your file has no header row select "No" from the dropdown.
4. Click the "Upload" button.
5. After you receive the "Backpack Import Successful" message.

Browse...

Header Row? Yes

Upload

- d. Click 'Next' when 'Backpack Import Successful!' message appears.
- e. For User ID, select 0 – Student ID; for User role, select 4 – Role; leave all others blank; click next.

Backpack Fields Imported Fields

User ID Student ID Clear Mapping

Password Password Clear Mapping

Last Name Last Name Clear Mapping

First Name First Name Clear Mapping

Middle Name

Patron ID/Barcode

Email

Graduation Year

User Role Role Clear Mapping

Clear All Mappings

Next Back Cancel

- f. Verify the counts imported; click 'apply' in each box listed.

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Import File Name: MackinVia_BeryWisdom_FC.csv
Mapping Template: None
Records Count: 106
Backpacks Created: 0
Backpacks Updated: 106
Backpacks Deactivated: 19
Import Errors: 0

Update: Apply
Deactivate: Apply

Complete Import Go Back Cancel

- g. Click 'complete import'; click 'Return'; spot check to verify the download.

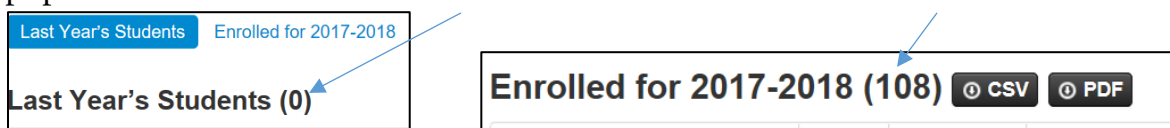
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Option #3: Export from Dashboard: Student IDs

- School year enrollment completed
- To create/update backpacks in batches by school

1. Export csv file from dashboard: Student IDs

- Choose school in your conference
- Verify 'Last Year's Students' is zero and 'Enrolled for 2017-18' (new school year) is populated



- Click 
- Click Open. The file will open in Excel.
- Follow this process for each school to create/update backpacks

2. Prepare file for import to MackinVIA

- Separate and save elementary grade K-8 students from grades 9-12, if any. You will upload these separately.
- Delete the columns: legal name, date of birth, and grade levels.
- Move the 'last name' column data to after the 'first name' column, leaving an empty column after student ID. Type 'Password' in the 2nd column heading.
- Create the student password: First 3 letters of the first name + last name + 'pass'
 - Copy/paste: `=LOWER(LEFT(C2,3)&(D2)&("pass"))` to the 2nd line of the 'Password' column.
 - Copy/paste line 2 to the rest of the rows under the password column heading.
 - Copy/paste value the password column to itself, hit enter.
- Type 'Role' as a heading for the last column. Copy/Paste 'Student' to each row in this column.
- Save the file as a csv(comma-delimited) file.

3. Import the CSV file to MackinVia

- In MackinVia, verify the import school is listed in the 'Select Your Via' box.
- Click 'Users', 'Backpacks', 'Import', 'Next'
- Browse and select the csv file you wish to import; select 'Yes' for Header Row?, click 'Upload'.
- Click 'Next' when 'Backpack Import Successful!' message appears.

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- e. For User ID, select 0 – Student ID; for User role, select 4 – Role; leave all others blank; click next
- f. Verify the counts imported; click 'apply' in each box listed.
- g. Click 'complete import'; click 'Return'; spot check to verify the download.
- h. If you make a mistake, re-import the file following the steps listed above.