

# Southern Union Conference Library/Information Resources Creating/updating MackinVia Backpacks

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

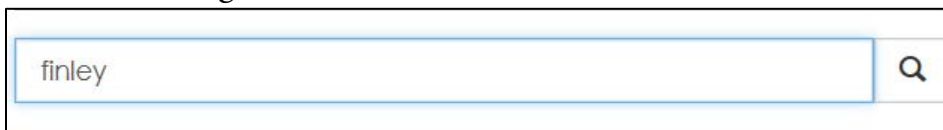
- This maintenance option can be done at anytime and throughout the school year to keep your school's MackinVIA backpacks clean and up to date.

### 1. MackinVia Student backpack maintenance

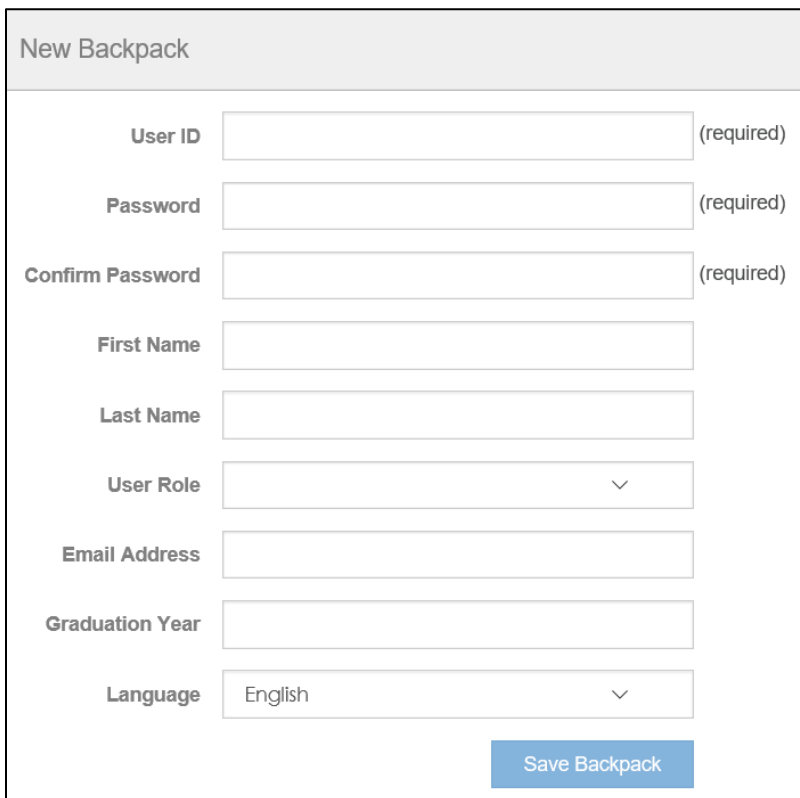
- Go to MackinVIA,
- Verify the school you want is selected in 'Select Your VIA'
- Click Users, backpacks



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

The image shows a search filter box with a light blue border. Inside the box, the text 'finley' is entered. To the right of the text is a magnifying glass icon for searching.

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

The image shows the 'New Backpack' form in the MackinVIA Administrator interface. The form has a light gray header with the title 'New Backpack'. Below the header are several input fields: 'User ID' (required), 'Password' (required), 'Confirm Password' (required), 'First Name', 'Last Name', 'User Role' (a dropdown menu), 'Email Address', 'Graduation Year', and 'Language' (a dropdown menu with 'English' selected). A blue 'Save Backpack' button is located at the bottom right of the form.

- 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 = The first 3 initials of your school name per dashboard.*
  - 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 with 'ignore'.

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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.

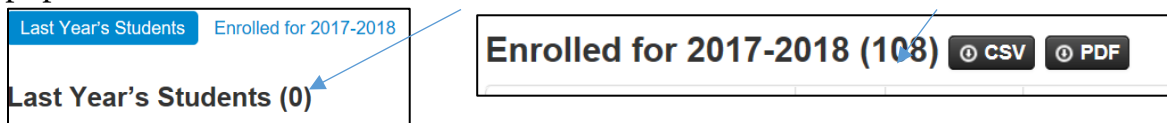
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## Option #3: Export from Dashboard: Student IDs

- 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 **CSV**
  - 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
- Sort, separate, and save the elementary grade K-8 students and grades 9-12, if any, in separate tabs. You will upload these separately.
  - Delete the column and contents: legal name, date of birth, and grade level.
  - Move the 'last name' column heading and data to after the 'first name' column, leaving an empty column after student ID.
  - Type 'Password' in the 2nd column heading.
  - In the password column, enter, copy and paste the password = First 3 initials of the school name per NAD/dashboard, in ALL CAPS. The password is case sensitive.
  - 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.
  - For User ID, select 0 – Student ID; for User role, select 4 – Role; leave all others blank; click next
  - Verify the counts imported; click 'apply' in each box listed with 'ignore'.
  - Click 'complete import'; click 'Return'; spot check to verify the download.
  - If you make a mistake, re-import the file following the steps listed above.