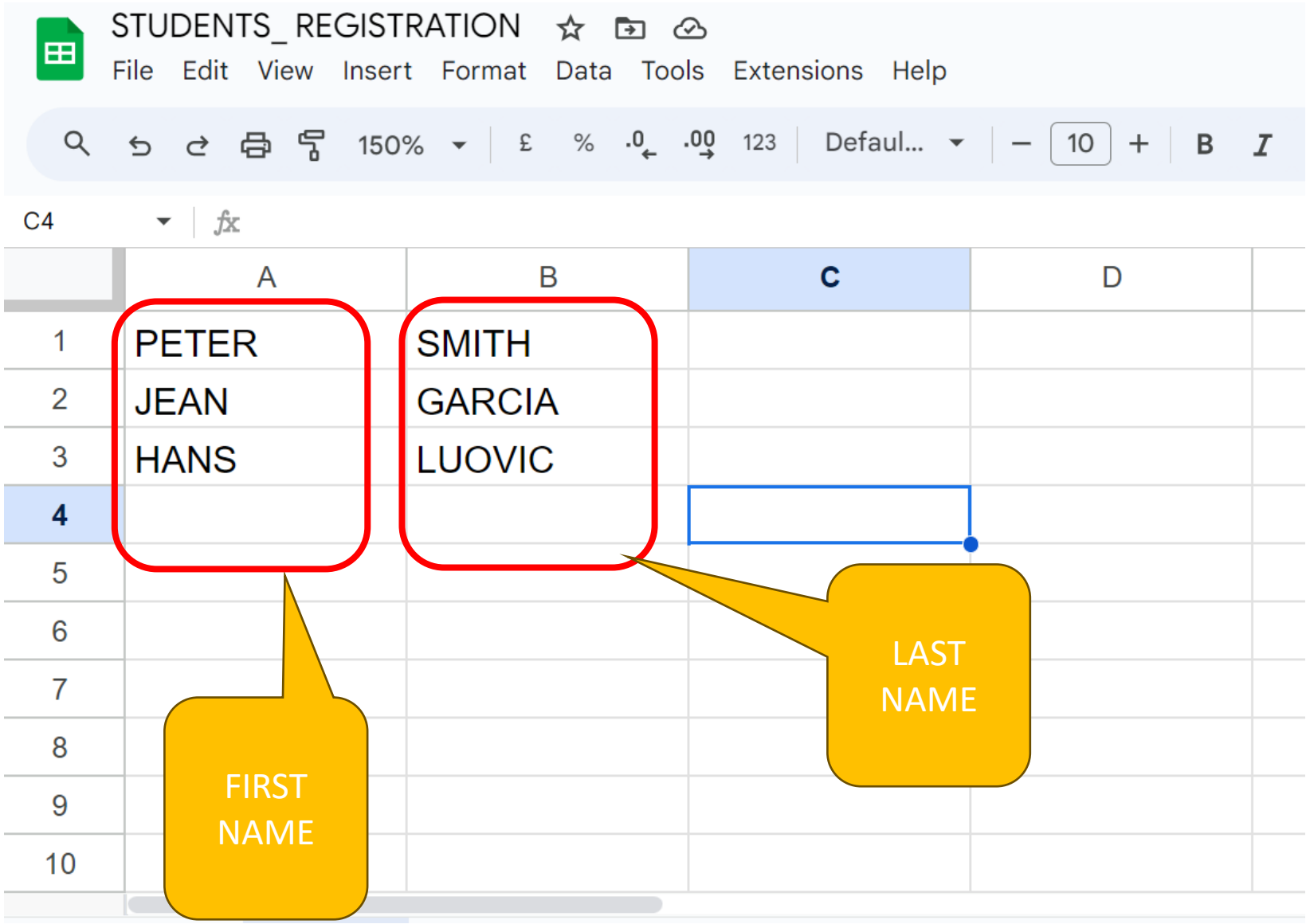
Students registration - Twinspace

How to add pupils to the TwinSpace…in 10 min!

1. Create a file

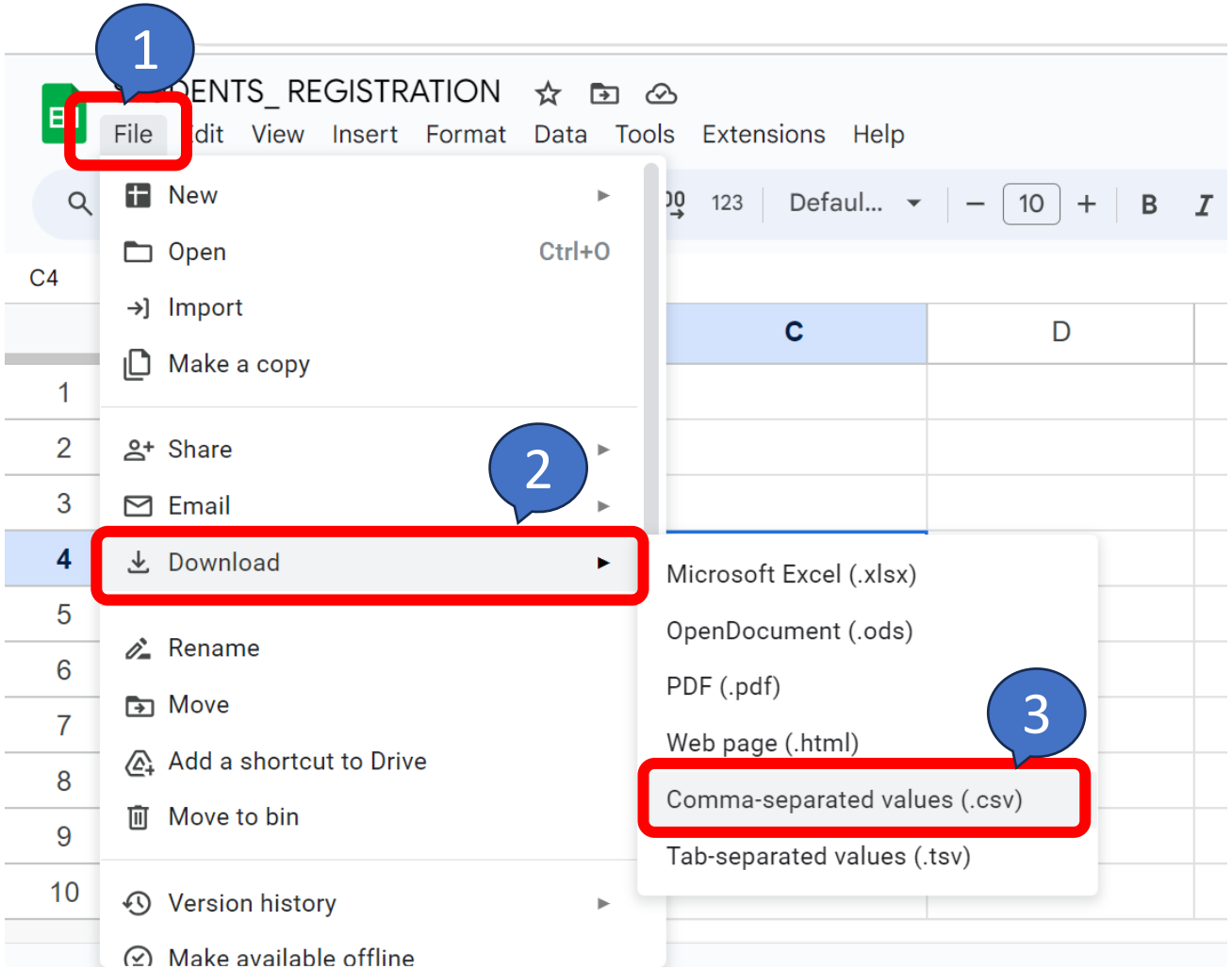
Create a spreadsheet file with students FIRST NAME AND LAST NAME.

You can use, Google spreadsheets or Microsoft Excel.



2. Export/Download file

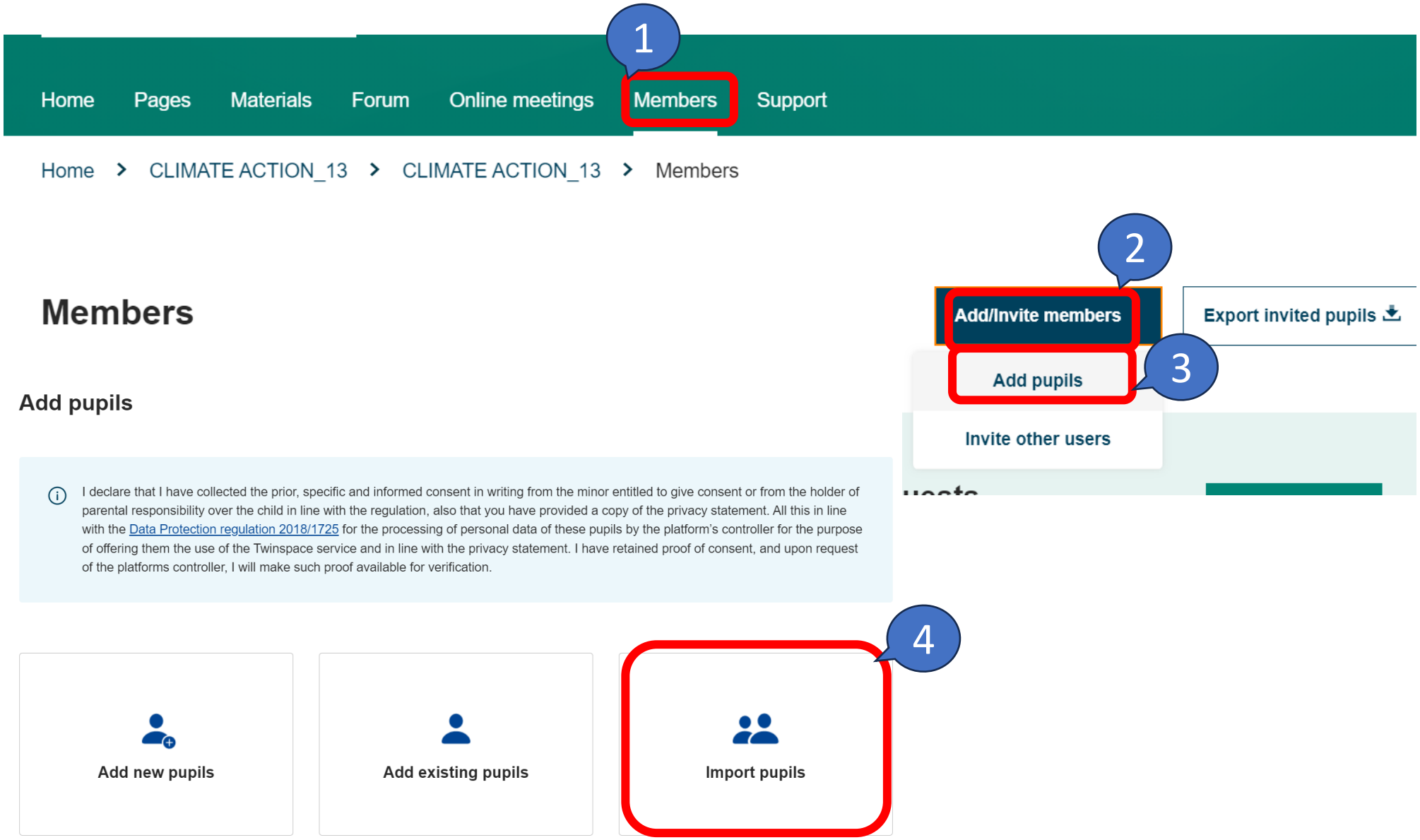
Export or download the file to ***.csv*** format.



3. Import file on the Twinspace

In the Project's twinspace, go to MEMBERS/ADD INVITE MEMBERS/ ADD PUPILS.

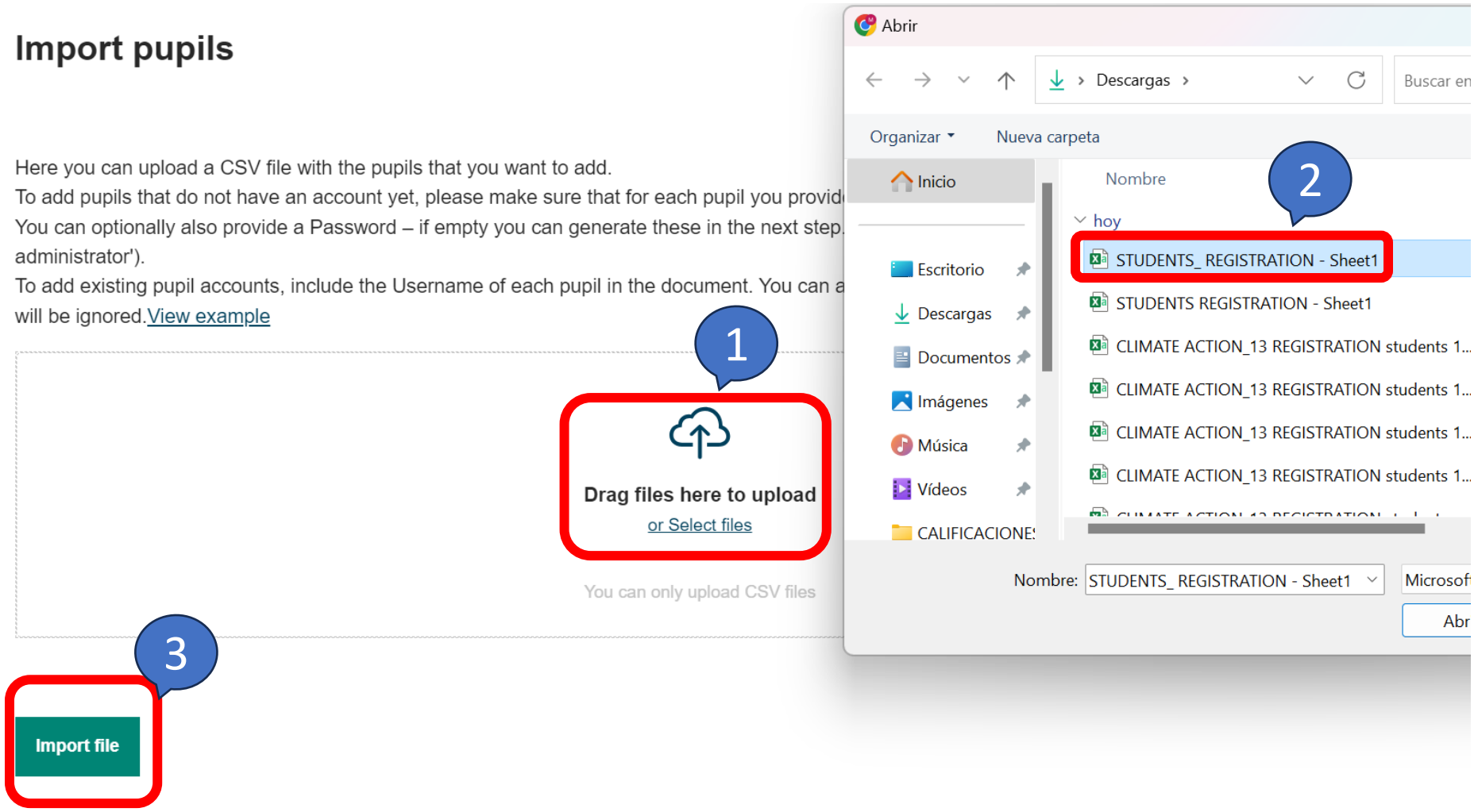
Once there, click over IMPORT PUPILS



4. Upload your file and import it

Drag or click over “Select file” so upload your file.

Once done it, click over IMPORT FILE.

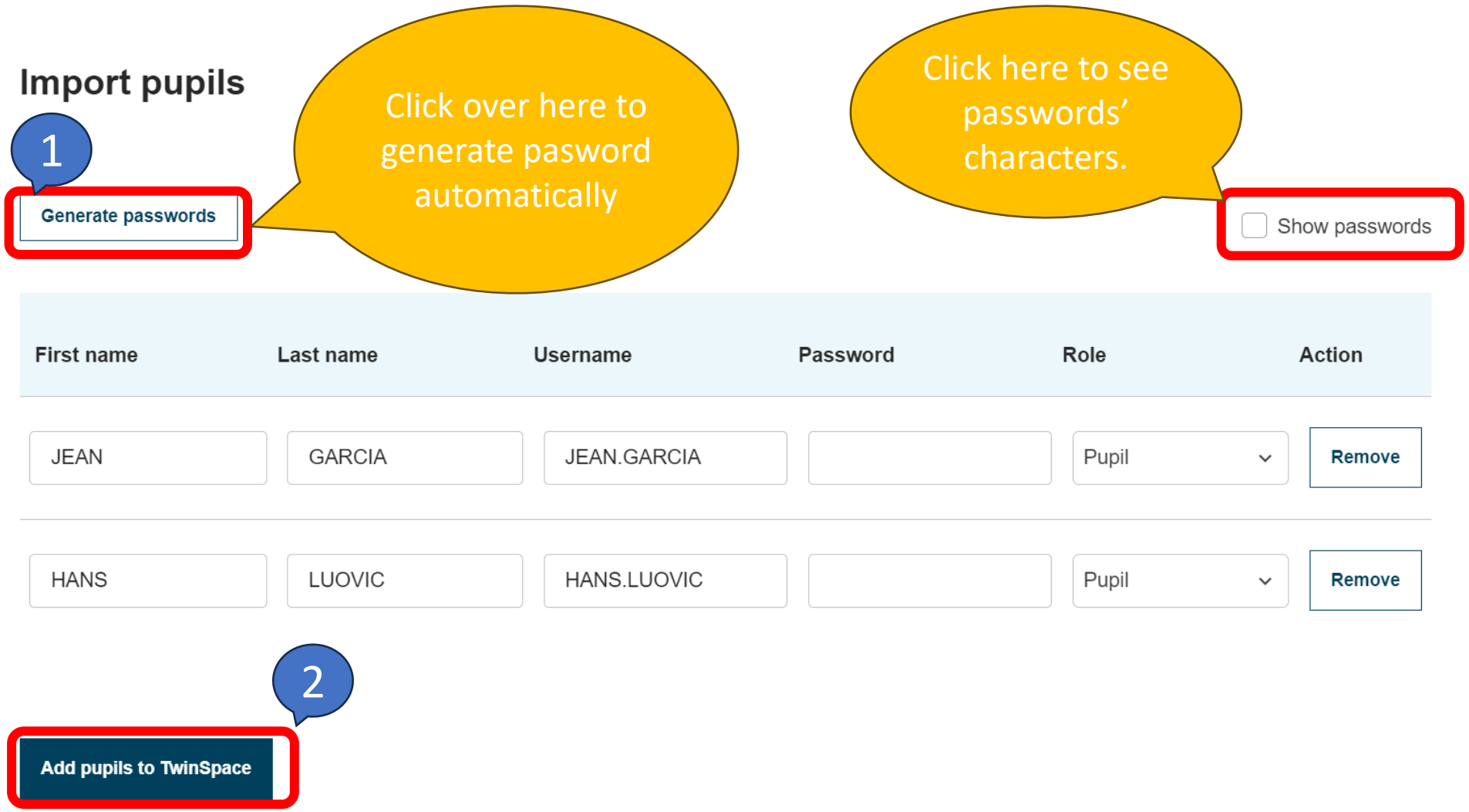


5. Add password and pupils

Once import it, Username is automatically created so you only have to create passwords.

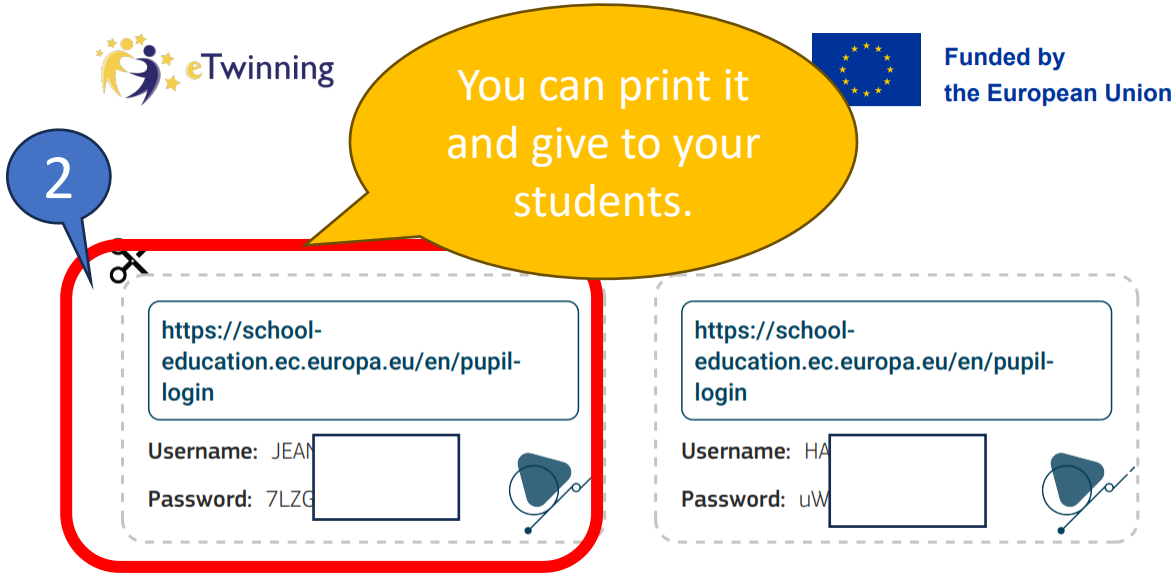
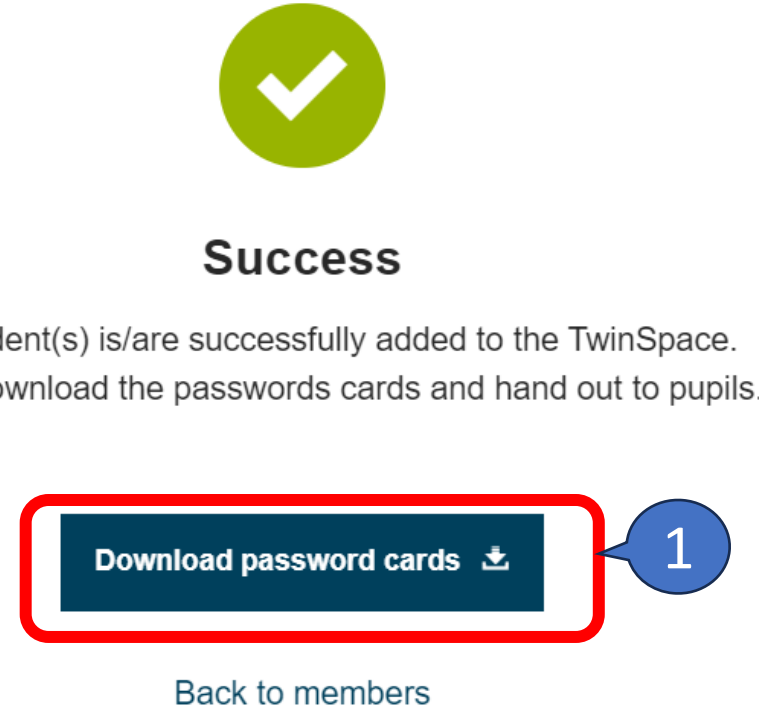
Click over GENERATE PASSWORDS and they will created!

Finally, click over ADD PUPILS TO TwinSpace.



6. Create passwords cards

Create Little cards with username and password data for students clicking over DOWNLOAD PASSWORD CARDS.



In case the pupil loses the card, the teacher must change the password as soon as possible.