python in pieces

A 2Simple Secondary Product

Guide to Creating and Managing Users

Contents

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1.   Introduction

Setting up users in Python in Pieces is the most important step to getting the best use out of the software. Create and Manage Users allows you to add and manage users on Python in Pieces quickly and easily using either a MIS update, Import wizard or manual additions and edits.

Use the links below to help you get your users correctly set up.
Setting up and updating Python in Pieces users directly from your Management Information System (MIS)
Setting up Students using the wizard or manually
Setting up Staff using the wizard or manually
Setting up Classes using the wizard or manually
Setting up Groups using the wizard or manually

The front screen of Create and Manage users has a visual guide to possible setup problems. These are indicated with the eye symbol and link to the areas in the software that need attention.

Students not in any class 👁	1
Staff not in any class 👁	3
Staff without email 👁	0
Total Students	16
Total Staff	8

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2. Using a MIS to setup or update users

Whether you are a new customer looking to create accounts for the first time, or an existing user looking to rollover the current students into their new classes and create accounts for your new intake, then the easiest way to do this is via the MIS sync wizard.

We have partnered with Groupcall- Integration and GDPR experts- whose Xporter-on-Demand (XoD) tool allows us to update Python in Pieces in just a few clicks. Not only is this the quickest way to create Python in Pieces user accounts, it negates the need for CSV files and therefore is a safer way of handling data.

This service comes at no extra cost to you. First, click here for instructions to set up GroupCallXoD.
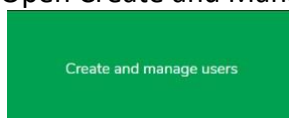
2.1 Setting up Groupcall XoD

You must be a Python in Pieces admin to set up Groupcall XoD.
This only needs to be done once to authorise the relevant data to be shared with Python in Pieces.
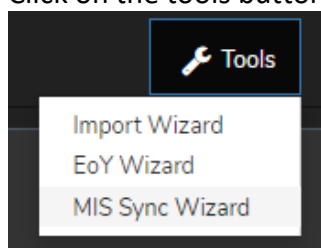
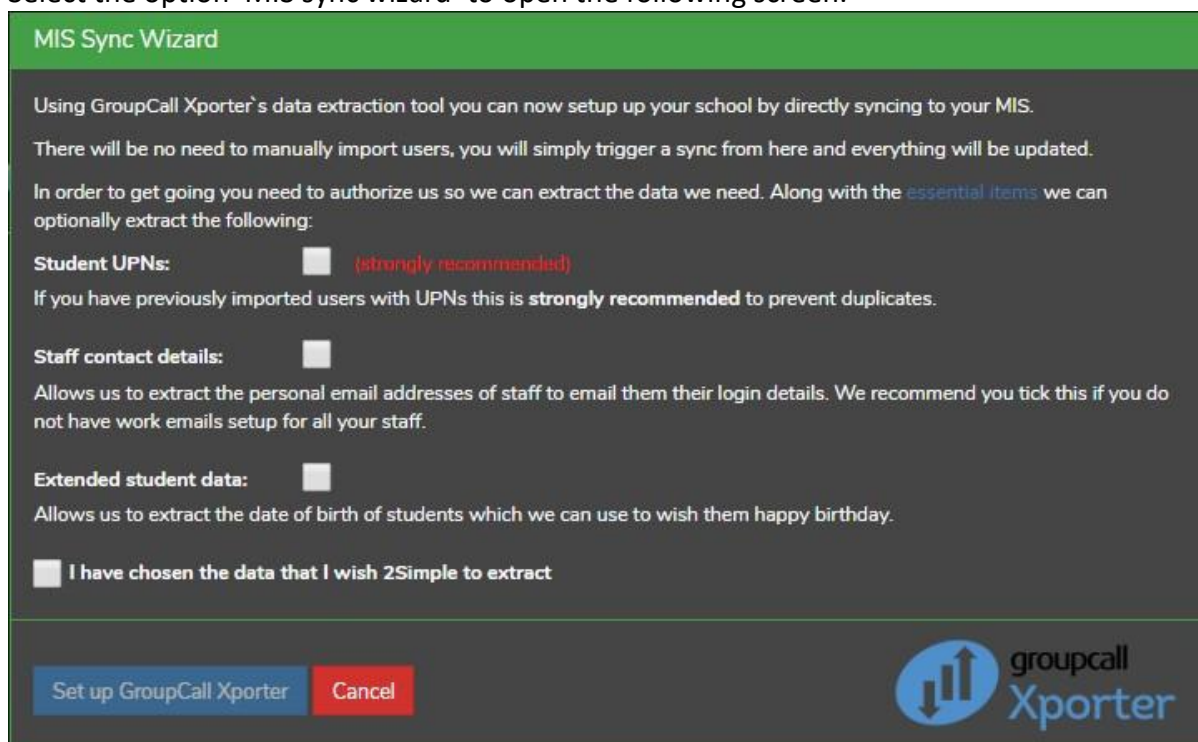1. Log into Python in Pieces and click on the Teacher Admin tab.

2. Open Create and Manage Users.

3. Click on the tools button at the top right of the screen.

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5. Select the option 'MIS sync wizard' to open the following screen.

6. Select the MIS data areas you are happy to share with Python in Pieces to see. For further information about what data Python in Pieces requires, see the section The Data that Python in Pieces Requires.

7. Once you have selected the options that you want, click **Set up GroupCall Xporter**
   This will generate an email to you from Groupcall asking you to consent to the data share.

8. Follow the instructions on this email carefully and be sure to enter the details of the person with authority to share data if this is not you.

   If this is the first time setting up Groupcall XoD, you will be asked to book a time to install the software at the end of the authorisation process. Please follow the instructions to book a time with Groupcall to do this. If you are already using Groupcall XoD with another app in your school, you will be able to go straight back to Python in Pieces and complete the MIS sync wizard.

9. Once authorised and installed, you're now ready for the MIS sync wizard and won't have to repeat any of the above steps again.

2.2 The MIS data that Python in Pieces requires

When syncing Python in Pieces with your MIS, you will need to authorize data sharing for these data scopes:

Required

- **SCHOOLLITE:** Access to structural school information such as groups & headteacher contact details.

  Why Python in Pieces needs this data: To allow Python in Pieces to assign staff and students to the correct classes.

- **STAFFLITE:** Access to basic staff details (names & work contact details).

  Why Python in Pieces needs this data: Staff Python in Pieces accounts require a first name, last name and email address.

- **STUDENTLITE:** Access to basic student details (names, gender).

  Why Python in Pieces needs this data: Student Python in Pieces accounts require a first name and last name

Optional

- **UPN (STRONGLY RECOMMENDED):** Access to student UPN and former UPN data.

  Why Python in Pieces needs this data: This is the unique identifier for all student accounts, not including UPN can result in duplicates.

- **STUDENTEXTENDED:** Access to extended student information (Additional identifiers, extended name data).

  Why Python in Pieces needs this data: Date of Birth so we can wish a happy birthday (we are not currently viewing this data as the feature is in development).

- **STAFFPERSONALCONTACT:** Access to staff home contact details.

  Why Python in Pieces needs this data: An email address is required for staff accounts If no work email address is stored in your MIS you may wish to use their personal email address **Please note:** a work email will always be used if available, even if sharing this data scope.
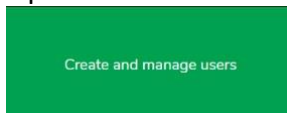
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Follow these steps after you have set up Groupcall XoD.

1. Log into Python in Pieces and click on the Admin tab.
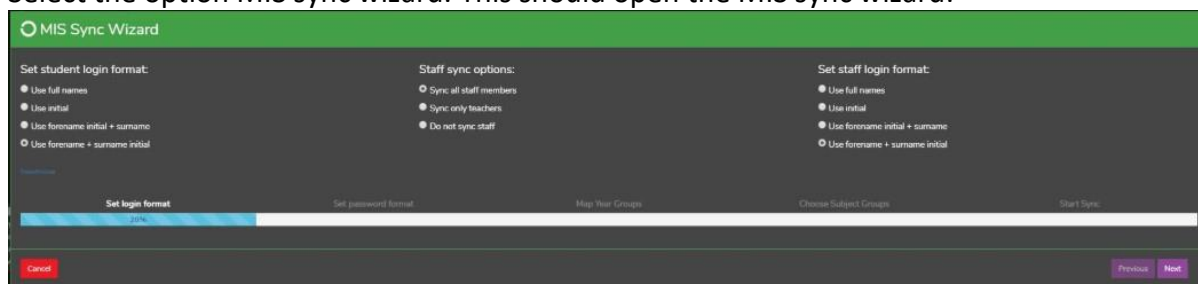

2. Open Create and Manage Users.

3. Click on the button at the top right of the screen.

4. Select the option MIS sync wizard. This should open the MIS sync wizard:

5. The first step asks you to choose the username format of your students and staff. If you already have some users set up in Python in Pieces, the settings chosen will only apply to new users being created and therefore the existing users will be able to use the same login details as before.

   We recommend setting up students in the format 'forename + surname initial'. So, for example, John Smith would have the username JohnS.

   For staff, we would recommend selecting the 'sync only teachers' option because, generally speaking, not all staff will require an account. It is easier to manually add the odd non-teacher staff member who does need an account later, than it is to remove all the staff who do not need an account. We recommend setting staff usernames to the format 'forename initial + surname'. So, for example, John Smith would have the username JSmith.

6. Click Next to move onto step 2 which is selecting the password formats. If you already have some users set up in Python in Pieces, the settings chosen will only apply to new users being created and therefore the existing users will be able to use the same login details as before.

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7. Click Next to move onto the next step: Mapping year groups. This step only needs doing once but is very important. Depending on what MIS you use, you may have a different naming format for each year group. For example, Year 7 could be known in your MIS as Y7, Year Seven, 7, Yr7 etc, but Python in Pieces will only recognise "Year 7". Therefore, simply map your year groups to the Python in Pieces format.
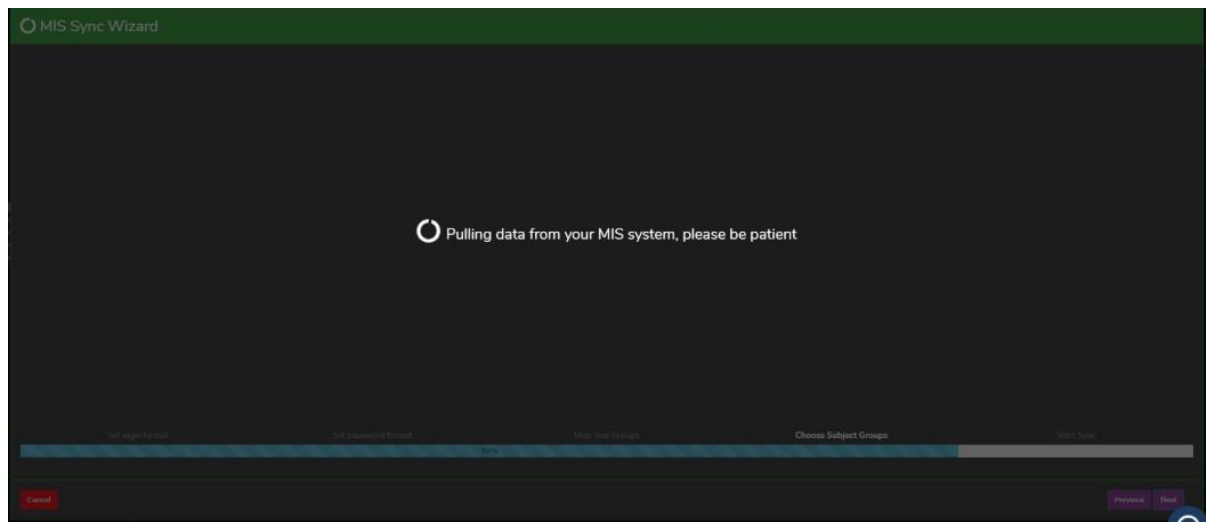
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Tel: 0208 203 1781 | Email: support@2simple.com | Twitter: @2simplesoftware
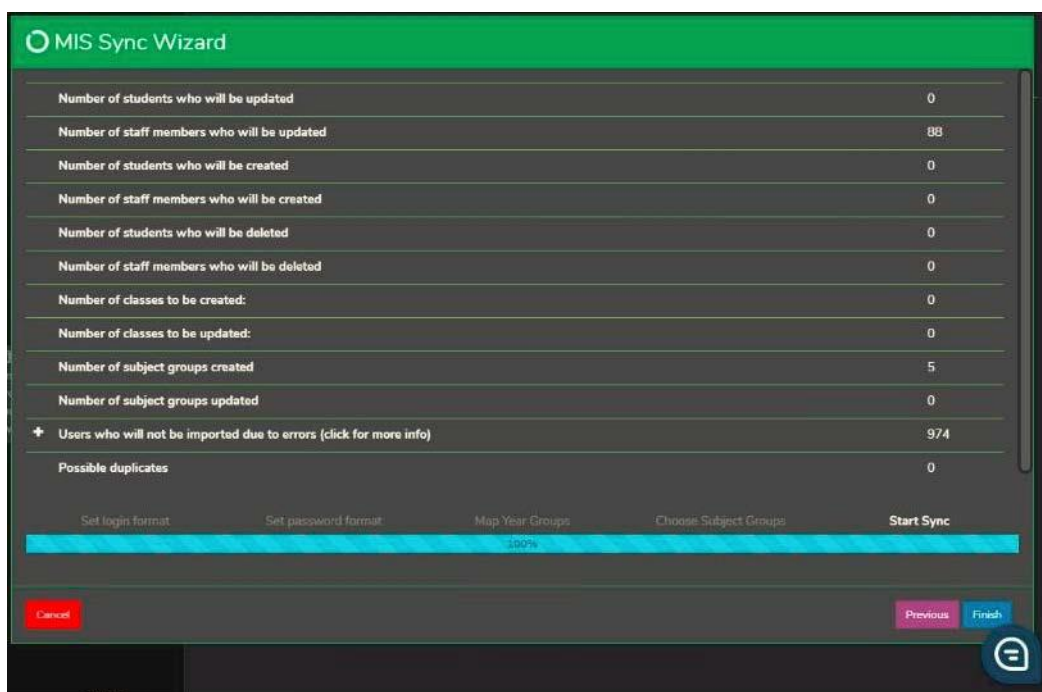
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8. You will then see the following screen while the data is imported:

9. You will then be shown a summary of the information you are importing. Check this is what you were expecting to see and click "finish" to create the user accounts. Any new staff accounts will receive an activation email and you can print out login cards for the students.

If you have an error message 'Users who will not be imported due to errors', this is most likely staff members who do not have an email address in the MIS. You can still complete the sync and either, manually add any missing staff afterwards or add the emails to the MIS and run the wizard again.

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3. Students

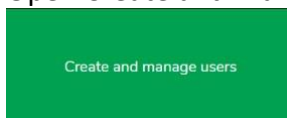Here you will find all the information you will need to set up your students.

3.1 How to use the Import Wizard to add and edit students
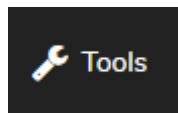
Step 1 - Preparation

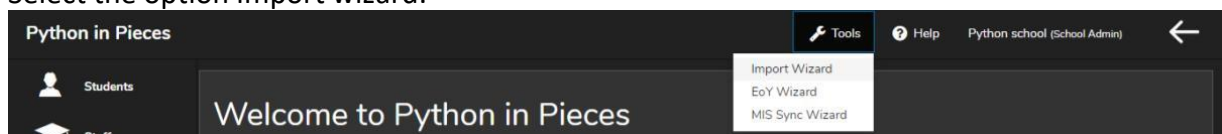1. Log into Python in Pieces and click on the Admin tab.

2. Open Create and Manage Users.

3. Click on the "Tools" button at the top right of the screen.

4. Select the option Import wizard:

The Import Wizard can mass-create users in Python in Pieces using data from a spreadsheet.

Create a spreadsheet with four headers: First Name, Last Name, Class and UPN. Ensure these columns are filled for each student.

If you do not have access to the UPN (unique student number) you can use any other unique identifier for example abc1, abc2, abc3.
We can mass-generate usernames and passwords for you at a later step. However, if you wish to set them up yourself for example, to match other usernames and passwords that students use, you can add columns with the headers 'username' or 'password'.
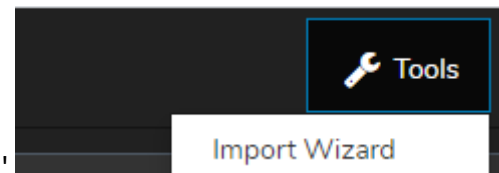
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You can download a sample spreadsheet here. Sample spreadsheet

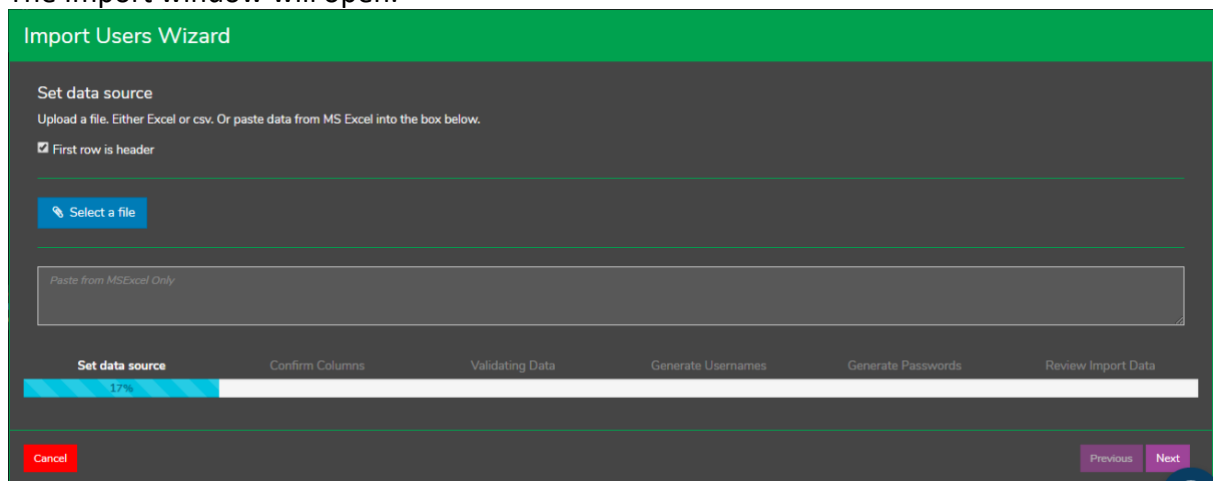## Step 2 - Upload data to Python in Pieces

1. Click on 'Students' on the left-hand menu.
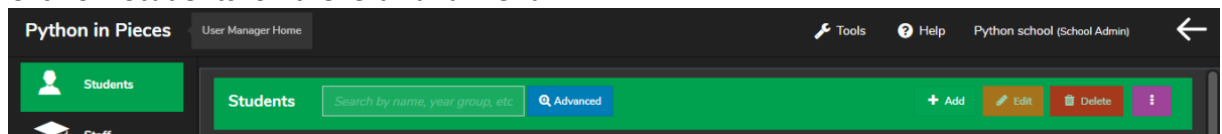
2. Click on the 'Tools' button and select 'Import wizard'

The Import window will open.

The 'First row is header' box is automatically ticked. If you have not added headers to your spreadsheet, you should untick this or the first user in your spreadsheet will be lost.

3. You have two options to put the data on your spreadsheet into Create and Manage Users:

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- You can save your spreadsheet as a .csv file. Then click on 'Select a file' and select that .csv file. This is a better option for large numbers of students where you have a big spreadsheet.

- Or you can highlight and copy your student information, then paste it into the box provided.

Your data may not align into neat columns but don't worry, this shouldn't be a problem.

4. Next you will be able to confirm that the column headers are matched to the correct data, e.g. that the column header 'Full Name' refers to a list of full names.

- The possible column headers are: Full Name, Forename, Surname, Username, Password, Email, Role, Shared folders, Class, UPN, Groups.

- The only required fields are: either Full Name or both Forename and Surname, UPN.

- However, it is very useful to include 'Class' at this stage; it will save you time in having to do this manually later.

- You may also wish to include Username and Password fields if you wish to match them to other usernames and passwords that students use. If you do not add usernames and passwords, then you will have choices about which format to generate these in, later on in the import process.

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If a header is incorrect you will be able to click on the drop-down arrow and choose the correct header title.For example, you may have used the header 'Name' whereas the program will look for Full Name.

Any columns that the program cannot identify will be given the header 'Ignore' and will be removed at the next step unless changed.

Step 3 - Generate Usernames

1. After clicking next you will be offered 4 ways to mass generate usernames:

   Options & Examples
   Use full names: AlbertWilliams
   Use initial: AW
   Use forename initial + surname: AWilliams
   Use forename + surname initial: AlbertW

2. Select your preference and then click next.

3.

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Step 4 - Generate Password

There are 2 types of password that can be generated:
1. Digit alphanumeric password. Consisting of a 5-letter word plus 3 numbers.
2. 10 Digit alphanumeric password. Consisting of 6-letter word plus 4 numbers.

Once you have chosen your password type and clicked next you will be taken to the confirmation screen.

Step 5 - Confirm and Complete

Here you can check if everything is correct.

Rows appear in green when you are successfully adding a new user.

Rows appear in orange when you are editing a user that is already in the system. If this is not what you wish to do, you may need to change the username you have chosen.

Rows appear in red when there has been an error. If you click under the error's column, there will be an indication of why the users can't be added.

Finally, click 'Finish' and you will see a confirmation of the users that have been successfully added. Make sure that this number matches the number of students you were expecting.

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Users imported successfully: 1

3.2 How to manually add students

There are three ways to manually add students. You can add them from the Students screen, or you can add them while editing classes or groups. See the following sections for step by step guides about how to do this.
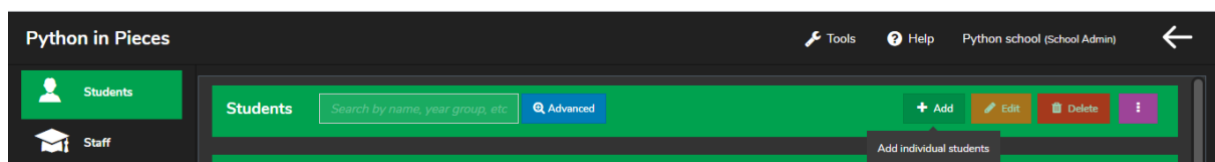
3.2.1 Add a student from the Students screen

1. Choose 'Students' on the left-hand menu.
   Click the green 'Add' button.


2. Fill in the fields that appear.
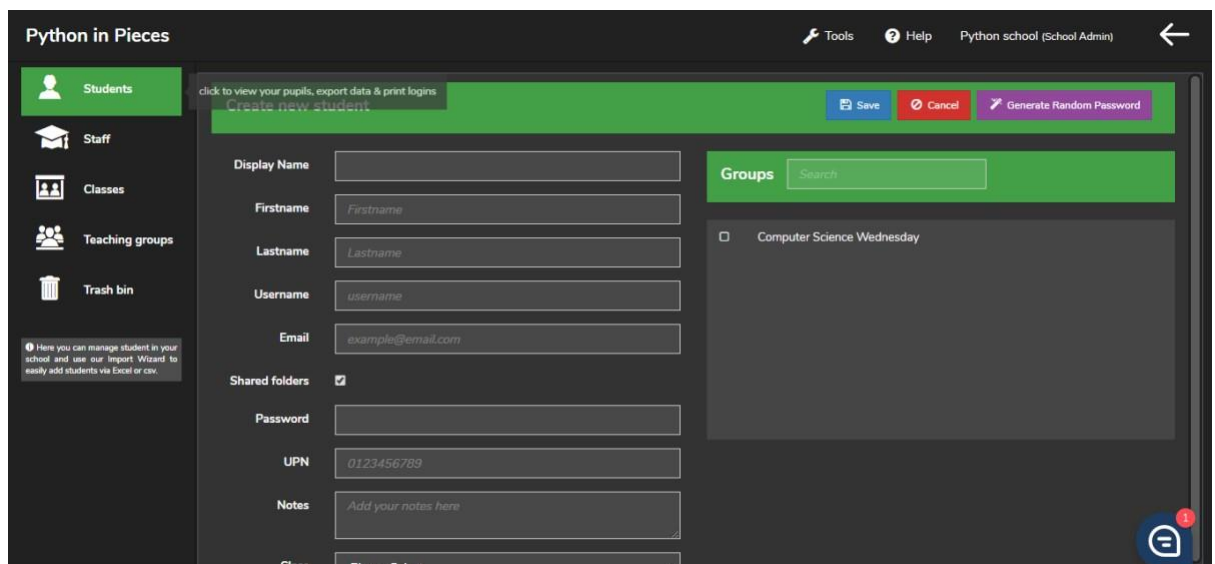
3. If you have already created Groups or Classes, you can assign the student to them now.

4. Click Save to complete.
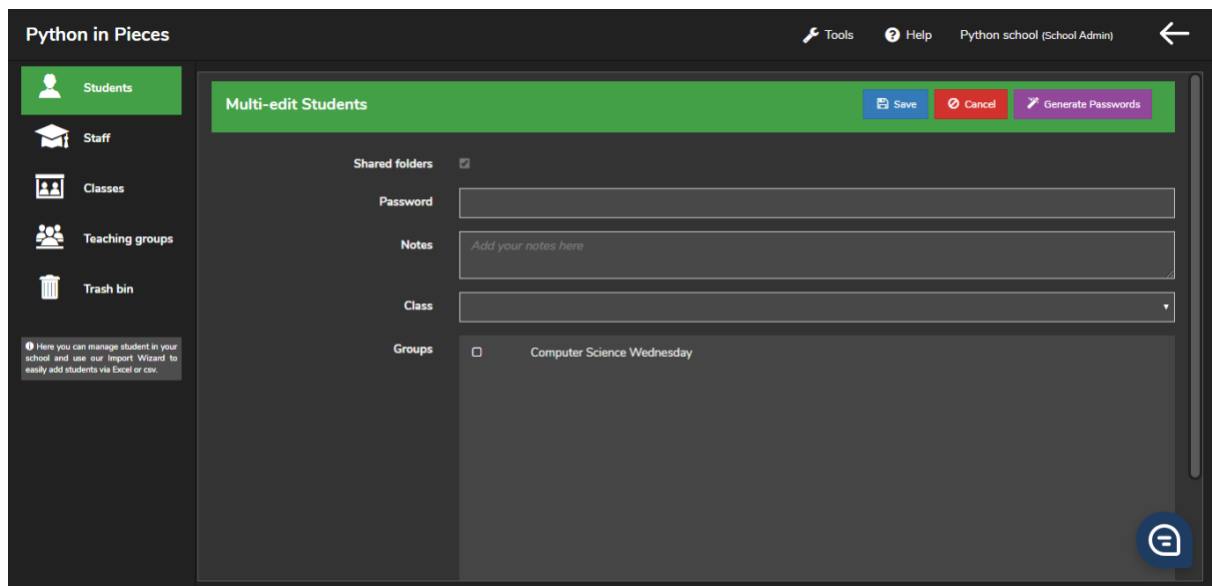
3.3 How to manually edit students

1. Choose 'Students' on the left-hand menu. You can search for the relevant students by entering name, class, username etc into the search box. Highlight one or multiple students by clicking on them.
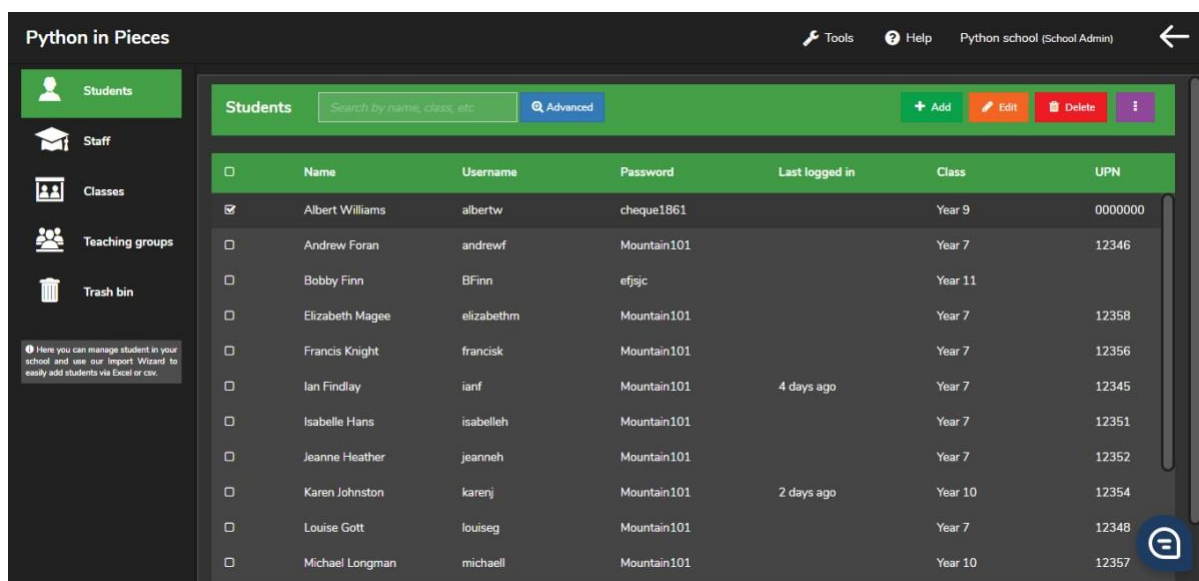
2. Click on the orange "edit" button. If you have only selected one student, you will see a full range of options you can edit.
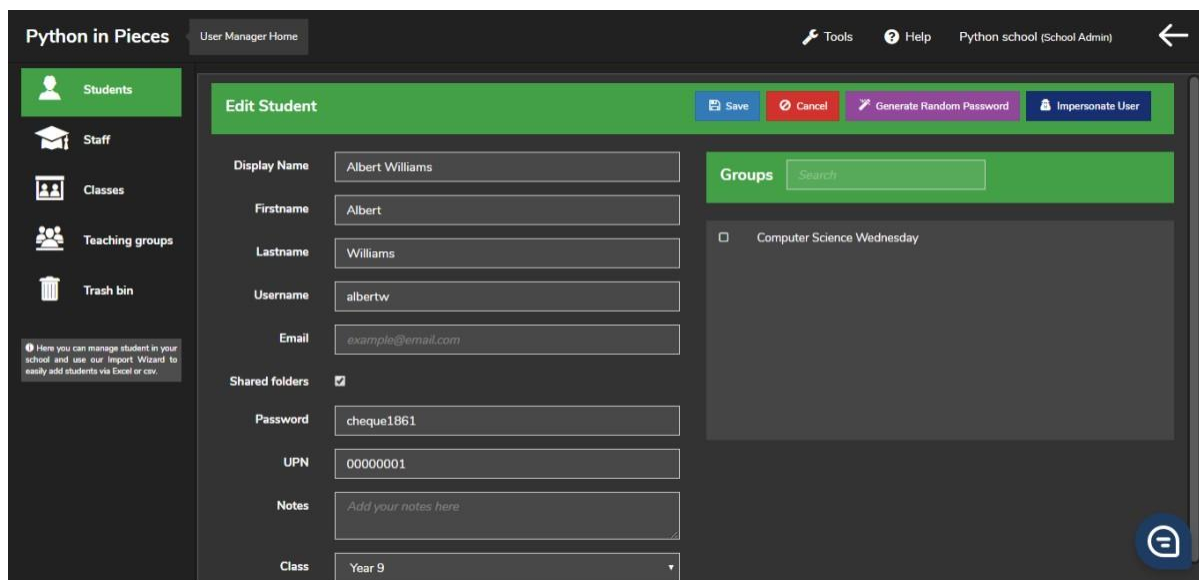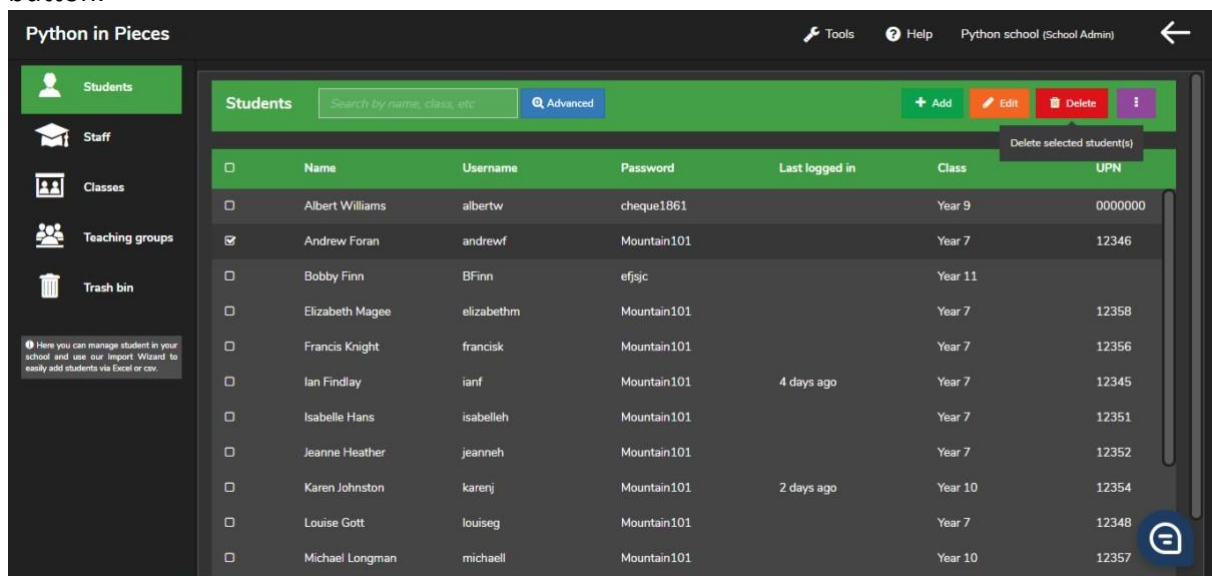

3. If you select multiple students, you will see fewer options as edits here will apply to all selected students.

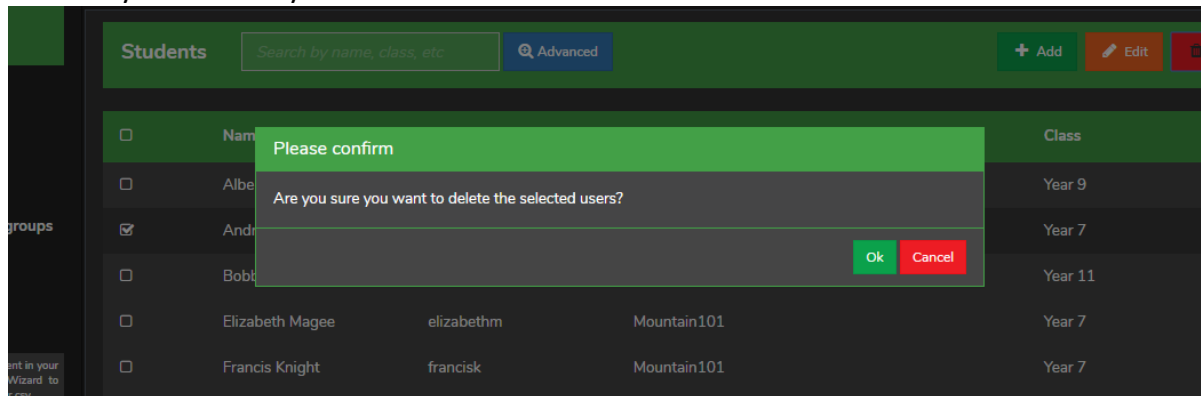4. For example, you can't multi-edit usernames as these must be unique.

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5. When you have finished making your changes, click save.

3.4 How to delete students

1. Select 'Students' from the left-hand menu. You can search for the relevant students by entering name, class, username etc into the search box.

2. Highlight the students you wish to delete by clicking on them. Click on the red delete button.

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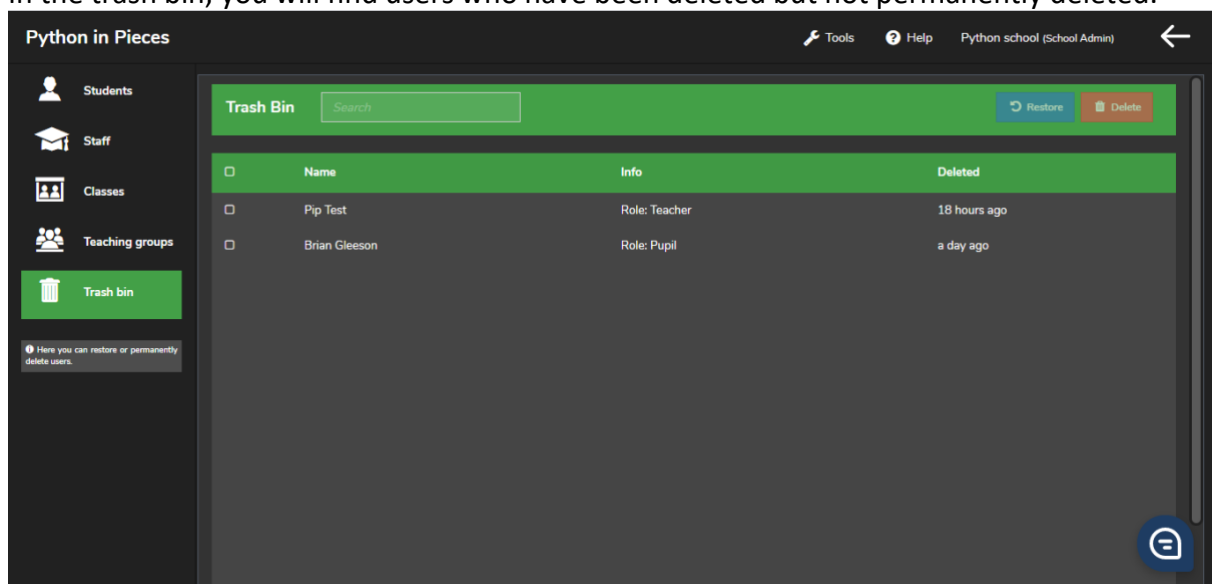
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4. Confirm you are sure you want to delete the selected students.

5. If you delete a user by mistake, you can recover them. See 'How to restore a deleted student' for more information.

3.5 How to restore a deleted student

1. Select 'Trash bin' from the left-hand menu.
2. In the trash bin, you will find users who have been deleted but not permanently deleted.


3. Highlight the students you wish to restore.
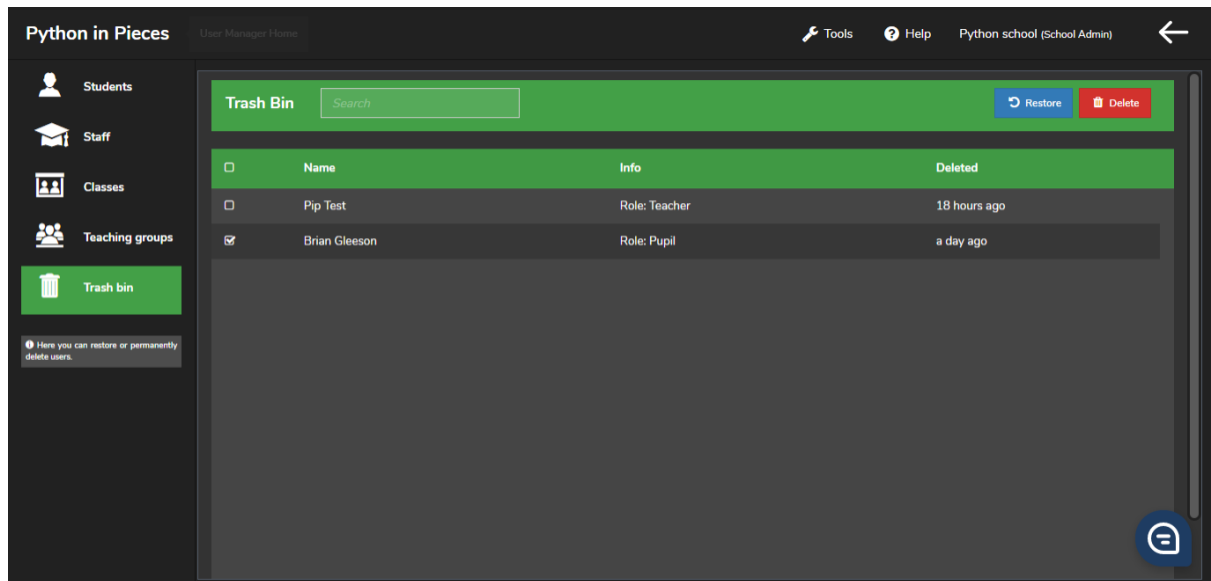
4. Click the blue restore button and your students will be added back into the students list. Please note that restored students will no longer be assigned to groups or classes.

3.6 How to create login cards and export student data

Firstly, select the students you want to produce data for. Either select all students by selecting the top checkbox, to the left of the header 'Name' or select only the ones you wish to return data for. You can search for the relevant students by entering name, class, username etc into the search box.

Click on the purple hamburger button in order to expose the 'Export/Print Logins' button.
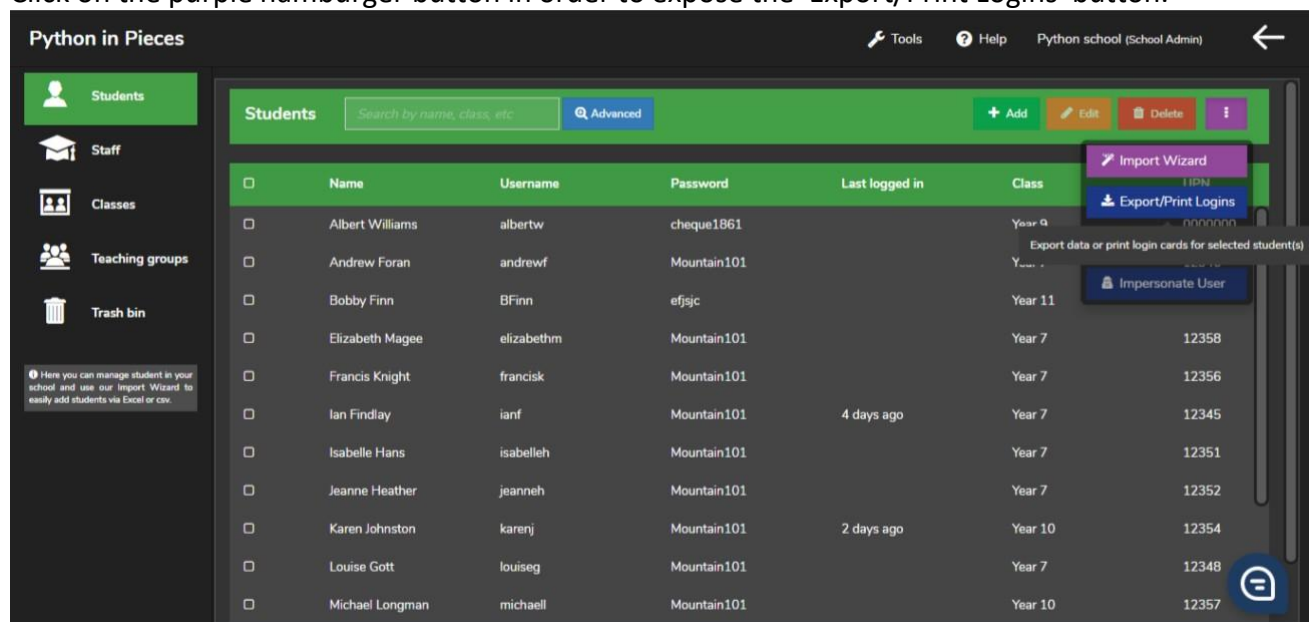
Once you click on the 'Export/Print logins' button you will have two options:

Option one: Produce an Excel file

	A	B	C	D	E	F	G	H	I
1	**Users Excel Export on 16-01-2020 at 13:20**								
2									
3	Name	Username	Password	Parent Code	Classes	Groups	Upn	Email	Last logged in
4	Albert Williams	albertw	bring465	82b5890a	7W		00000001		
5									
6									

Option two: Produce PDF of login cards for students

Login cards contain the users name, the URL of your school's Python in Pieces portal and their username + password.

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1. Select 'Students' from the left-hand menu. You can search for the relevant students by entering name, class, username etc into the search box.

   Click the checkbox to the left of the header 'Name' in order to select all students or select individual students to only change the passwords of selected users.
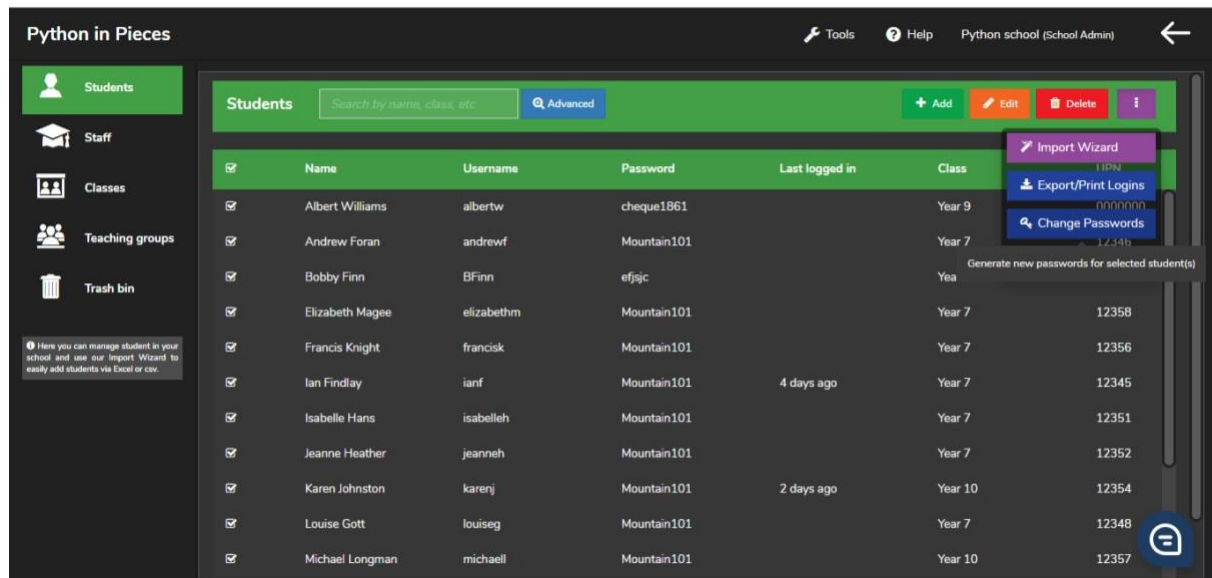
2. Click on the purple hamburger menu and select the 'Change Passwords' button from the dropdown list.
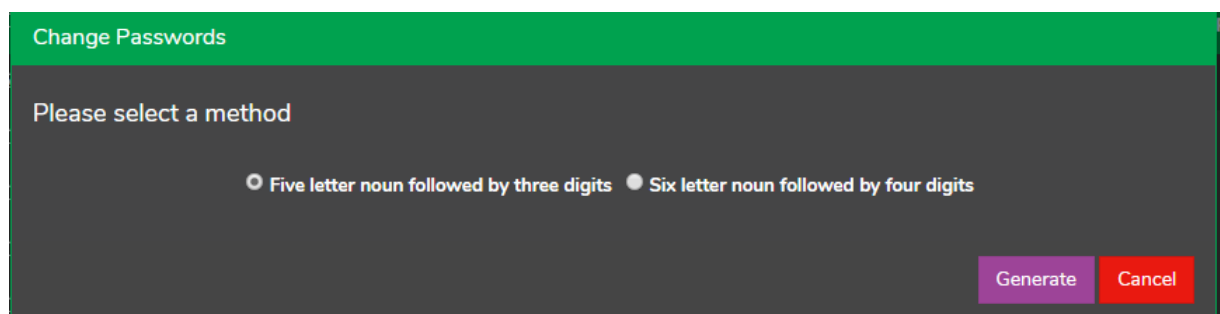
3. There are two different types of password you can choose to apply:
   a. 8 Digit alphanumeric password. Consisting of a 5-letter word plus 3 numbers.
   b. 10 Digit alphanumeric password. Consisting of 6-letter word plus 4 numbers.

   Click 'Generate' to set passwords and finish.

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Tools   Help   Py

Passwords updated successfully.   ✕

ced   **+ Add**   ✏ Edit   🗑 Delete   ⋮

Password	Last logged in	Year group	UPN
cheque1861		7W	0000000

4.   Staff

Here you will find all the information you will need to set up your staff members.

4.1 How to use the Import Wizard to add and edit staff

Step 1: Preparation

The Import Wizard can mass-create users in Python in Pieces using data from a spreadsheet. Be aware, all staff users are sent a password link, this isn't set in 2Lasso.

Firstly, create a spreadsheet with six headers: Forename, Surname, Display Name, class, role and Email. Sample spreadsheet

- **Display name** is the name that will be displayed when a member of staff is logged in. This is helpful particularly when a teacher might have their screen displayed on an interactive whiteboard.
- **Class** should be the class name rather than the year group especially in multiple-form entry schools.
- **Role** refers to permissions within Python in Pieces and the Create and Manage Users application. For a typical staff user you will want to give them the role 'Teacher'. You can also assign the role 'Super Admin' but this should only be used if you want to give complete administrative powers to a specific User. If this column is not filled in for a given member of staff, he or she will be automatically designated as a 'teacher'.
- **Email address** is important as a unique identifier for staff and allows them to use the retrieve password features in Python in Pieces.
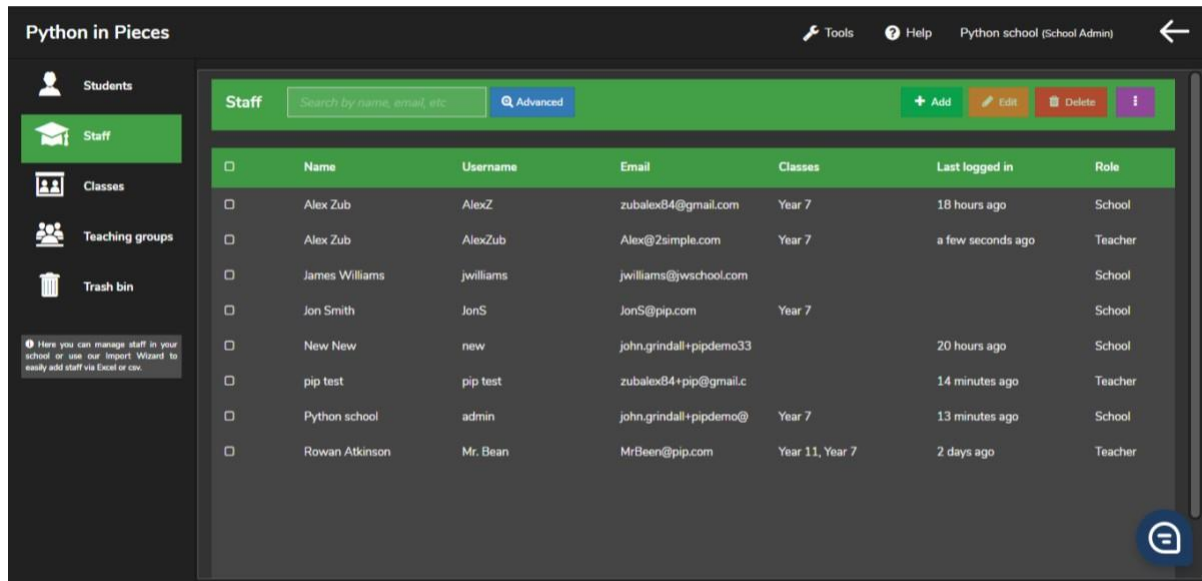
Ensure these columns are filled for each member of staff.

We can mass-generate usernames for you at a later step. However, if you wish to set it up yourself you can add the column with the headers 'username'.

	A	B	C	D	E	F
1	Salutation	First Name	Last Name	Class	Role	Email
2	Mr	James	Williams	7W	Super Admin	jwilliams@jwschool.com
3						

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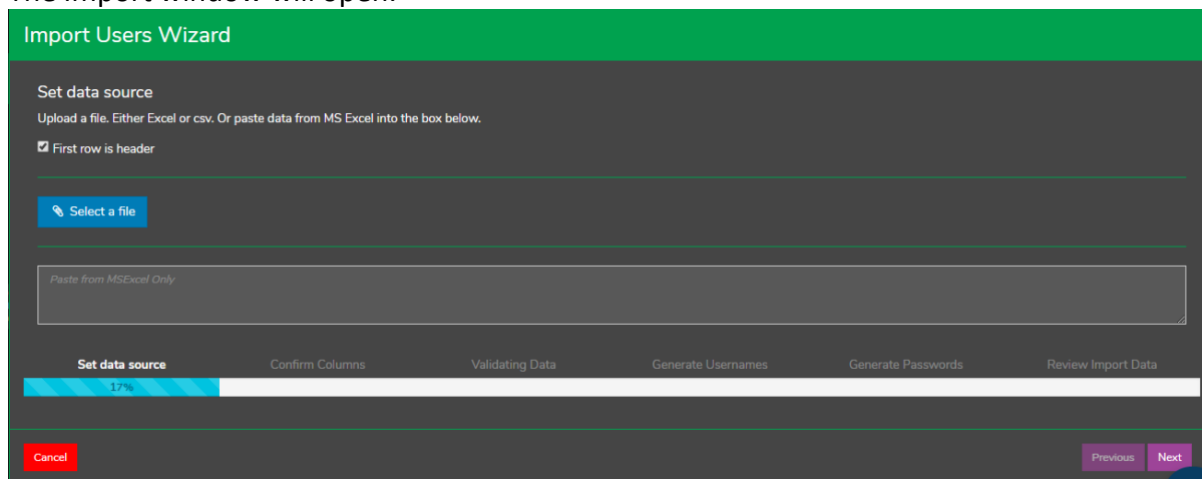## Step 2: Upload data to Python in Pieces

Click on 'Staff' on the left-hand menu.

Next, click on the 'Tools' button and select 'Import wizard'

The Import window will open.

The 'First row is header box' is automatically ticked. If you have not added headers to your spreadsheet, you should untick this or the first user in your spreadsheet will be lost.

You have two options to put the data on your spreadsheet into Create and Manage Users:
- You can save your spreadsheet as a .csv file. Then click on 'Select a file' and select that csv file.

- Or you can highlight and copy your staff information, and then paste it into the box provided.

Your data may not align into neat columns but don't worry, this shouldn't be a problem.

Next, you will be able to confirm that the column headers are matched to the correct data, e.g. that the column header 'Firstname' refers to a list of first names.
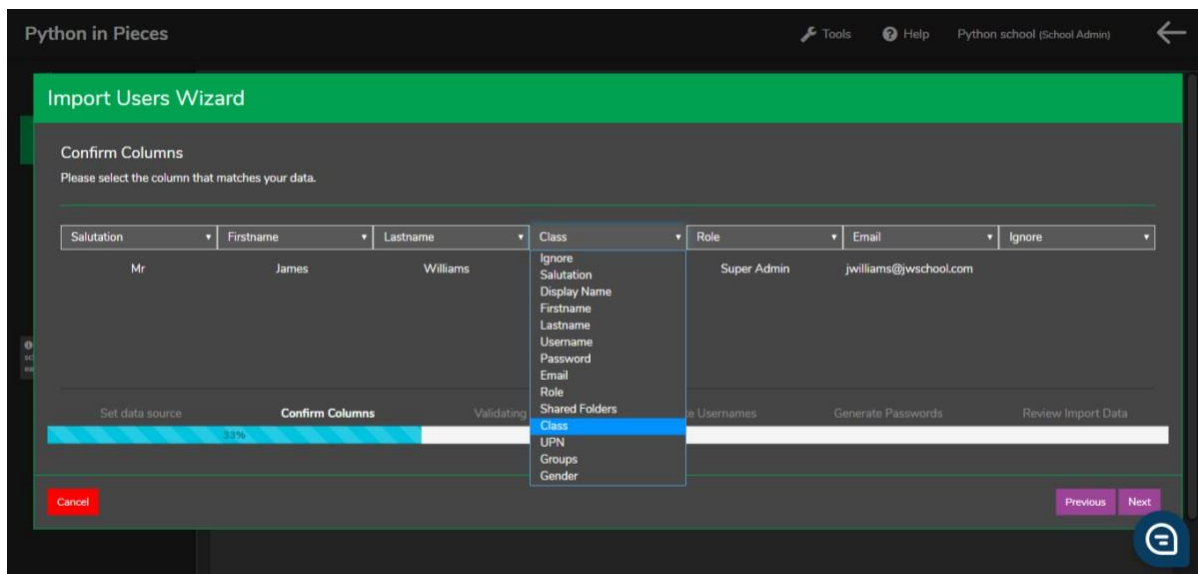
If a header is incorrect you will be able to click on the dropdown arrow and choose the correct header title.

For example, you may have used the header Name whereas the program will look for First Name.

Any columns that the program cannot identify will be given the header 'Ignore' and will be removed at the next step unless changed.

Step 3: Generate Usernames

After clicking next you will be offered 4 ways to mass generate usernames.

Options & Examples

- Use full names: JamesWilliams
- Use initial: JW
- Use forename initial + surname: JWilliams
- Use forename + surname initial: JamesW

Select your preference and then click next.

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Step 4: Confirm and Complete

Here you can check if everything is correct.

Rows appear in green when you are successfully adding a new user.

Rows appear in orange when you are editing a user that is already in the system. If this is not what you wish to do, you may need to change the username you have chosen.

Rows appear in red when there has been an error. If you click under the error's column, there will be an indication of why the users can't be added.
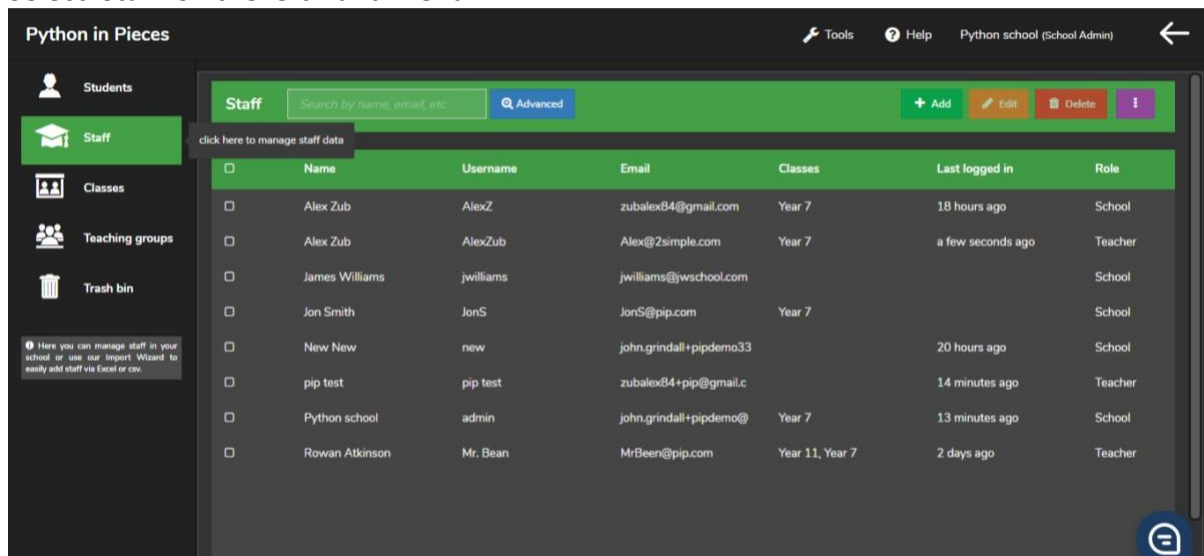
Finally, click 'Finish' and you will see the confirmation that the users have been successfully added.

Make sure that this number matches the number of users you were expecting.

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1. Select 'Staff' on the left-hand menu.

2. Click on the green add button.

3. Fill in the fields.

If you have already created Groups or Classes, you can assign the staff to them now.

4. Click Save to complete.

The staff member will be sent an automated email containing instructions to set their password. For instructions about resending this email see the edit staff section.

4.3 How to manually edit staff

1. Choose Staff on the left-hand menu.

2. Highlight one or multiple teachers by clicking on them. Then click the orange edit button.

3. If you have only selected one teacher, you will see a full range of options you can edit.

To resend the teacher an email to set their password, click on the ![Send Password Link] button.

If you select multiple teachers, you will see fewer options as edits here will apply to all selected teachers. For example, you can't multi-edit usernames as these need to be unique.

You can resend password reset emails to all of the staff by clicking on the ![Send Password Links] button.

4. When you are finished making changes, click save.

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1. Highlight the staff members you wish to delete then click on the red delete button.
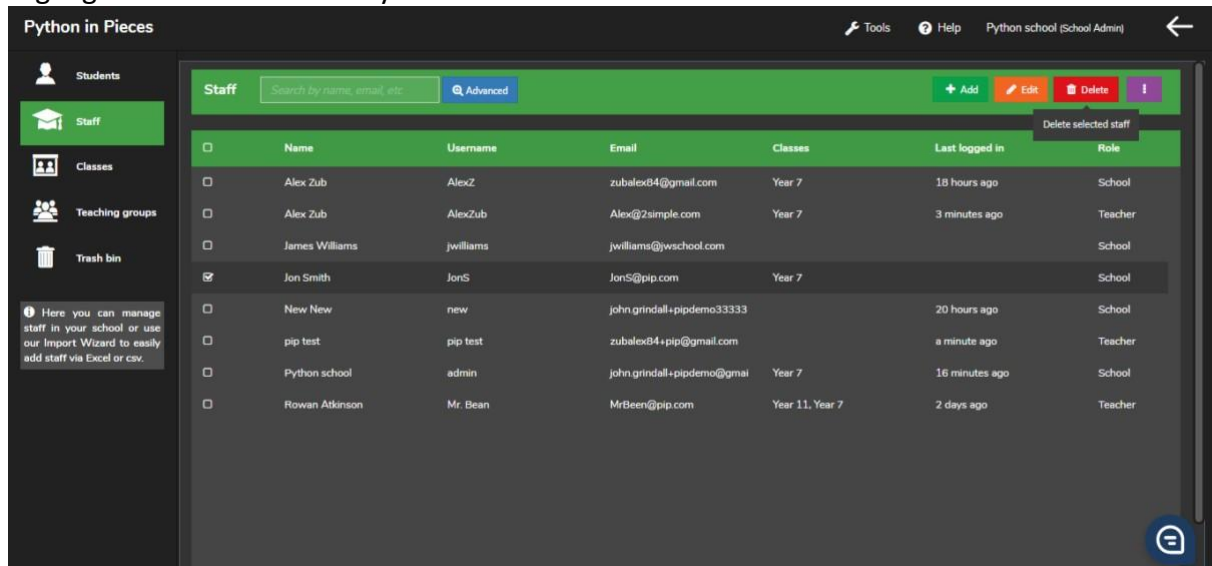
2. Confirm you are sure you want to delete the selected staff members.
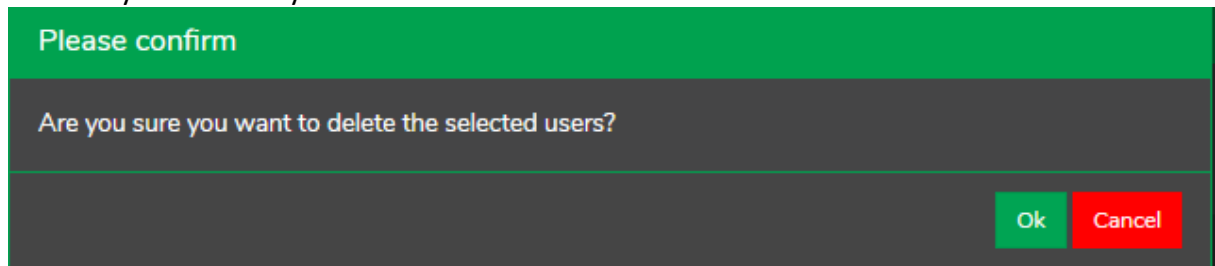
If you delete a user by mistake, you can recover them. See 'How to restore a deleted staff member' for more information.

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4.5 How to restore a deleted staff member

1. Select 'Trash bin' from the left-hand menu.

2. In the trash bin you will find users who have been deleted but not restored or permanently deleted. Click on the user you wish to restore.

3. Click the blue restore button and the staff member will be added back into the staff list. Please note that restored staff members will no longer be assigned to groups or classes.

4.6 How to export staff data

There are two options for exporting staff data.

Option 1: Produce an Excel document displaying staff data.
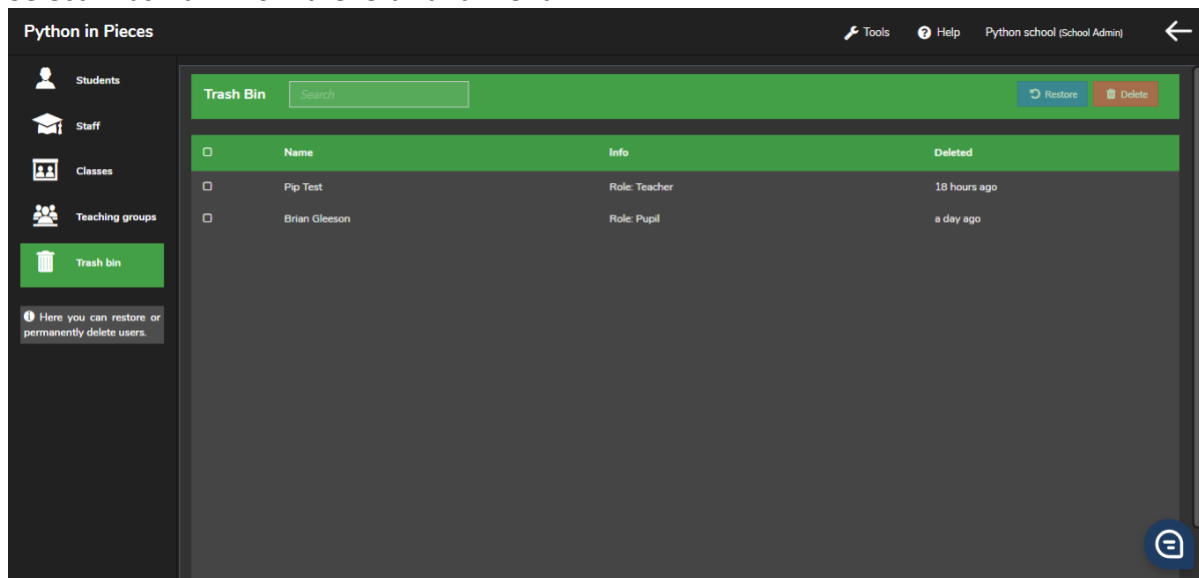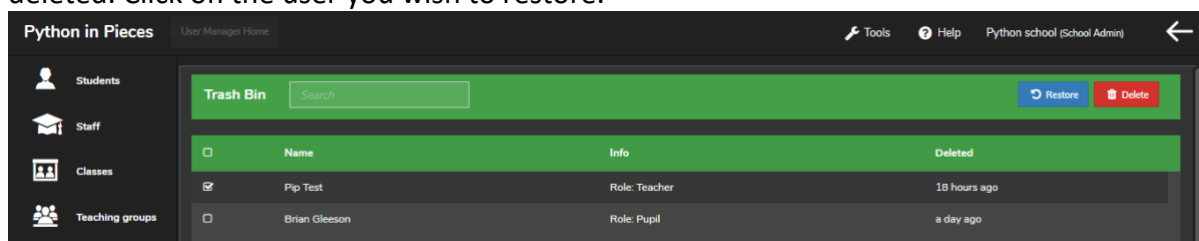This document will not contain password information. Passwords can only be sent to teachers by automatic email. For details of how to send these, see the "How to manually edit staff" section.

1. Select the members of staff you want to produce data for. Either select all members of staff by selecting the top checkbox, to the left of the header 'Name' or select only the ones you wish to return data for.

2. Click on the button and then to see your exporting options.
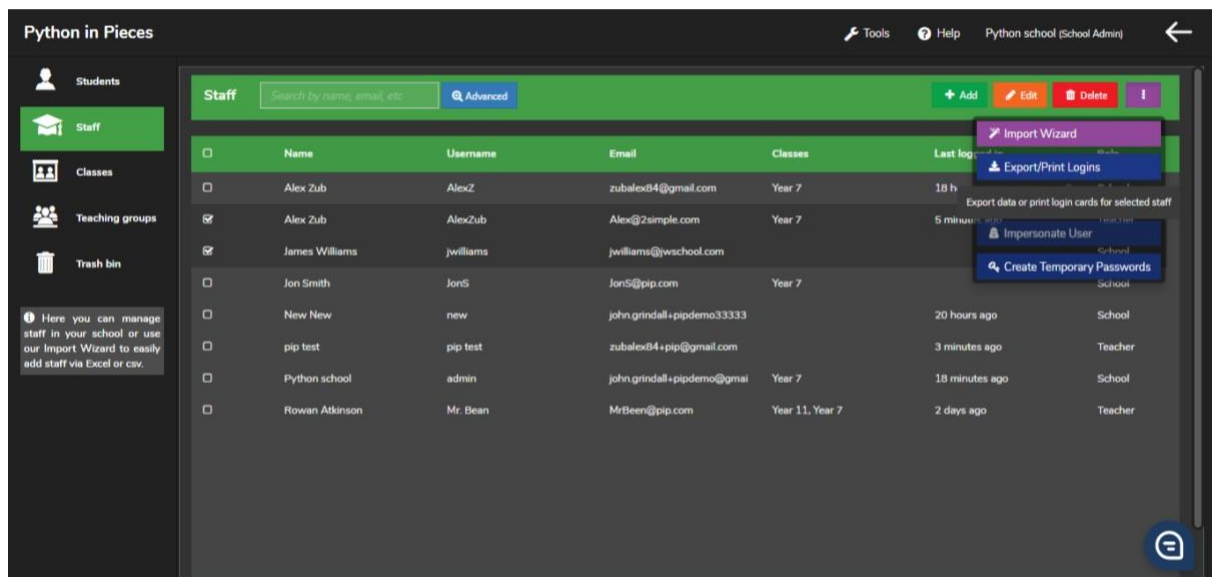
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3. Export the data as an excel file.

	A	B	C	D	E	F	G	H
1	**Users Excel Export on 16-01-2020 at 14:00**							
2								
3	Name	Username	Password	Classes	Groups	Upn	Email	Last logged in
4	James Williams	jwilliams	*****				jwilliams@jwschool.com	
5	Jon Smith	JonS	*****	Year 7	Computer Science Wednesday		JonS@pip.com	

Option 2: Produce login cards for your staff.

For staff, these will only include the URL of your school's Python in Pieces portal, Name, email and username details. Their passwords will not be shown on the log in cards. Passwords can only be sent to teachers by automatic email. For details of how to send these, see the "How to manually edit staff" section.

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4.7 Temporary Passwords

In cases where teachers are unable to check their email easily to retrieve their passwords for example in a training session, there is the administrator option of creating a temporary password for staff.

- Temporary passwords are shown in login cards and in Excel exports. They are not starred out.
- Temporary passwords are only valid for 3 days.
- As soon as the user logs in with their temporary password, they will have to set a new password and the temporary password will be removed.
- The temporary password will not overwrite any existing passwords. So, creating a temporary password will not prevent them logging in with their original password if they suddenly remember it or if the temporary password is created for an unintended user.

Temporary passwords can be created either in bulk:

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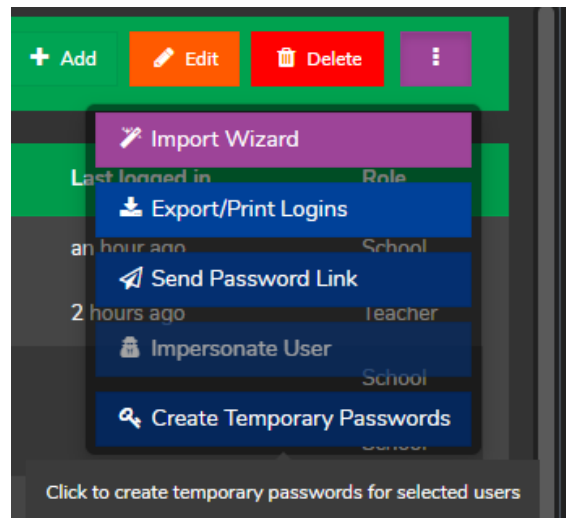
Or for an individual member of staff from the edit user screen:
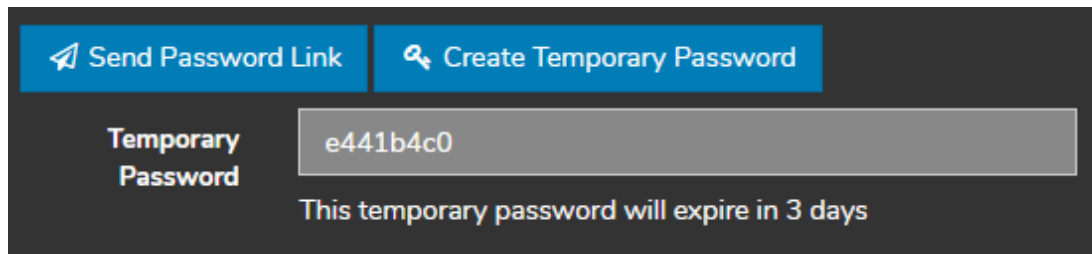
5. Classes

Here you will find all the information you will need to set up and manage your classes.

5.1 How to use the Import Wizard to add and edit classes

Using the Import wizard to add and edit classes follows the same procedure as setting up students or staff. When creating the excel sheet with student or staff details, you must include a class to assign users to. If the class in question does not already exist in the system, it will be created during the Import Wizard process.

If you do not wish to import the students or staff again then see the following sections: How to manually add classes or How to manually edit classes.

For details of how to use the import wizard see either:

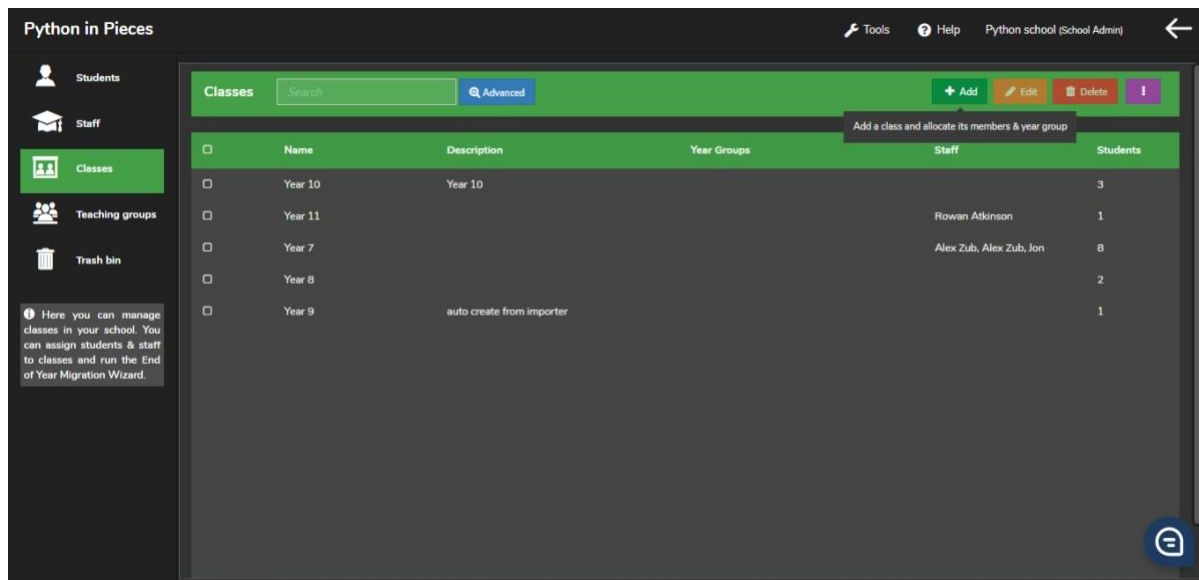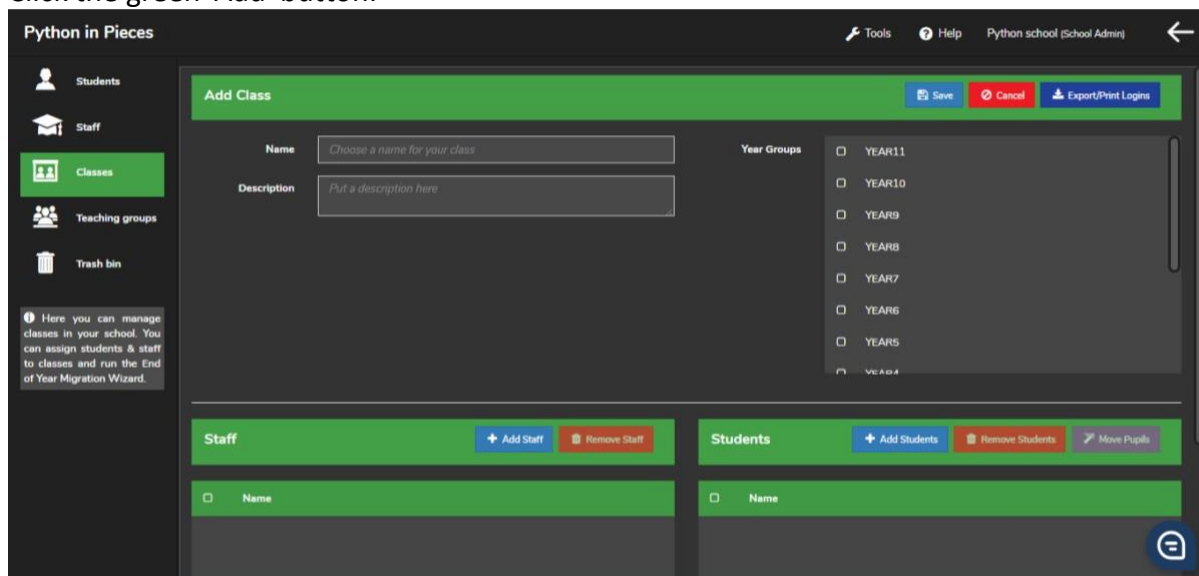How to use the Import Wizard to add and edit students

or

How to use the Import Wizard to add and edit staff

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1. Click classes on the left-hand menu.

2. Click the green 'Add' button.

3. Enter the name of the class. You can also enter a description.

4. Assign the class to the year(s) it is in (do this even if your class is named 'Year 7' or similar. This will prove useful at the end of the year when you use the migration wizard).

5. Assign staff to the class with the green 'Add Staff' button. If you don't assign staff to this class, the class teacher will not be able to view their students' work.

6. Assign students to the class with the green 'Add Students' button.

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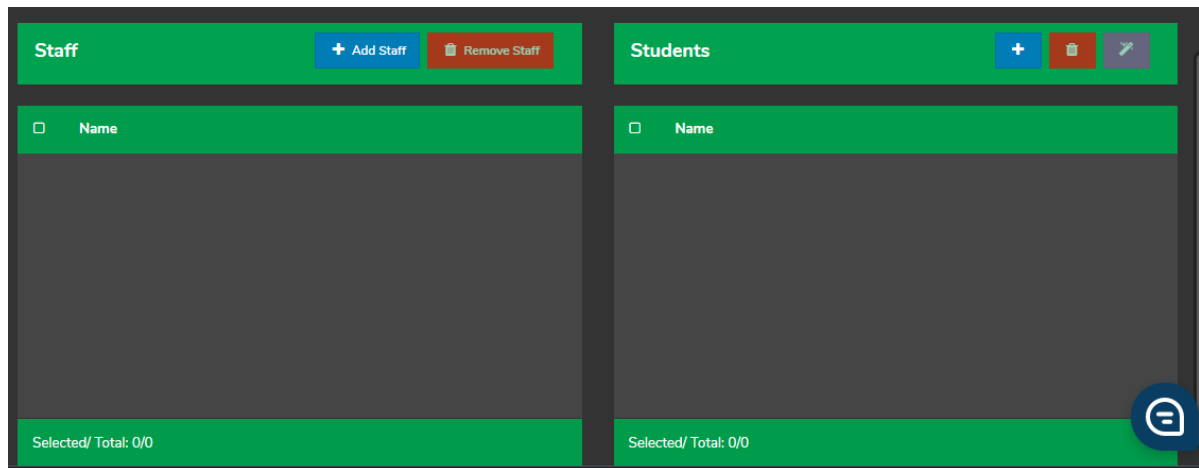
7. When you are finished, click save.

5.3 How to manually edit classes

1. Click on 'Classes' in the left-hand menu

2. Select the class or classes you wish to edit by clicking on them.

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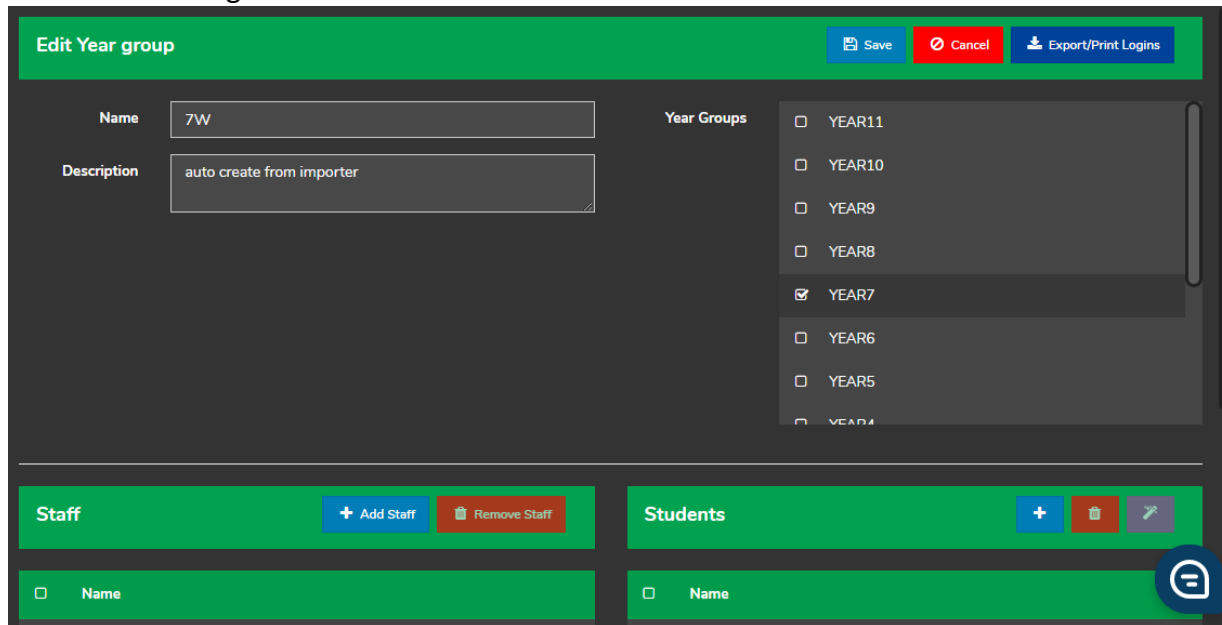Tel: 0208 203 1781 | Email: support@2simple.com | Twitter: @2simplesoftware

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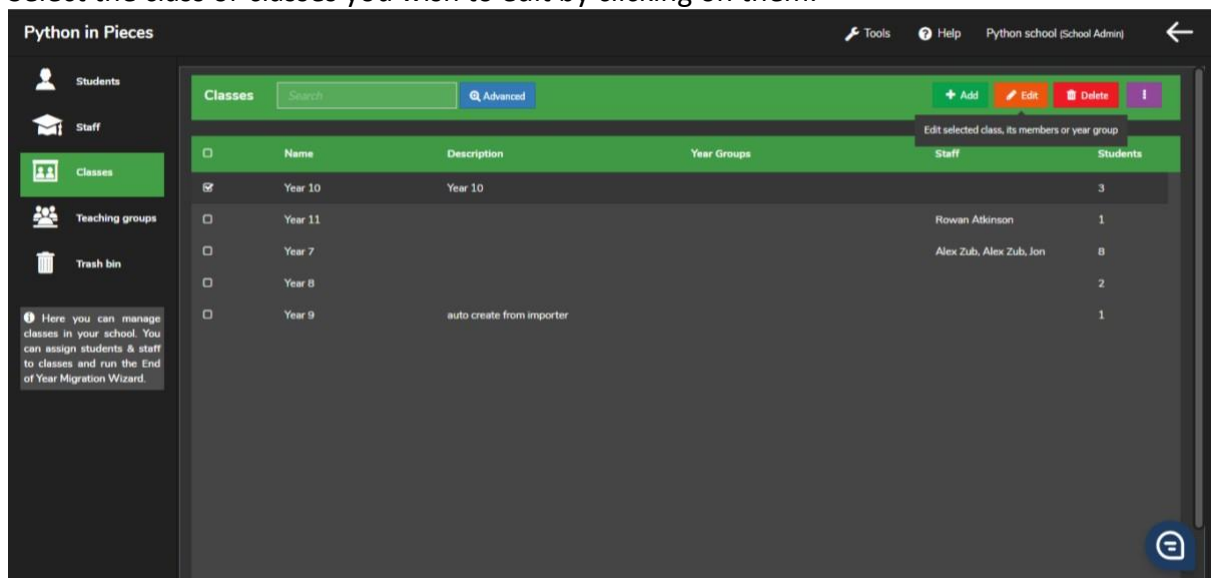
3. Click on the orange 'Edit' button.

4. If you selected an individual class, you will be able to edit all class information including the name and description. In the Add students' section of the screen, you can also add students who are new to the school. See the section Add a student from the Classes Area.

   If you selected more than one class, then you will be able to allocate all of them to a year group and/or members of staff.
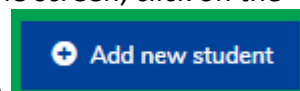
5. Click Save to complete.

5.3.1 Add a student from the Classes area

1. Open the Classes editing screen for the Class to which you wish to add a new student.

2. In the Students area on the bottom right portion of the screen, click on the
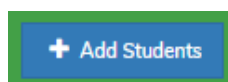
    button. On the next screen click on . This opens the Create new student screen.

3. Complete the required information Name, Username, Email or UPN and Password.

4. Click Save to complete. The student will be added to the school. On the Edit Classes screen, click the Save button to add the new student to the class that you are editing.

5.3.2 Printing Login cards for an individual Class

You can print Login cards for a class directly from the edit Classes view.
Note: To print for several Classes or Teaching Groups see How to create Year Group login cards and export data

1. From the Edit screen for the Classes, click on the blue 'Export/Print Logins' button

2. Check that Export type is set to PDF login cards and click OK.

3. The system will generate a pdf file which you can open, save and print

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Select the class you wish to add students or staff to.
Click on the orange 'Edit' button.
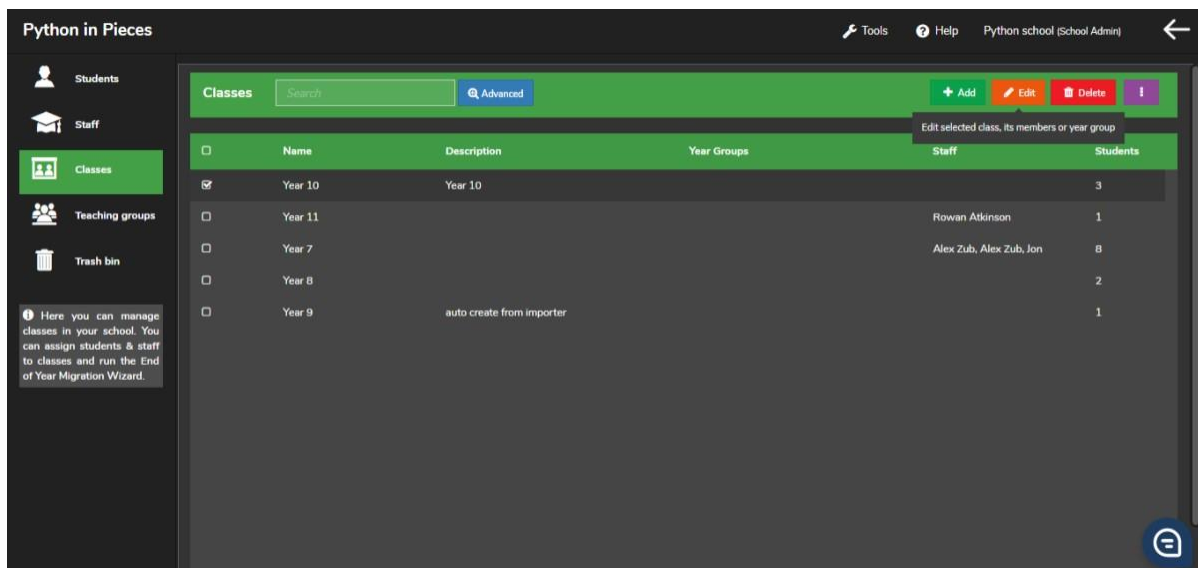
Adding students

Navigate to the section in the bottom right and click on the **+ Add Students** button.
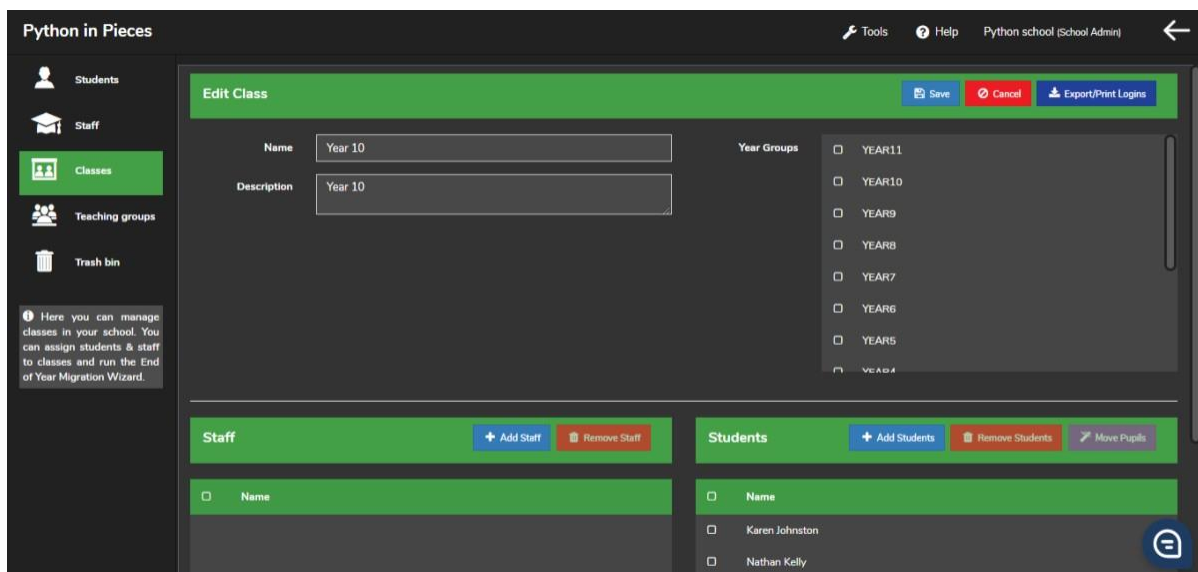
This will bring you to a list of Students.
Tick the students you wish to add to the Class.
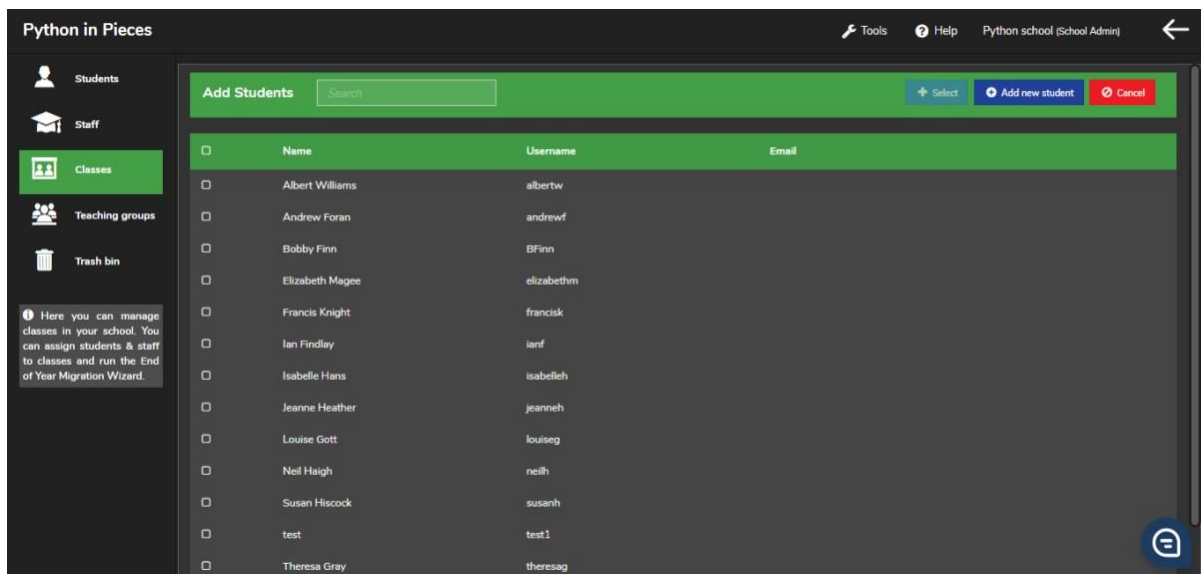
Adding staff

Navigate to the bottom left of the screen and click the **+ Add Staff** button.
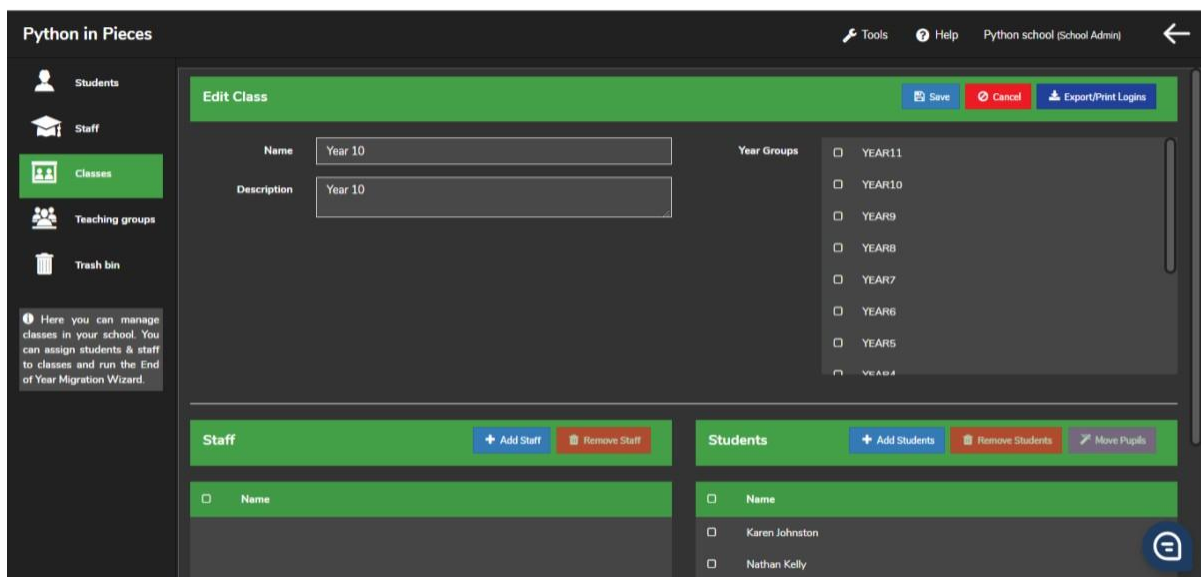
This will bring you a list of staff.
Click on the staff members you wish to assign to the class.

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Click the to add them to the class.

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When students move out of a Class, you will need to decide what to do with student's work that is in the Year Groups folder. There are two options for this when archiving work.

Option 1: Send to student folders
This does not create an archive folder but does send the work to the individual student's 'My Work' folders which they will be able to see.

From Create and Manage Users
1. Click 'Classes' on the left-hand menu.
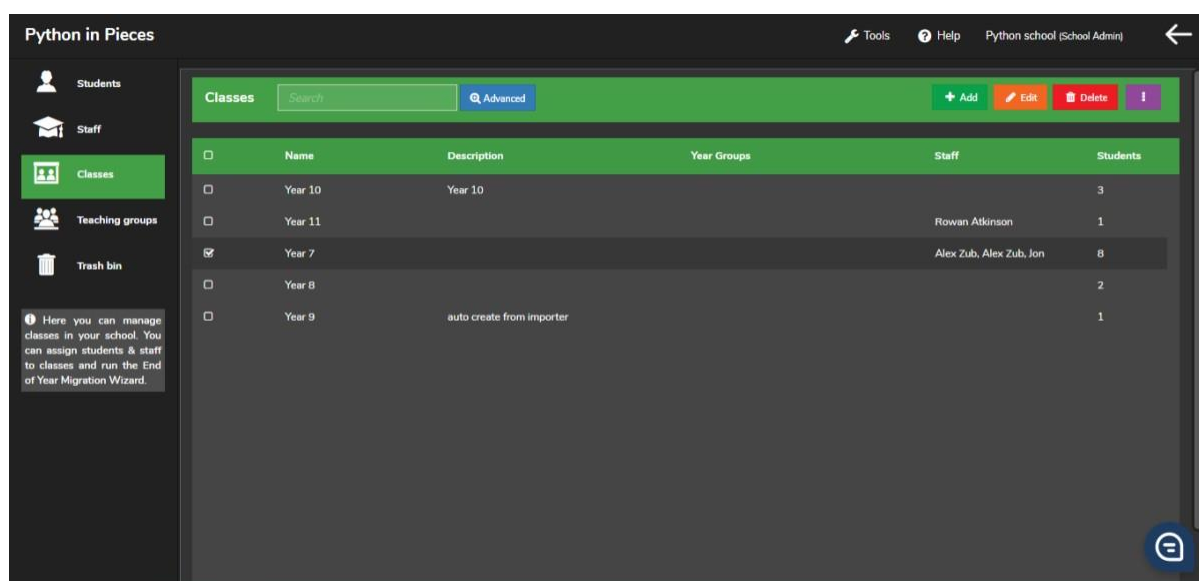
2. Click on an individual Class.

3. Click on the menu on the top right and select
   You will be presented with the following choices:

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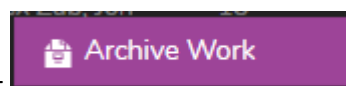
Option 2: Archive the work and send to student folders

This creates an archive folder that only staff can access which will contains all of the work and puts a copy of the work into individual student's 'My Work' folders which they will be able to see.

From Create and Manage Users:

1. Click 'Classes' on the left-hand menu.
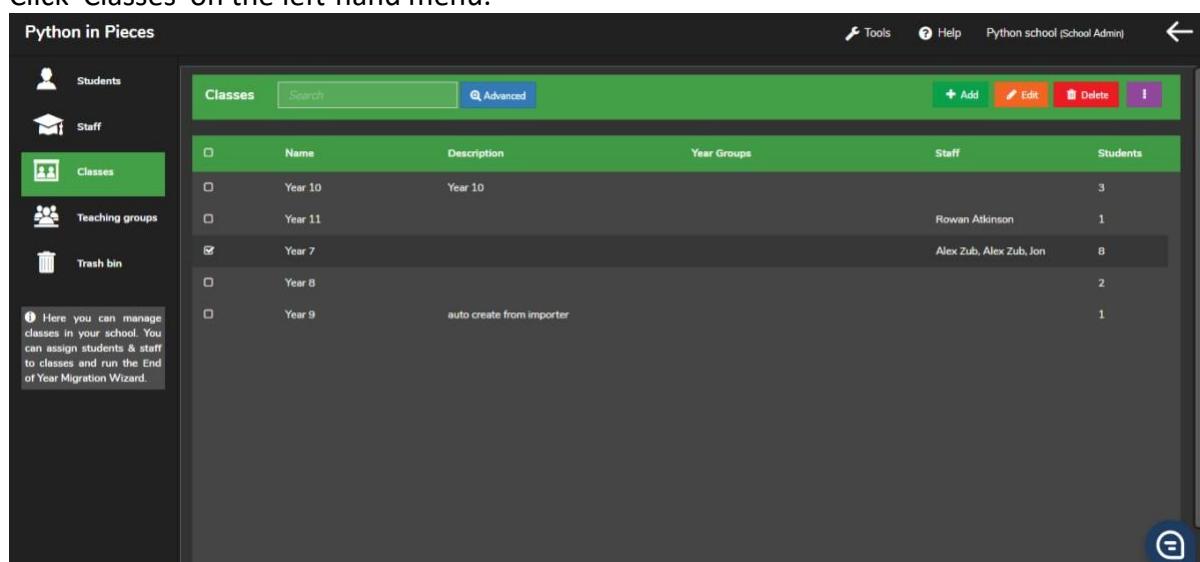
2. Select a class and click on the 🗑 Delete button. You will be presented with the choice to archive the class:
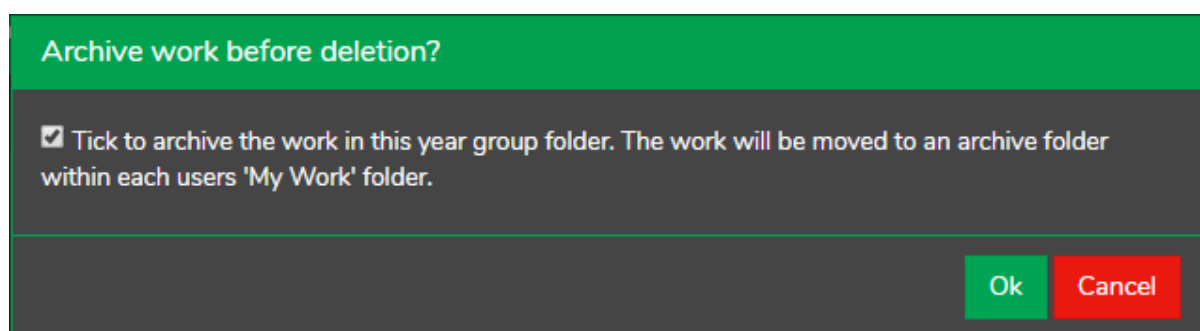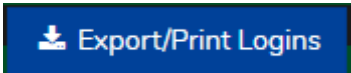
If you check the box, the students' work will be put into individual students' 'My Work' folders and the class will be deleted.

If you do not tick the box, you will see the following screen to confirm you are sure you want to delete the selected classes. Please note that deleted classes cannot be recovered from the trash bin.

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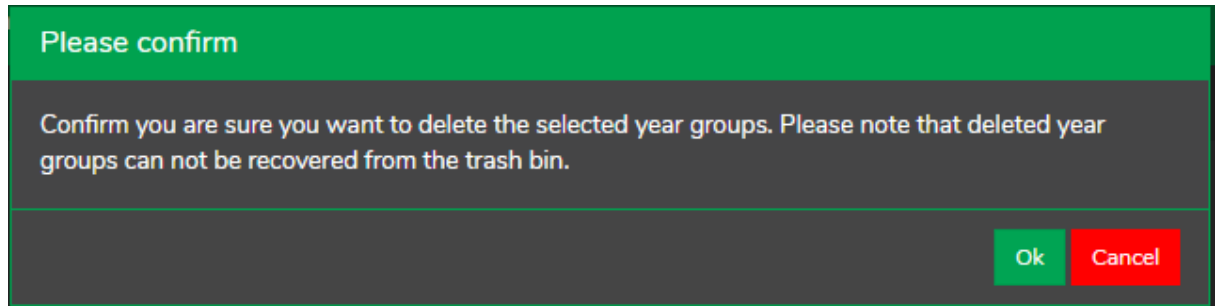
5.6 How to create year group login cards and export data

Click 'Classes' on the left-hand menu.
Select the Class you wish to export data for.

Click on the [⋮] and then select the [⤓ Export/Print Logins] button from the dropdown list.
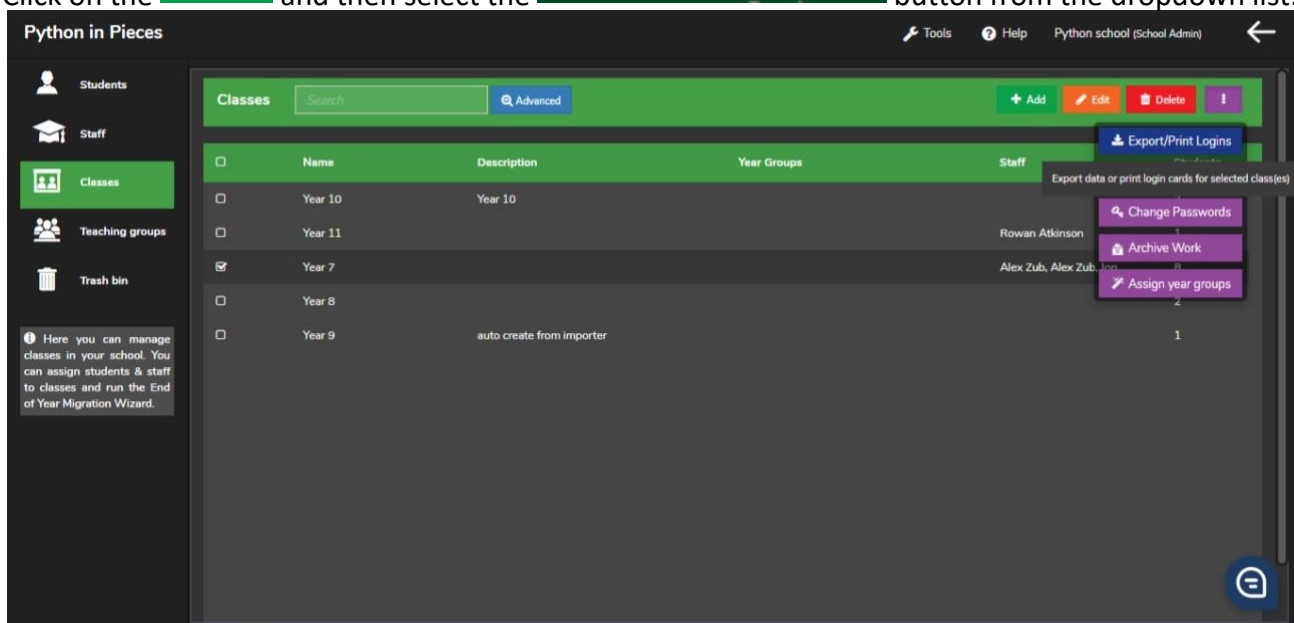
There are two options for exporting student data:

Option 1: Create a PDF of login cards for students
Check that Export type is set to PDF login cards and click OK.

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The system will generate a pdf file which you can open, save and print.

Option 2: To export the data as an excel file

Check that Export type is set to Excel list login cards and click OK.

An Excel file will be created by the system and saved in your downloads folder on your computer. This is usually visible on the bottom left hand corner of your screen.

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Users Excel Export on 16-01-2020 at 15:04								
Name	Username	Password	Parent Code	Classes	Groups	Upn	Email	Last logged in
Albert Williams	albertw	cheque1861	82b5890a	7W		00000001		

5.7 How to use the end of year migration wizard

There are three methods that can be used to move students to new classes and designate students as leavers at the end of the school year.

The first method updates <u>automatically</u> from your school's MIS system.
Using a MIS to setup or update users

The second method uses the End of Year Migration Wizard.
End of Year Migration Wizard

The third method requires you to export the current pupil data into an excel file, update the class information and then re-import the files using the pupil import wizard.
Moving classes using an export and import process

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Step 1

At the end of the school year, students will move classes, leave the school or join the school. The end of year migration wizard helps manage these changes quickly and easily.

Firstly, make sure each class is assigned to the correct year group. You can select a year group for a given class via the edit function in 'Classes'. If names of Classes are being changed or new Classes are being created either;

- Create the new Class and add the teachers manually; see How to manually add Classes then use the migration wizard, as detailed below, to move the correct student into the new Classes.
- Move the student into the next year group using the wizard as detailed below, then change the name of the classes as required and manually change the teachers.

Step 2

Click the 'Tools' button and select EOY Wizard from the dropdown list.
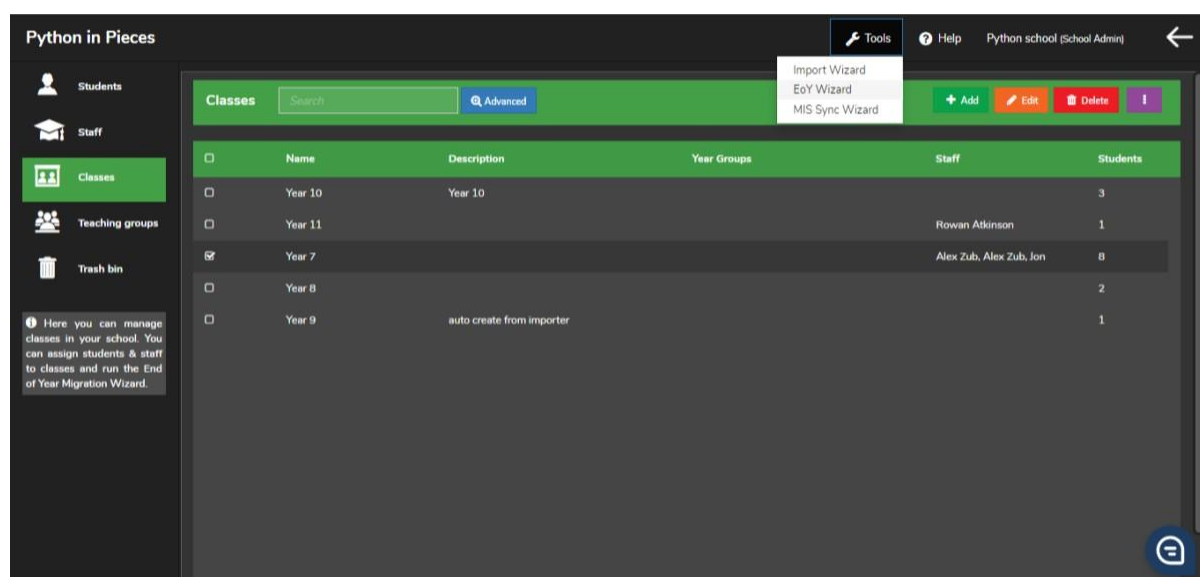
This will open the end of year migration wizard.

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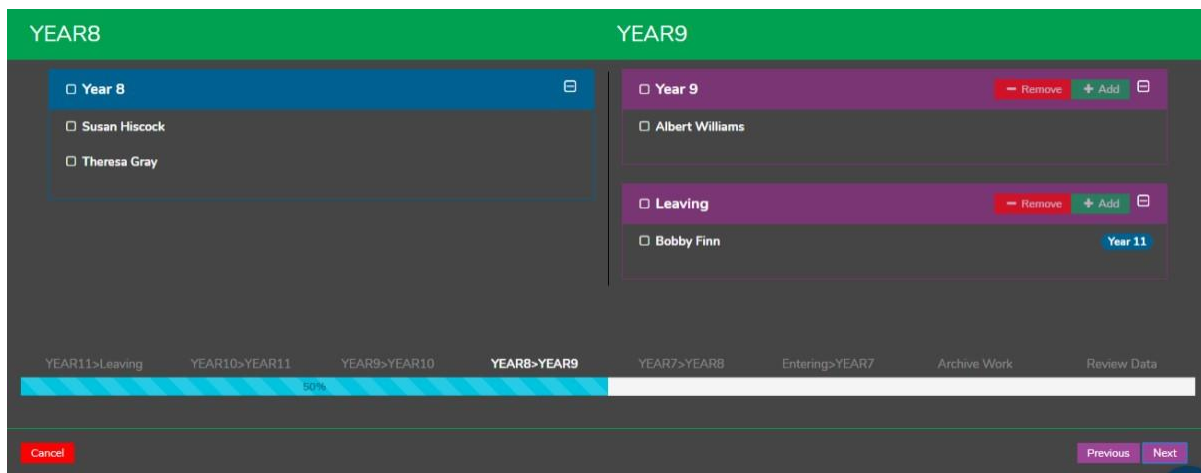
The wizard will open onto the highest-class group. This will typically be year 11.

Step 3
Select the class with students that will be leaving at the end of the year by ticking the box next to the name of the class. This will select all students in the class. If this change does not apply to all students in the class, then unselect students that you do not want to move.

Select the appropriate classes or students. Then click on the green 'Add' button. The selected users will be placed in the 'leaving' group and will end up in the trash bin.

Click next.
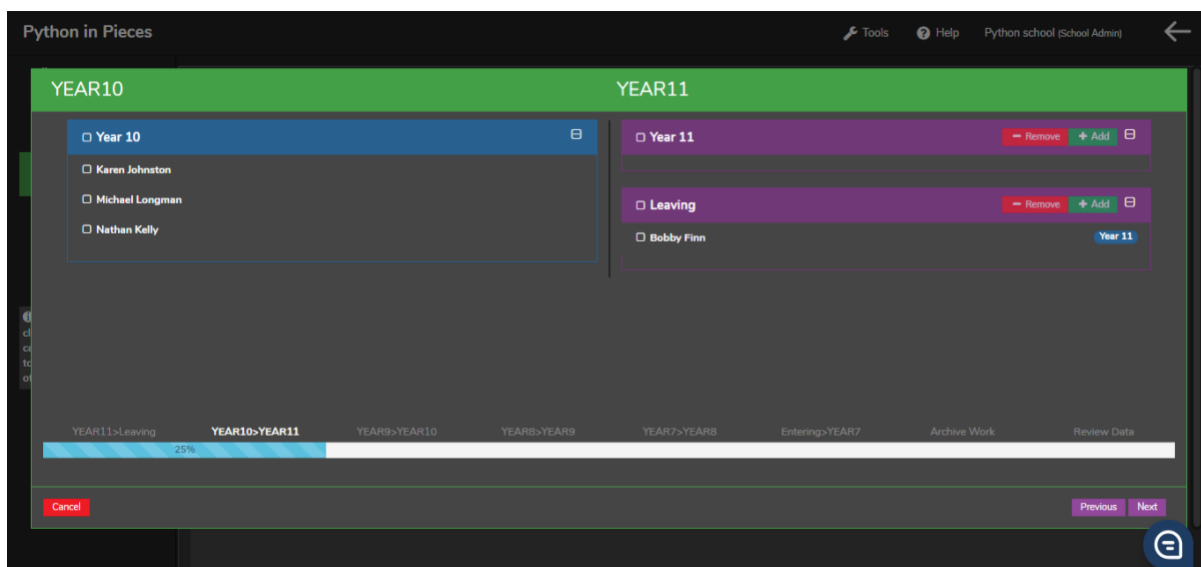
Here you will move students from year 10 classes to year 11 classes.

Select a class and then click the green 'Add' button on the Year 11 class the students will be moving to.
You can select and add individual students if not all students from a year 10 class are going to the same year 11 class.

You can also select individual students if some students are not moving year.

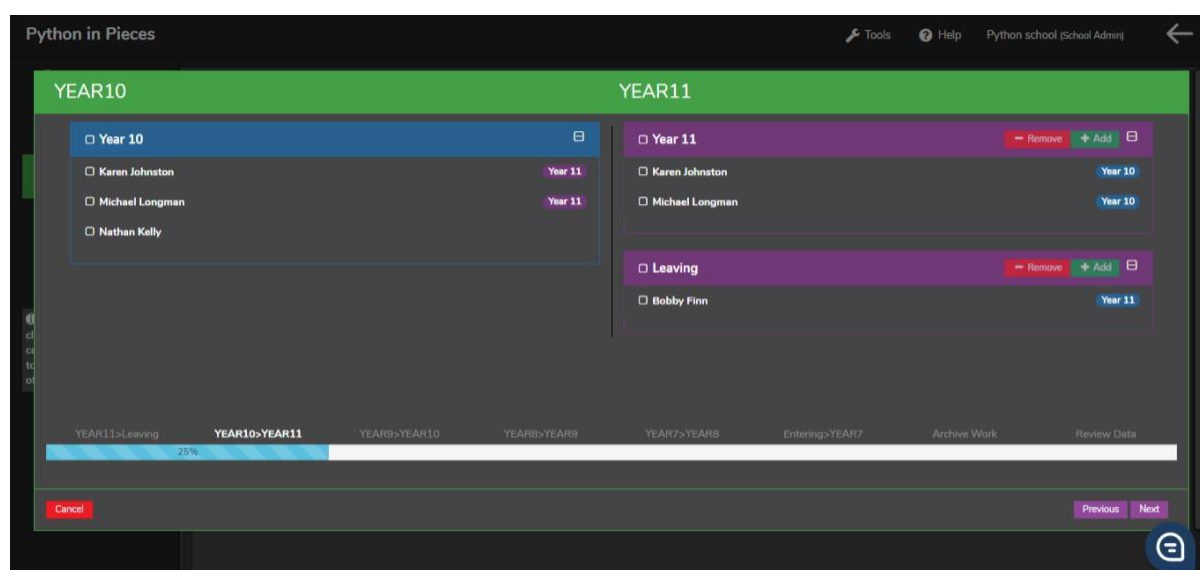The select students will now be in a year 11 class.

Step 4
Do the same for the rest of the classes (Year 9 -> Year 10, Year 8 -> 9 and so on).

When you have moved students from the lowest year group (normally year 7), you will be able to select any students who are not assigned to classes and add them to the lowest year group.
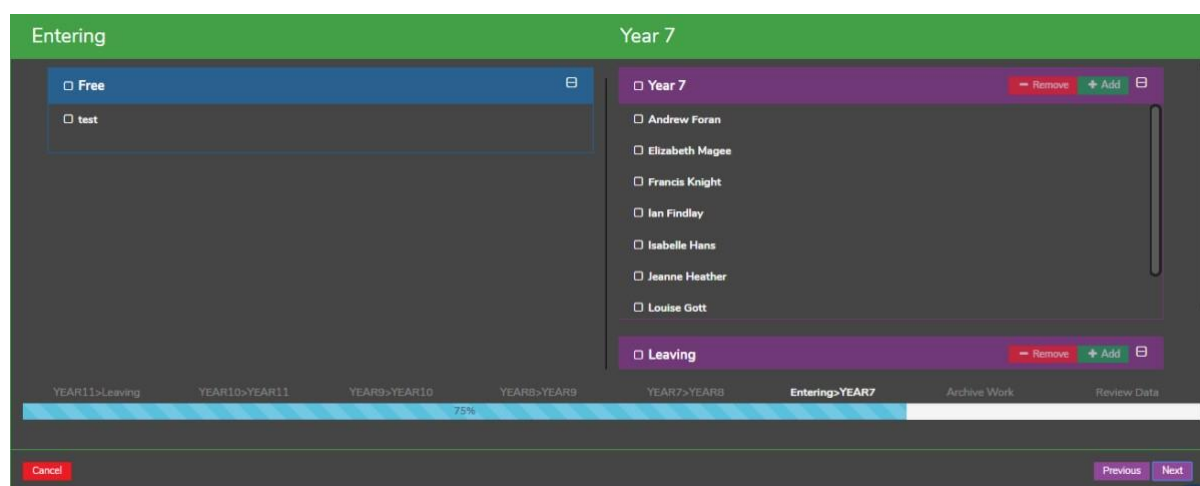
However, if you have not added the new students to the system yet, you do not need to add them this way.

You can fill in the 'class' header the import wizard and students created will automatically be assigned to that class.

Review the changes and make sure you are happy with them.

If you are happy, click 'Finish'.

5.7.2 Moving classes using an excel export and import process

Step 1
Export the current student data. Click on 'Students' on the left-hand side to enter the student management screen.
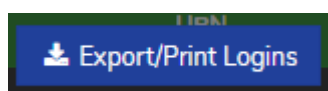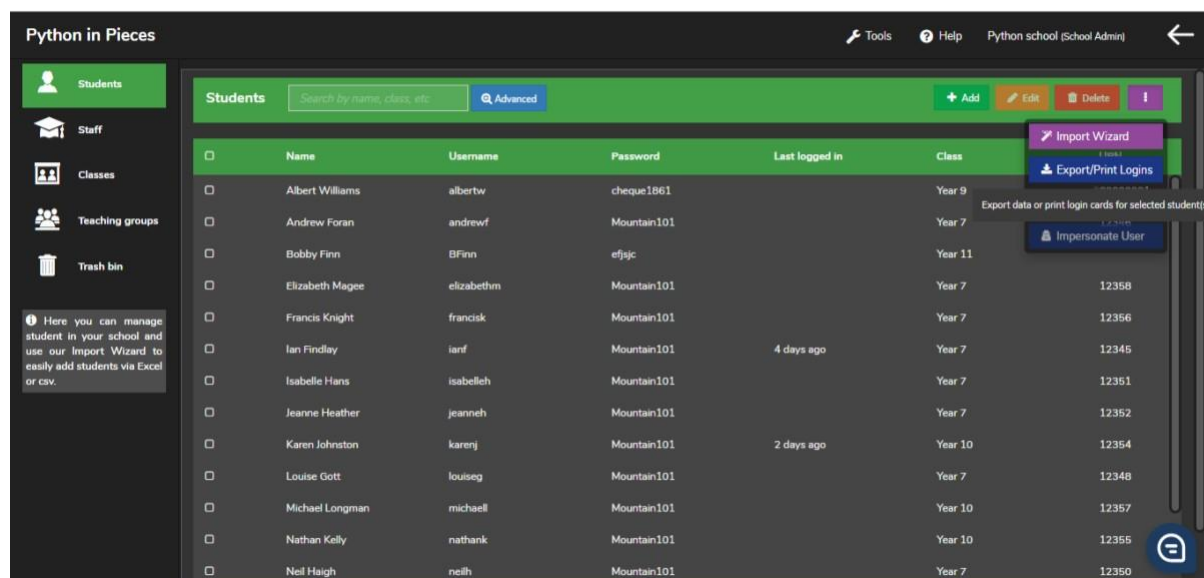
Click on the [Export/Print Logins] button. Choose to export data as an Excel list.
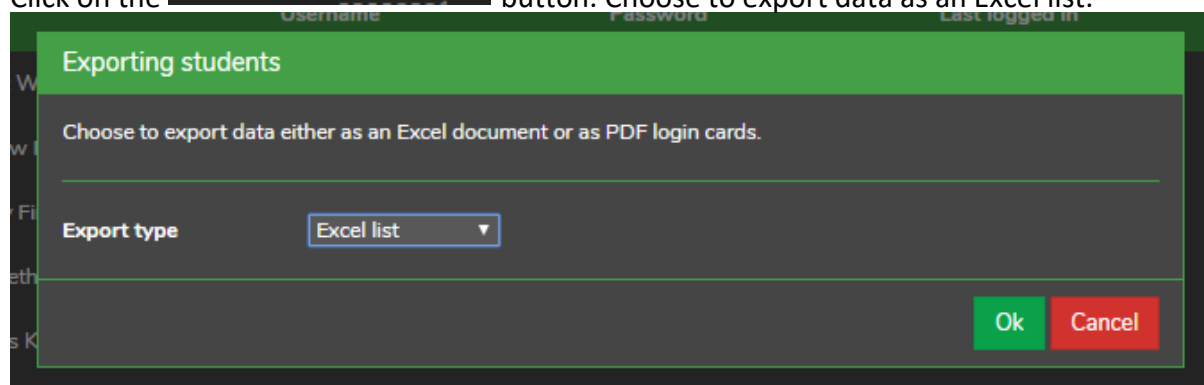
The excel file will be saved to your downloads folder. Usually you will see it at the bottom left of your screen.

Step 2
Open the file in Excel. You might find it useful to sort the data by 'Classes' in order to update it. To do this you usually click on the 'Data' menu at the top then the 'Sort' button then select to sort by the column 'Classes'.

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	A	B	C	D	E	F	G	H	I	J
1	**Users Excel Export on 17-01-2020 at 12:01**									
2										
3	Name	Username	Password	Parent Code	Classes	Groups	Upn	Email	Last logged in	
4	Albert Williams	albertw	cheque1861	82b5890a	Year 9		00000001			
5	Andrew Foran	andrewf	Mountain101	66f2c04c	Year 7		12346			
6	Bobby Finn	BFinn	efjsjc	42edccde	Year 11					
7	Elizabeth Magee	elizabethm	Mountain101	f62d705c	Year 7	Computer Science Wednesday	12358			
8	Francis Knight	francisk	Mountain101	67ec7377	Year 7		12356			
9	Ian Findlay	ianf	Mountain101	3bb27d86	Year 7		12345		13-01-2020 at 18:47	
10	Isabelle Hans	isabelleh	Mountain101	b82e98b5	Year 7	Computer Science Wednesday	12351			
11	Jeanne Heather	jeanneh	Mountain101	cba23086	Year 7		12352			
12	Karen Johnston	karenj	Mountain101	7aacf387	Year 10		12354		15-01-2020 at 16:10	
13	Louise Gott	louiseg	Mountain101	55cfae25	Year 7	Computer Science Wednesday	12348			
14	Michael Longman	michaell	Mountain101	46519038	Year 10		12357			
15	Nathan Kelly	nathank	Mountain101	5406bb0d	Year 10		12355			
16	Neil Haigh	neilh	Mountain101	e7ef439d	Year 7	Computer Science Wednesday	12350			
17	Susan Hiscock	susanh	Mountain101	0dddc3cd	Year 8		12353			
18	Theresa Gray	theresag	Mountain101	1ae4b59f	Year 8		12349		15-01-2020 at 12:40	
19	test	test1	odvjpdjv	098e465d						

Note: The export will have exported all the fields of information but the only fields that are actually required are the student's name (either forename and last name or full name) UPN or email and the Class.
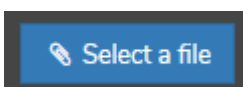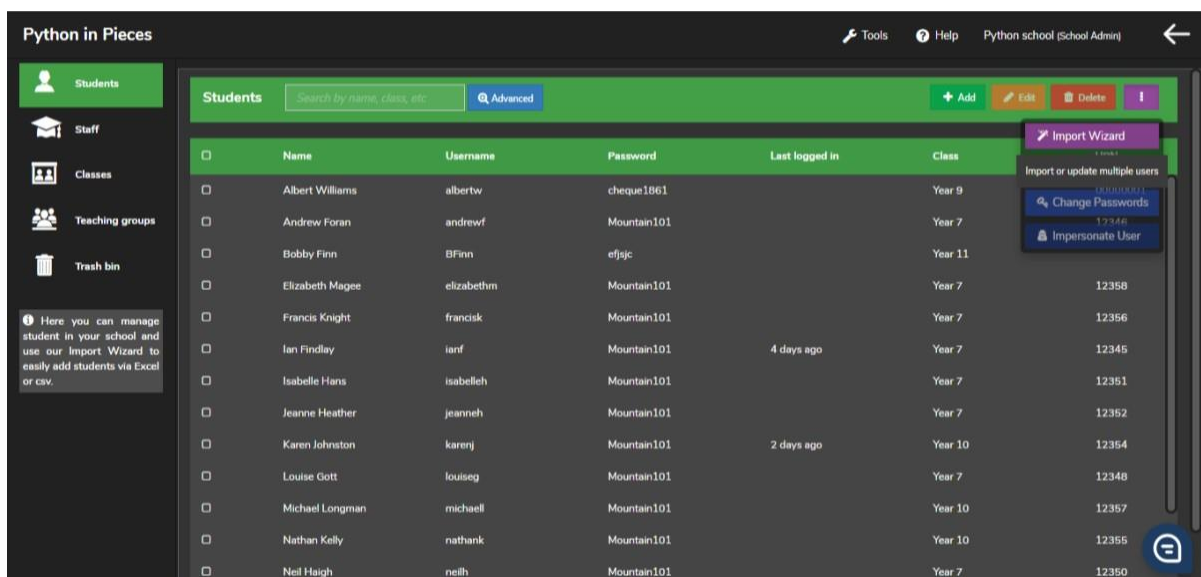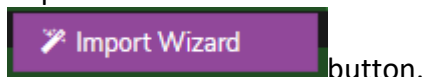
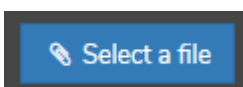Update the class names to the new classes.
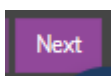**Important: Leavers should be given the class name #Leavers.**
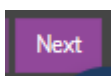Once the file has been updated, save it.

Step 3
Import the new information. Click on 'Students' on the left-hand side and then click on the
Import Wizard button.

Click **Select a file**, locate the updated file and click Open. Make sure that the tick box 'First row is header' is ticked if your file has heading rows.

Click the **Next** button at the bottom right of the screen.

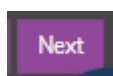Use the drop-down boxes to select the correct headings for the data.

Click the **Next** button at the bottom right of the screen.

The importer will analyse the data and inform you of the numbers of students to be updated.

If you are happy with the changes, click **Finish** to save them.

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You may wish to change passwords for an entire class.

1. Select 'Classes' on the left-hand menu. Select the class or classes for which you wish to change the student's passwords. You can also select all classes by selecting the uppermost checkbox, to the left of the header 'Name'.
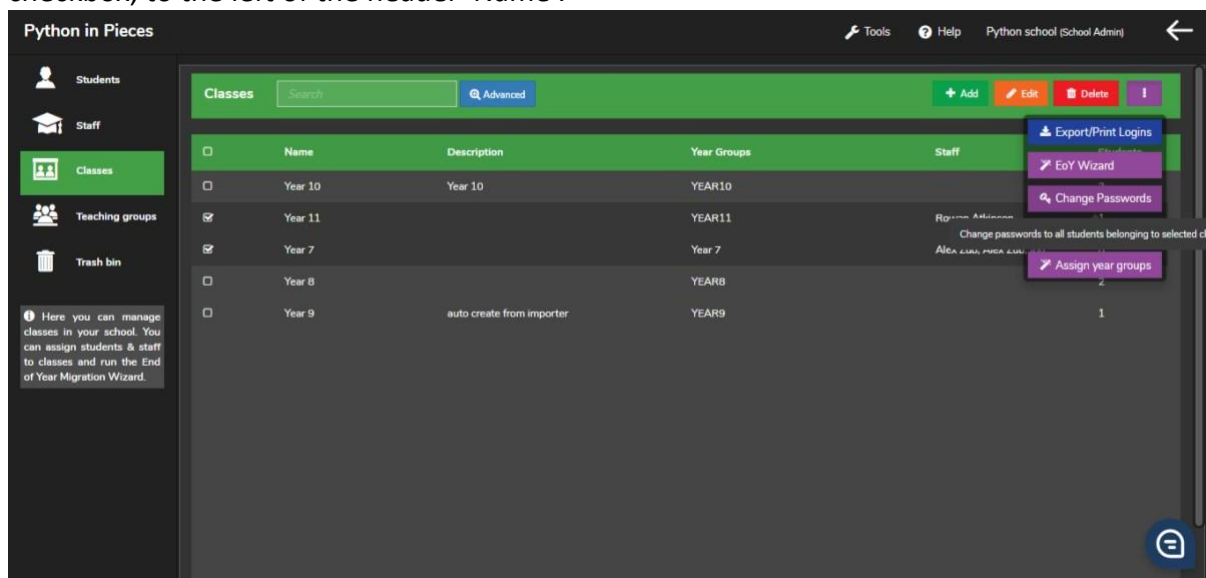
2. Click on the purple 'Change Passwords' button. There are two different types of password you can choose to apply:
    - 8 Digit alphanumeric password. Consisting of a 5-letter word plus 3 numbers.
    - 10 Digit alphanumeric password. Consisting of 6-letter word plus 4 numbers.
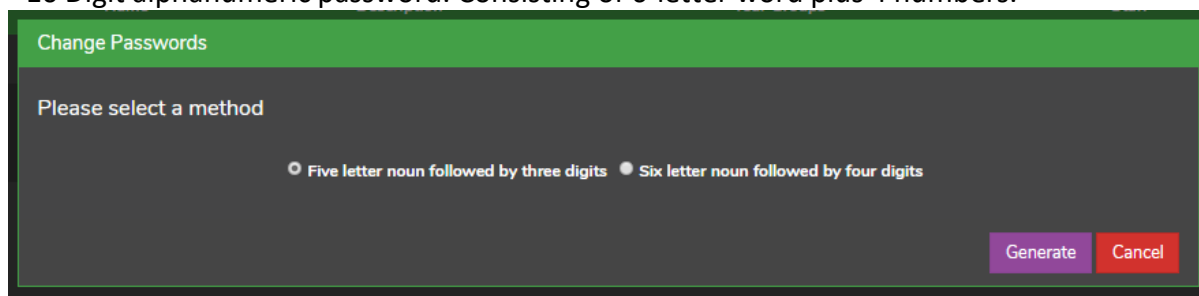
3. Click 'Generate' to set passwords and finish.

4. You can then print login cards with the new passwords on for your students. To see how to do this see 'How to create class login cards and export data'.

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6. Teaching Groups

Teaching Groups are a way of organising students in Python in Pieces outside of the class structure. For example, you may create teaching group or a coding club group that students in multiple classes/years attend.

Here you will find all the information you will need to set up and manage your Teaching groups.

6. 1 How to manually add Teaching Groups/clubs

1. Click on 'Teaching Groups' on the left-hand side menu. Click the green 'Add' button.
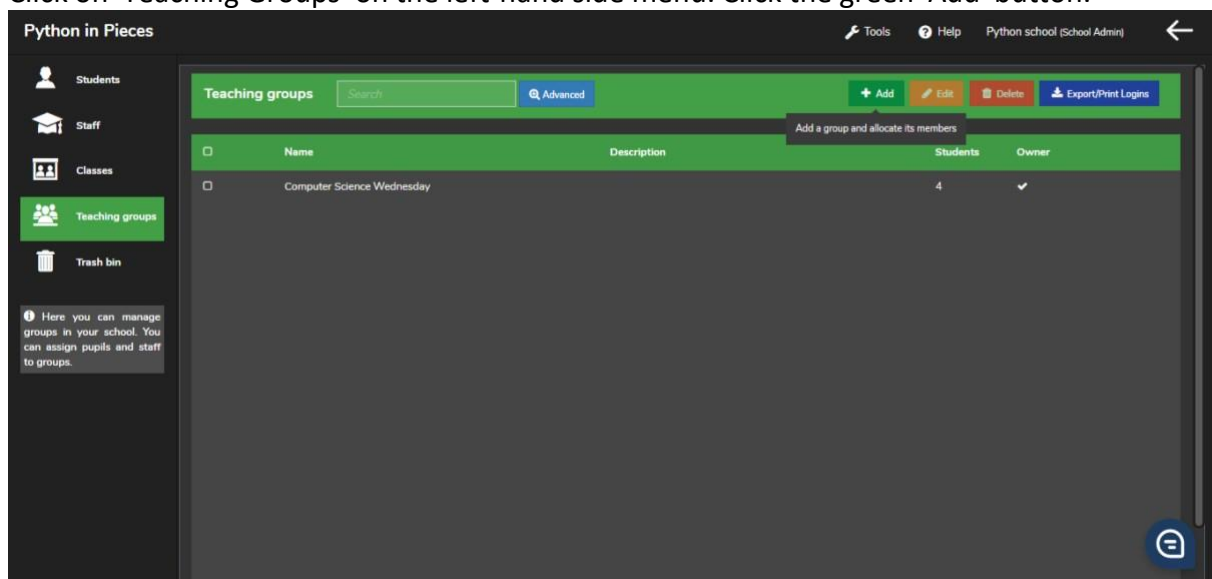
2. Add the name of the group and a description.
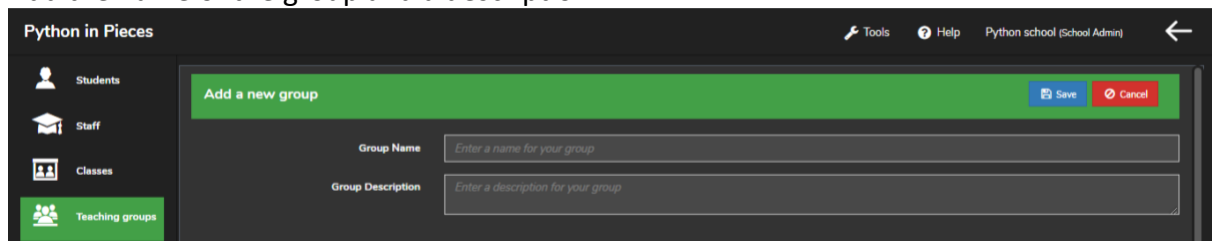
You can then add students and staff to the group. Staff you do not add to the group will not be able to view student's work.
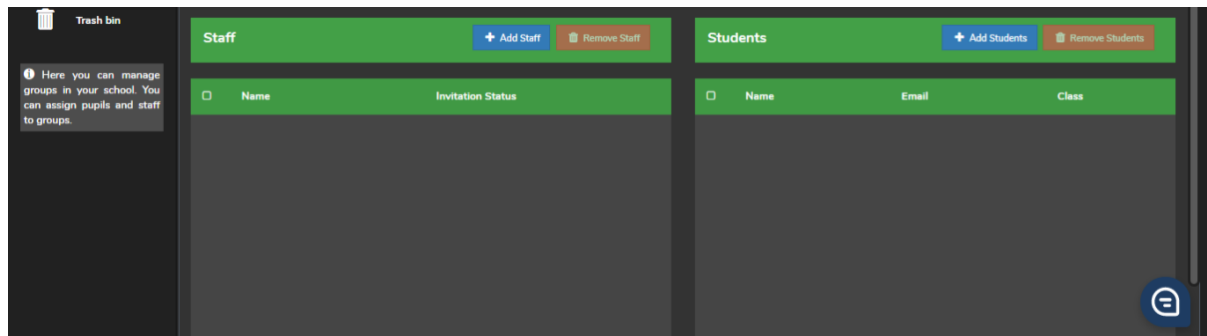
3. Click 'Save' to complete.

6.2 How to manually edit Teaching groups

1. Click on the group you wish to edit. Click on the orange 'Edit' button.
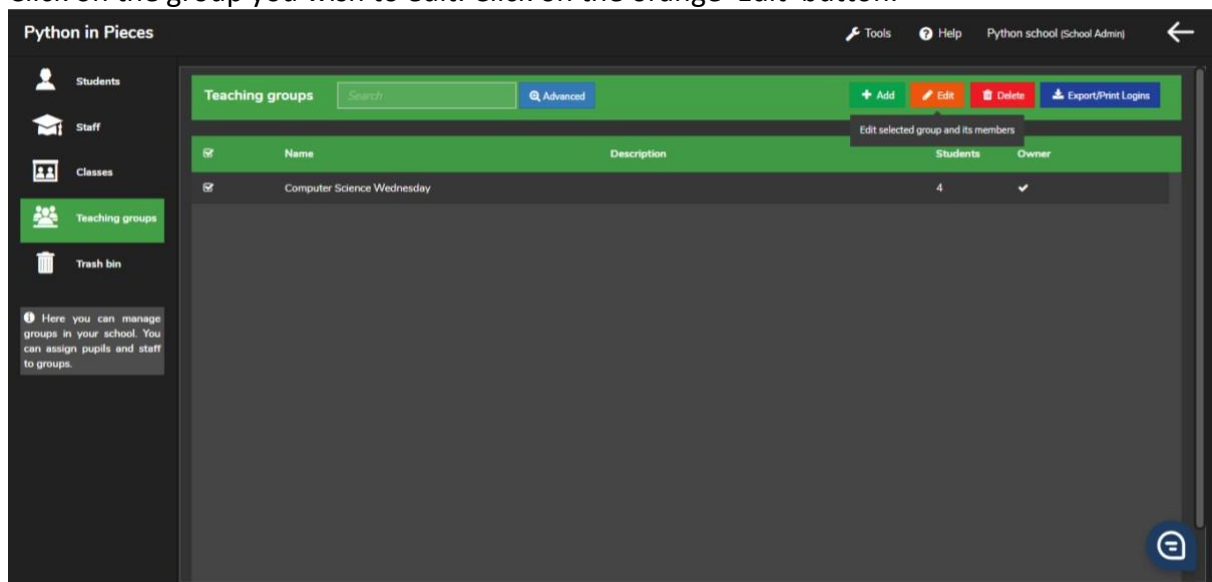
2. Here you can edit details such as the group name and description. You can also add and remove staff and students.
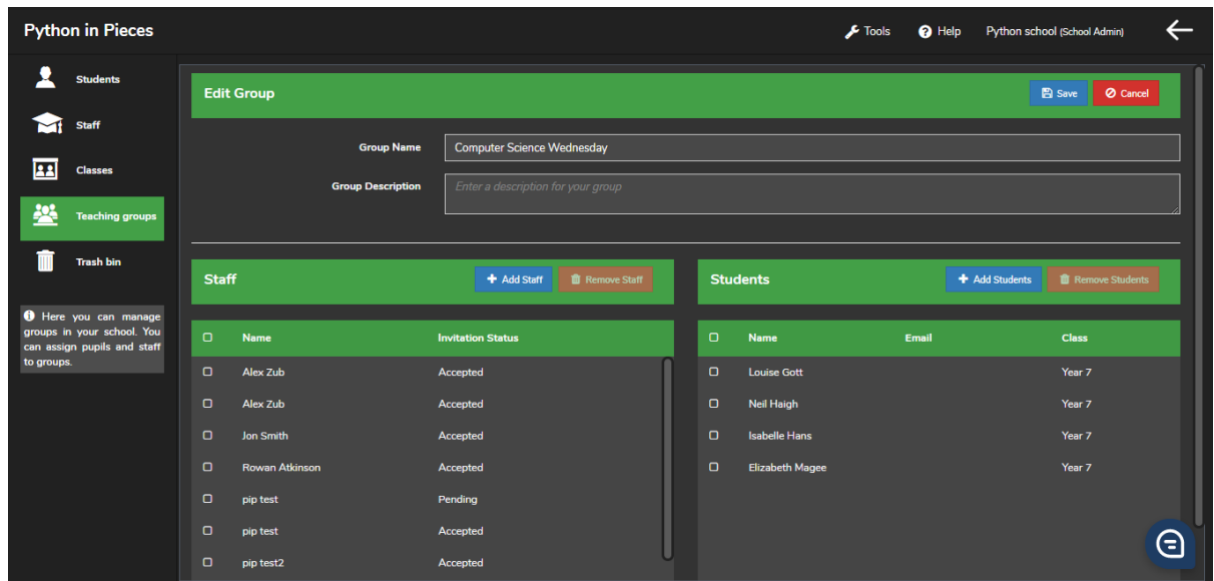
3. When you are finished making changes, click 'Save'.

6.3 How to manually add students to Teaching groups

1. Select the group you wish to add students to. Click on the orange edit button.
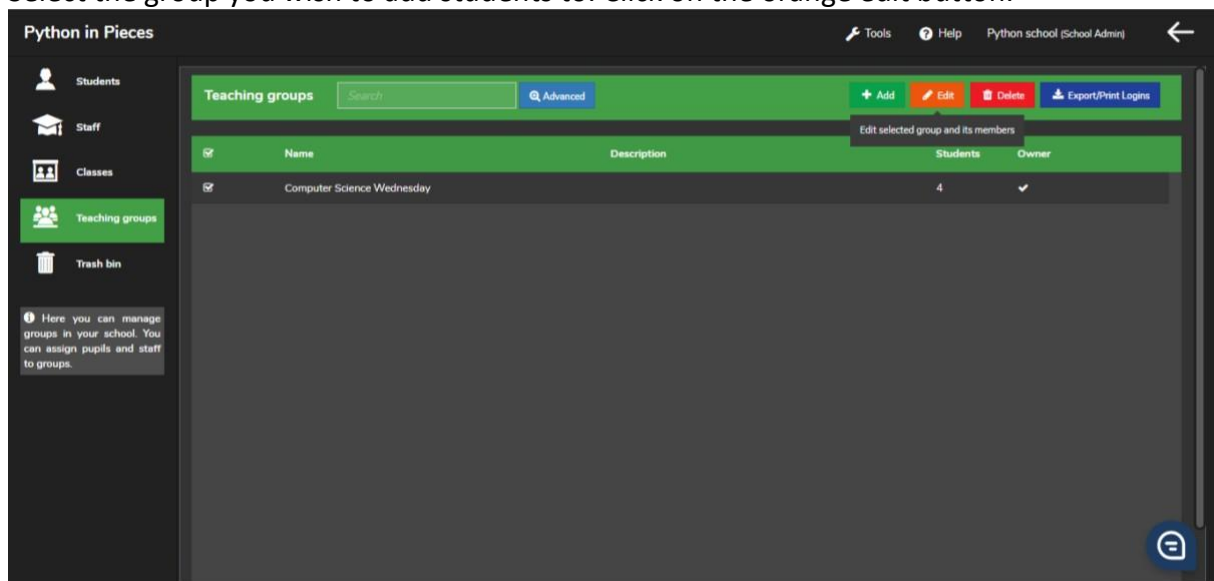
This will open the edit group screen:
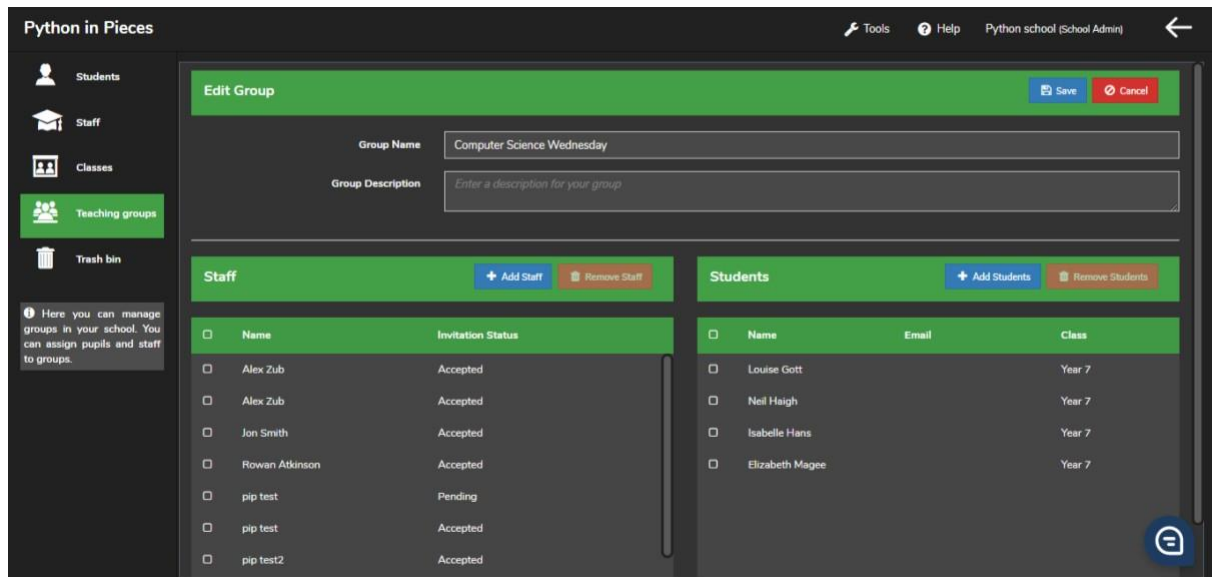
2. Click on the blue 'Add Students' button.

   This will open a list of students. You can enter a name, username or class into the search box to find the students to add. Click on the students you wish to add.
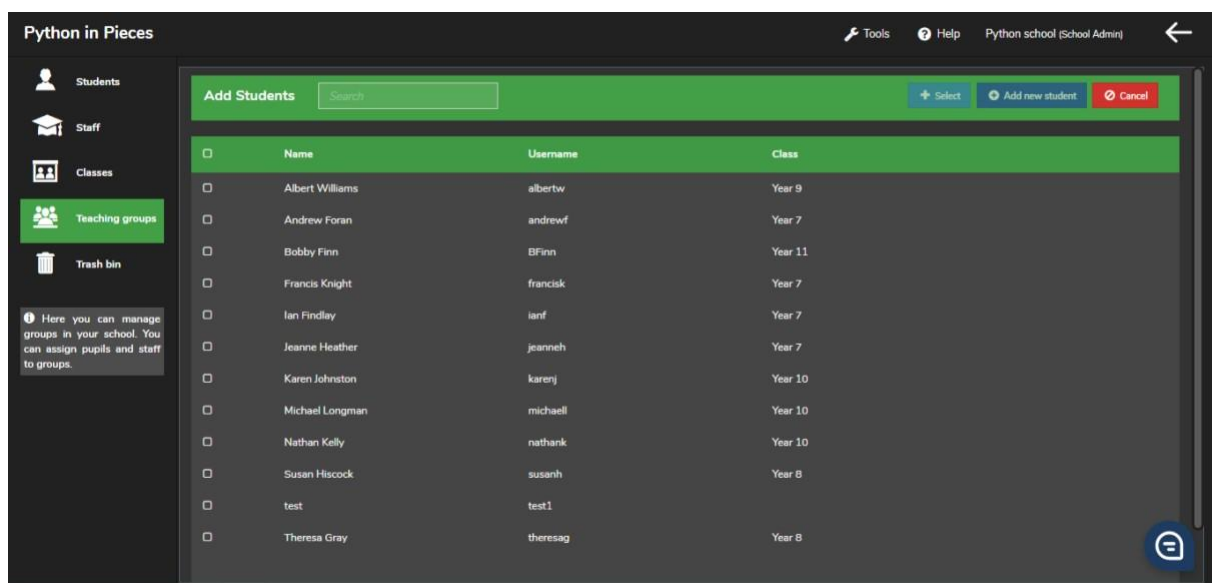
3. Click the blue 'Select' button to add the highlighted students. If a student is not in the school database, you can add a new student here as well. See <u>Adding a student from the Groups area.</u>

4. Click the 'Save' button in the top right to finish.

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Add a student from the group area

1. Open the Group editing screen for the group to which you wish to add a new student.
2. In the Students area on the bottom right portion of the screen, click on the **+ Add Students** button.

3. On the next screen click on **⊕ Add new student**. This opens the Create new student screen.
4. Complete the required information Name, Username, Email or UPN, Password and Class.
5. Click Save to complete. The student will be added to the school.
6. On the Edit Class screen, click the Save button to add the new student to the group that you are editing.

6.4 How to manually add staff to Teaching groups

1. This section explains how to add staff from your own school to a group. To add staff from another school see [How to add users from another school to a group](#)
2. Select the group you wish to add staff members to.
3. Click on the orange 'Edit' button.

This will open the edit group screen:

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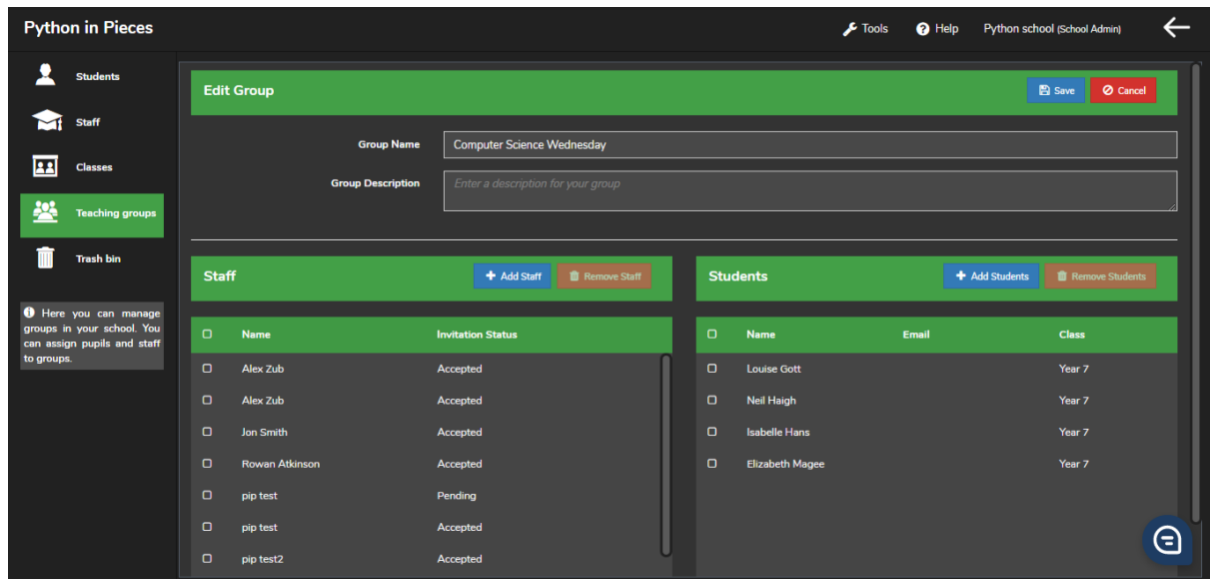
4. Click the blue 'Add Staff' button. Staff members who are not added will not have access to view work for students in that group.
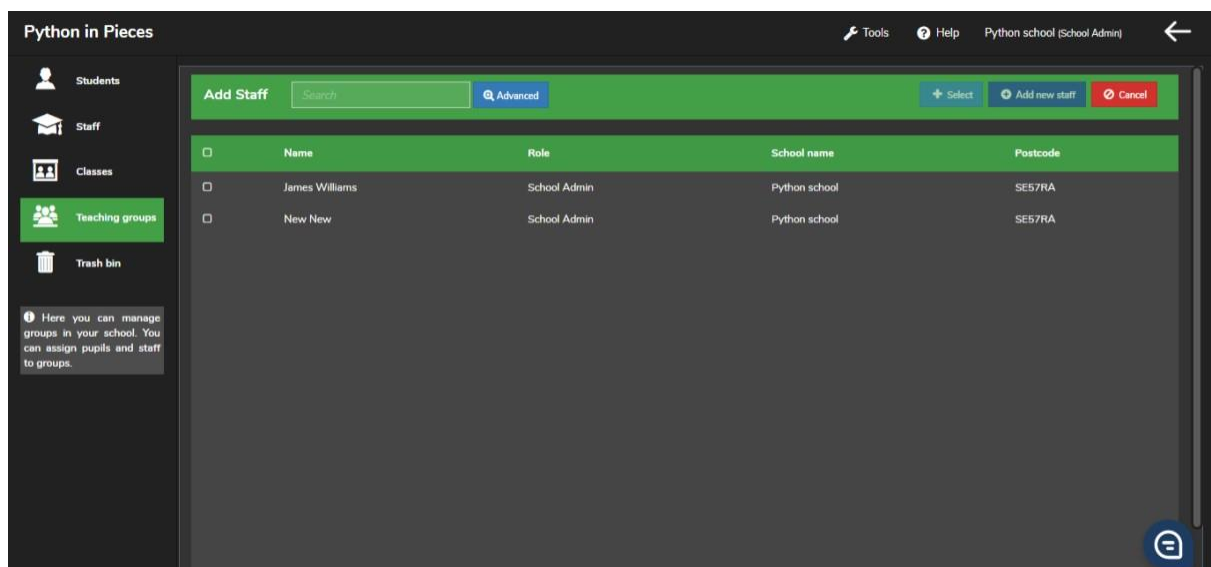
5. Tick those staff members you wish to add.

6. Click the blue 'select' button to add the selected staff to the group.

7. Back on the 'Edit group' screen, click the green 'Save' button in the top right to finish.

6.5 How to delete Teaching groups

1. Select the group(s) you wish to delete.

2. Click on the red delete button.
3. Confirm you are sure you want to delete the selected group(s).
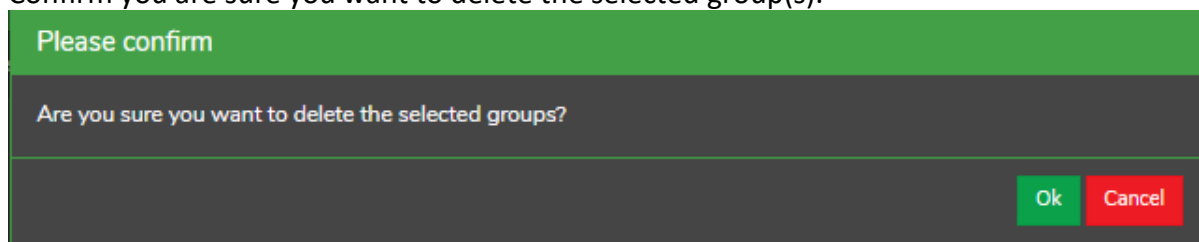
Please note that you cannot recover deleted groups via the trash bin.

6.6 How to add users from another school to a group

You can create groups that can be used across schools. You will need to create a group or edit an existing group.

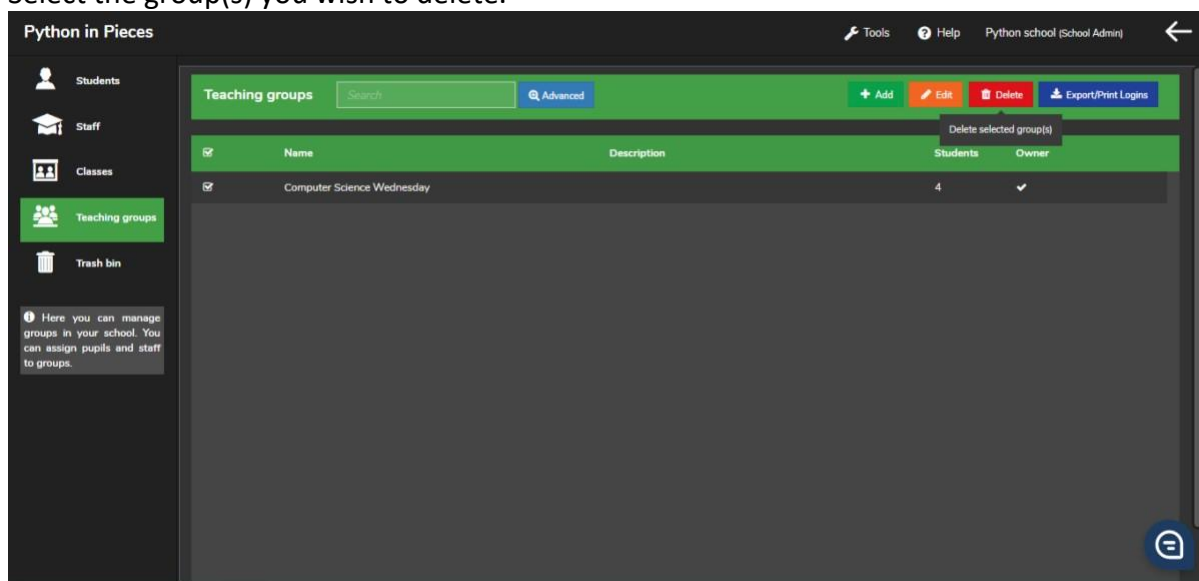You will then need to add a member of staff from another school. Once they have been added they can add pupils from their school into the group.

To set this up:

1. Select 'Groups' from the left-hand menu.
2. Select the group you wish to add users from another school to.

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3. Click on the orange 'Edit' button.
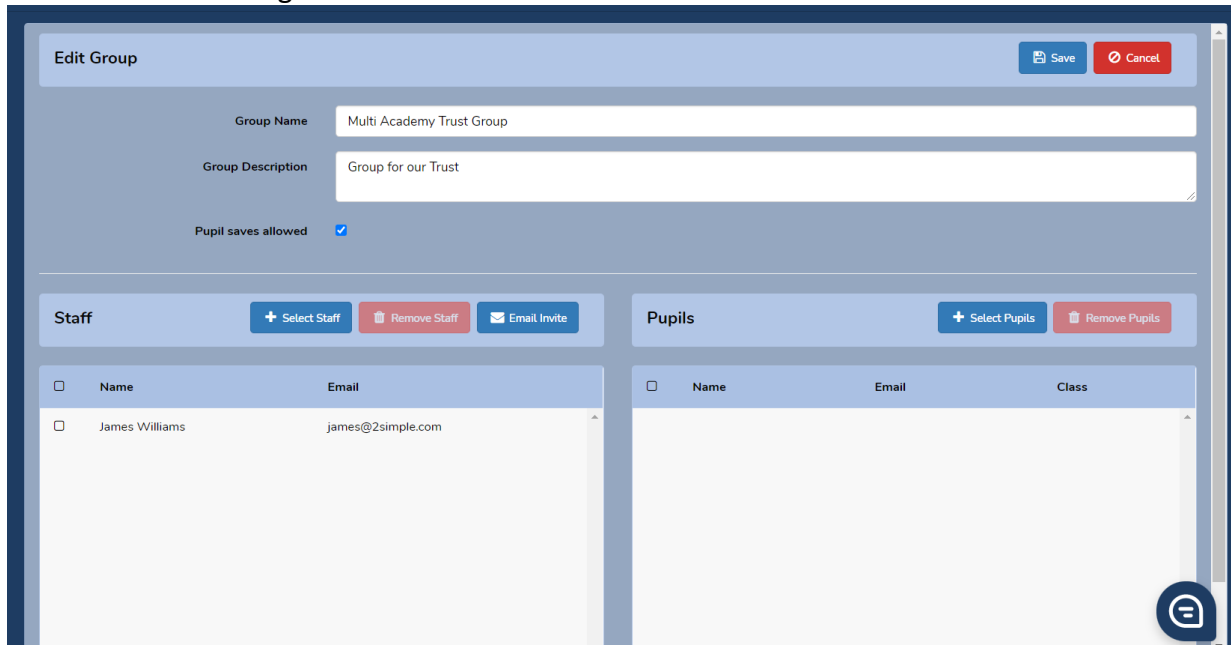
4. In the Edit Group page, click on the blue 'Email Invite' button. This will open the Email Invites page. This will allow you to invite new users or manage existing invitations.
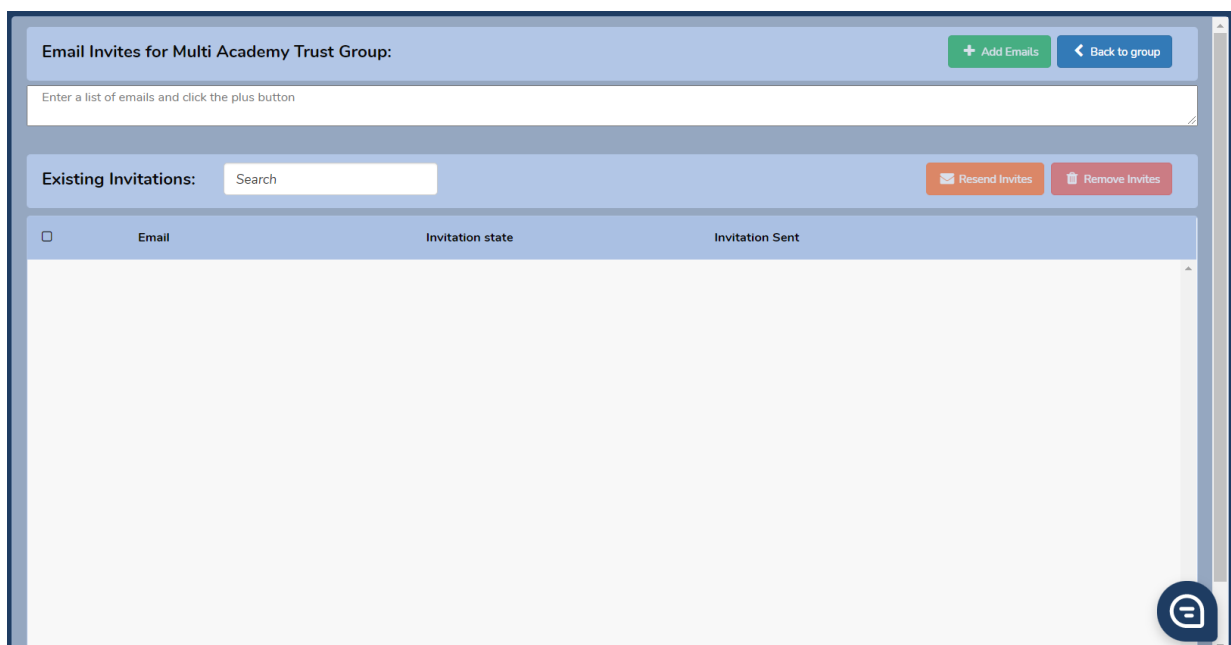
5. In the first section you can add email addresses. Multiple email addresses can be added as a comma separated list. Then click the 'Add Emails' button to invite.

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Email Invites for Multi Academy Trust Group:

+ Add Emails   < Back to group

james1@2simple.com, alban1@2simple.com

6. Any previously sent invitations and their invitation status will show in the Existing Invitations section. You can use this section to resend or remove invites.

Existing Invitations: Search   ✉ Resend Invites   🗑 Remove Invites

☐	Email	Invitation state	Invitation Sent
☐	james1@2simple.com	Pending	a few seconds ago
☐	alban1@2simple.com	Pending	a few seconds ago

7. As you have added a user from another school, an invitation email will be sent to that user, and they will need to confirm they wish to join the group before they join. They will also receive a notification in Purple Mash. Once they have accepted the invitation, they will be able to add pupils from their school into the group.

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7. Viewing Python in Pieces as a different User

The User Manager contains a function that allows a teacher or admin to view Python in Pieces as it will look to different users.

This can be useful if you have set a task for students and you want to see how it will appear to them.

Administrators can also see a teacher view of Python in Pieces using the same method.

Go into the Student area and click on the student that you wish to impersonate.
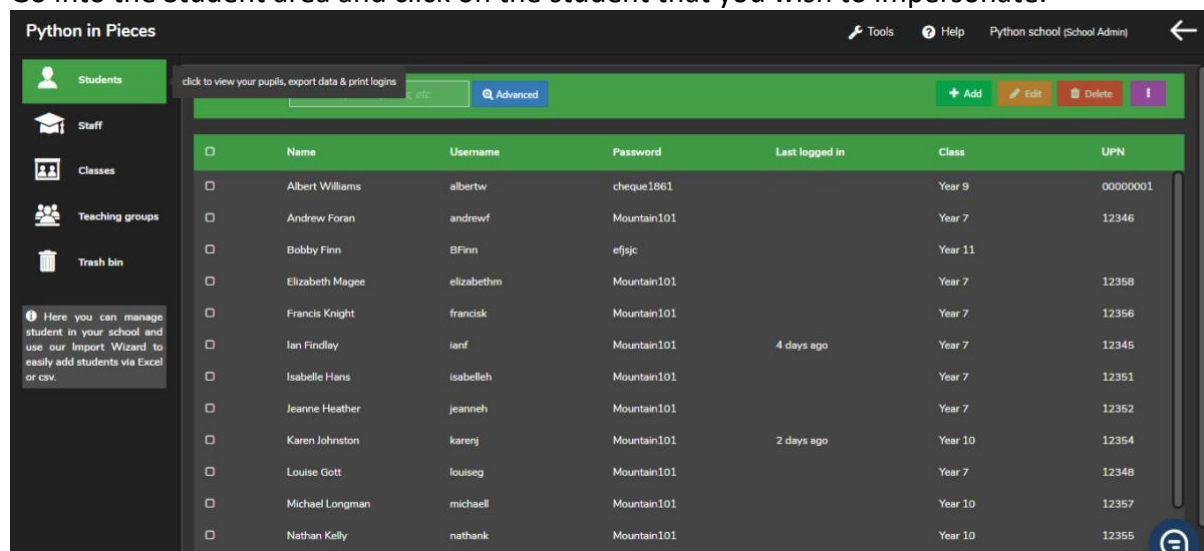
Click the [⋮] button on the top right.

Click [🔒 Impersonate User] Python in Pieces will load as that student.

To return to your own login, click 'Back to------ ' next to the username in the top right corner.

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