

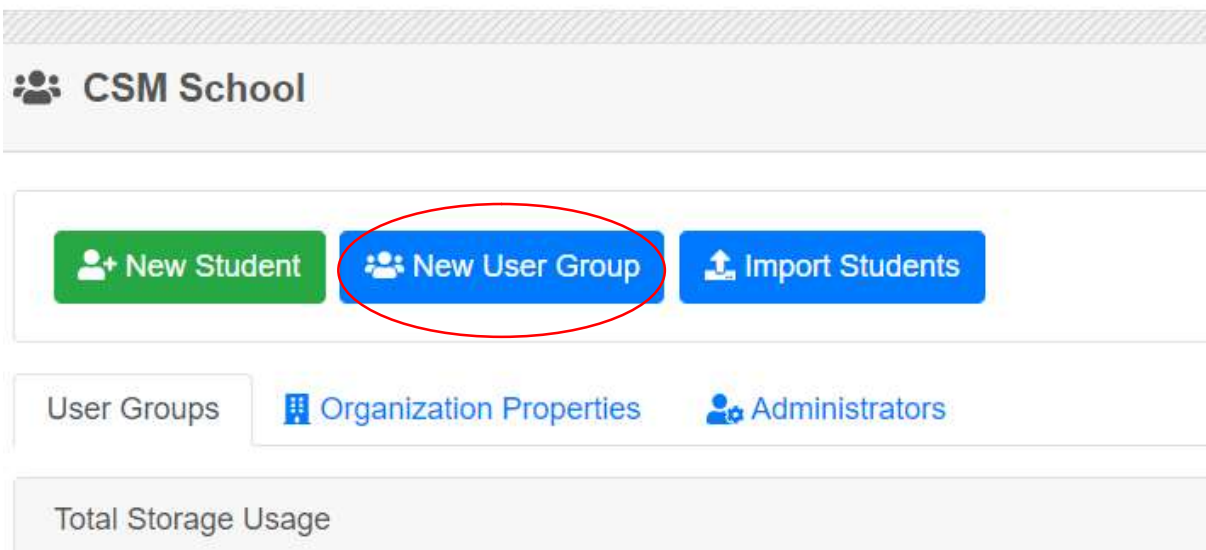
Creating Student Accounts

You can choose to either import students from a CSV or Excel file, or create them manually.

Importing from a CSV or Excel file

1. First create a user group for the students you want to import (optional)

/ CSM School



CSM School

[+ New Student](#) [New User Group](#) [Import Students](#)

User Groups [Organization Properties](#) [Administrators](#)

Total Storage Usage

2. Then click 'Import Students'



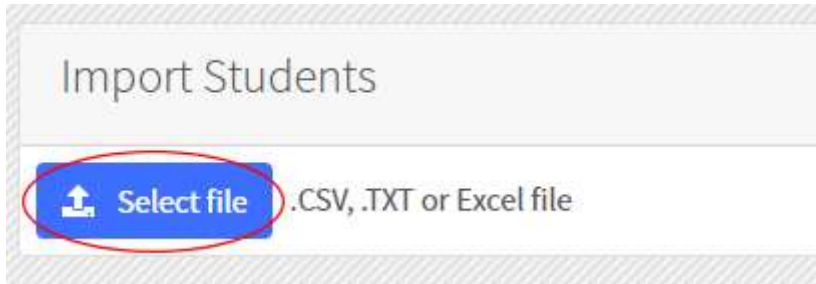
Manage User Group | Year 6

[+ New Student](#) [New User Group](#) [Import Students](#)

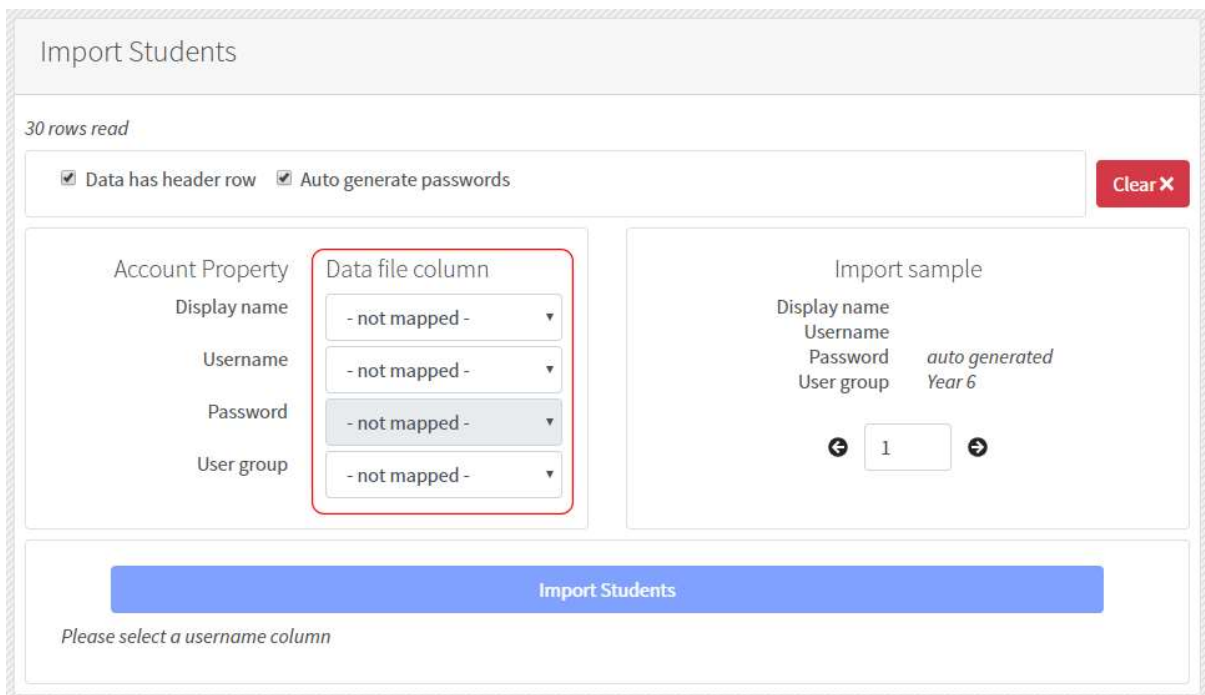
[Users](#) [Group Properties](#) [Movies](#) [Password List](#) [Deletion](#)

Creating Student Accounts – User Guide

3. Select a CSV or XLS file of student usernames. This file can optionally include student display names, passwords, and destination user group – that will be created automatically.



4. Select the correct columns which should be mapped to the student properties, and choose whether to auto generate passwords.



5. View and check the import sample data on the right, then click 'Import Students'

Import Students

31 rows read

Data has header row Auto generate passwords Clear ✕

Account Property	Data file column
Display name	First name
Username	First name
Password	- not mapped -
User group	- not mapped -

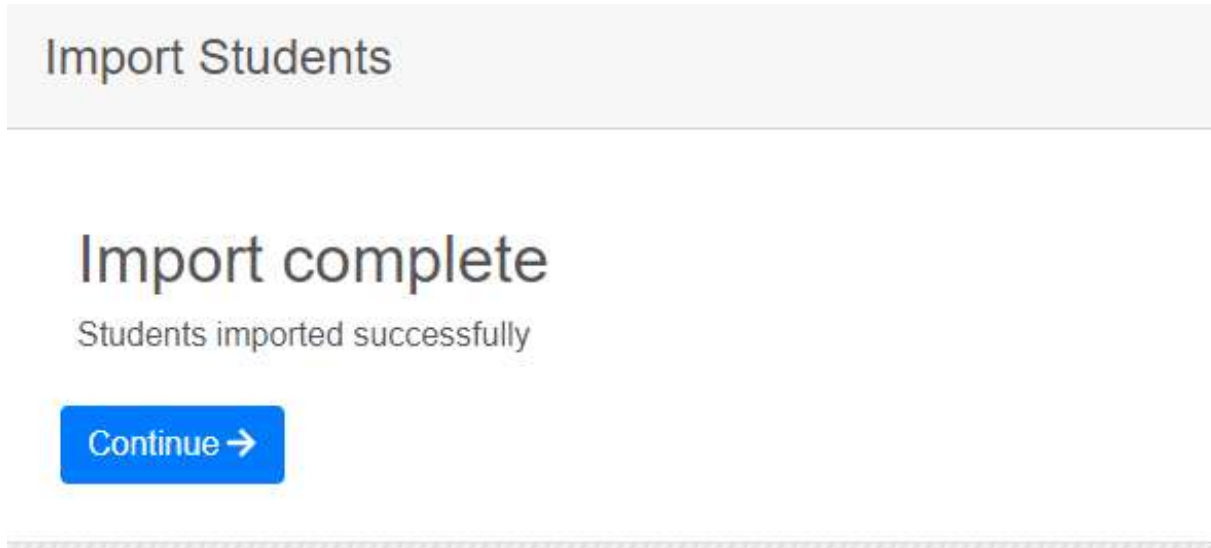
Import sample

Display name	Jessie
Username	Jessie
Password	auto generated
User group	Year 6

← 1 →

[Import Students](#)

6. Your students will then be imported and you will see this message

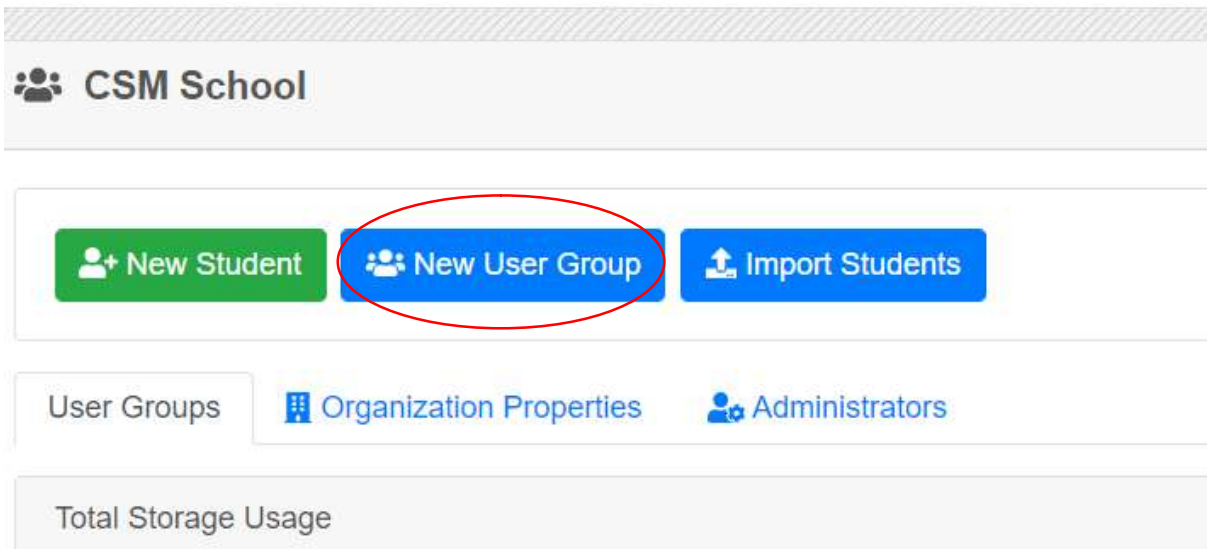


Jump to pages 6 and 7 to see how to view password lists, and how students login to Cloud Stop Motion.

Adding students manually

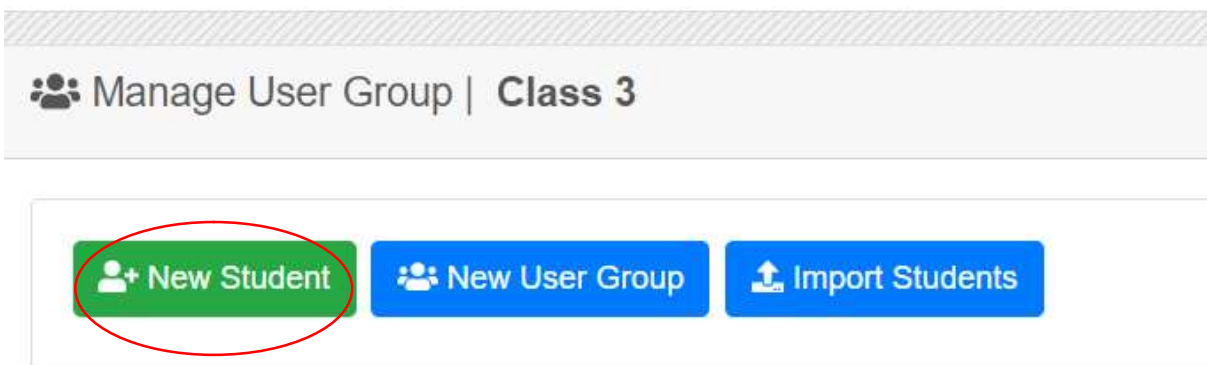
1. First create a user group for the students you want to import (optional)

/ [CSM School](#)



2. Click 'New Student'

/ [CSM School](#) / [Class 3](#)



3. Fill in the following details

Display Name: This will be the name displayed on their profile, and will be auto filled when credits are added to a project. (These can be edited)

User Name: This is the name the student will use to login to Cloud Stop Motion. It will be auto-populated on the form but you can change it.

Password: The student's password they will use to login. Clicking 'Generate Password' will automatically choose an easy password for the student to remember.

4. Click 'Submit'

/ CSM School / Class 3

New Student Account

Display Name

Username

Password

Weak

Storage Limit
 Shared
 Limited

5. Continue adding students in the same way, until your group is complete.

/ CSM School / Class 3

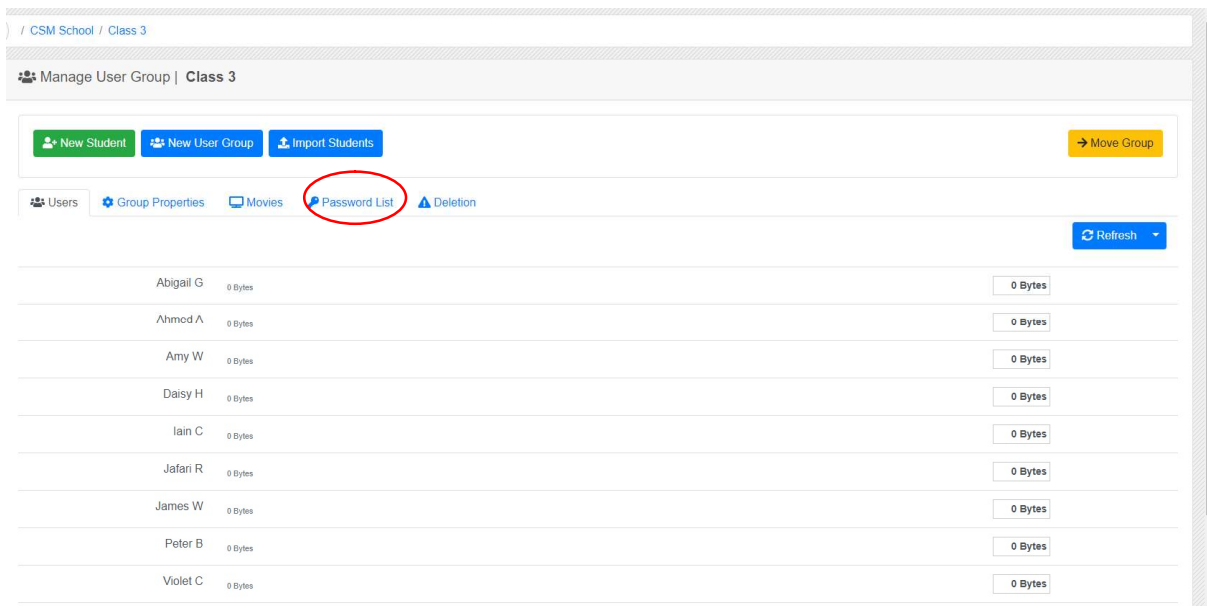
Manage User Group | Class 3

Abigail G	0 Bytes	0 Bytes
Ahmed A	0 Bytes	0 Bytes
Amy W	0 Bytes	0 Bytes
Daisy H	0 Bytes	0 Bytes
Iain C	0 Bytes	0 Bytes
Jafari R	0 Bytes	0 Bytes
James W	0 Bytes	0 Bytes
Peter B	0 Bytes	0 Bytes
Violet C	0 Bytes	0 Bytes

Viewing and printing students' passwords

You can view all the login details for the students in a group, you could choose to print them and perhaps cut out the login cards to give to the students.

1. Choose the group you want to view and click on 'Password List'



Name	Bytes	Bytes
Abigail G	0 Bytes	0 Bytes
Ahmed A	0 Bytes	0 Bytes
Amy W	0 Bytes	0 Bytes
Daisy H	0 Bytes	0 Bytes
Iain C	0 Bytes	0 Bytes
Jafar R	0 Bytes	0 Bytes
James W	0 Bytes	0 Bytes
Peter B	0 Bytes	0 Bytes
Violet C	0 Bytes	0 Bytes

2. Click 'Load Password List'

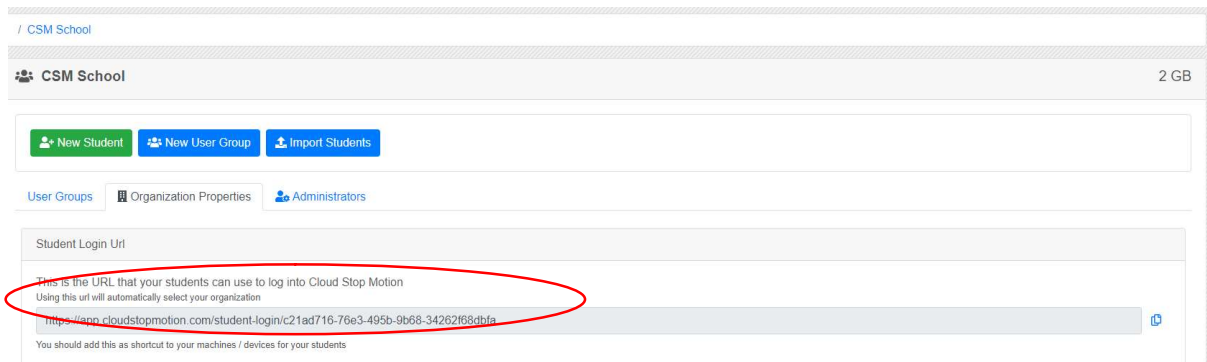


This displays all the login details for students in this group. Click 'Print List' if you'd like to print them.

How students access their Cloud Stop Motion account

Students have 2 options for how to login to Cloud Stop Motion.

1. They can go to the school's personalised URL found on the 'Organization Properties' tab on the Organization Homepage. Using this url their school name auto-populates on the Student Login Page. (We recommend putting a shortcut to this url on the student's desktop, for quick access to Cloud Stop Motion). They then enter their username and password to login.



OR

2. Students can go to <https://app.cloudstopmotion.com/student-login> and enter their School Name, Username and Password.

