



UPLOADING THE CSV FILES

LP+365

HELP GUIDE

VERSION 2.3

1. Overview.

The LP+365 app is provisioned using a set of 5 CSV files that contain data from your schools' Management Information System (MIS). The provisioning can only be managed by the Tenant or Global Administrator on the School's Office 365 for Education tenancy.

2. Provisioning the CSV Files.

1. Log into LP+365 as the tenant admin from your schools Office 365 for education Tenancy as shown in Figure 1.

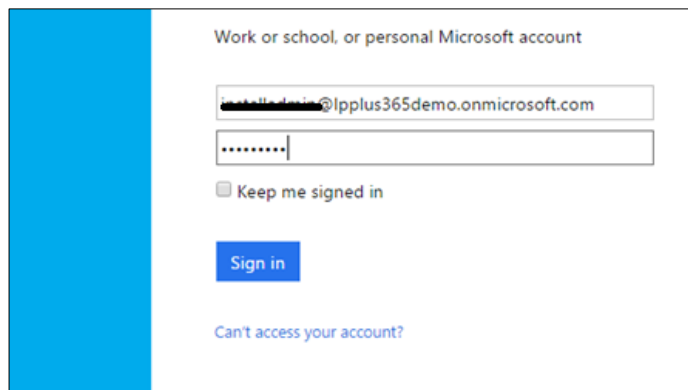


FIGURE 1. LOGIN VIA MICROSOFT OFFICE 365 USING SCHOOL ACCOUNT

2. On logging into the app you will be navigated to the Home School Dashboard. As a Tenant / Global Administrator, you will see a settings cog on the top right hand corner in the notifications bar.
3. Click on the settings cog and select **Provision Learning Groups** from the dropdown menu as shown in Figure 2.

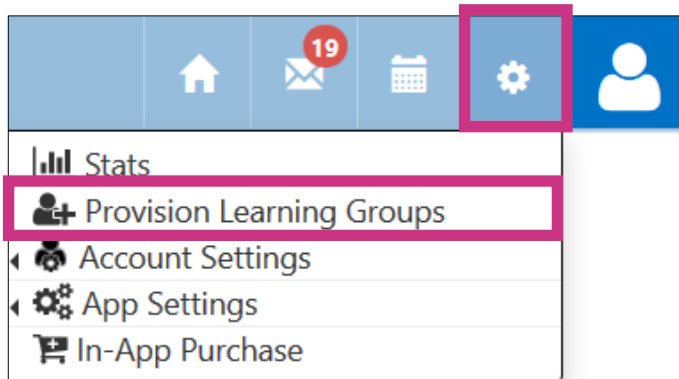


FIGURE 2. SETTINGS TOGGLE AND DROPDOWN MENU

- Clicking on **Provision Learning Groups** will navigate you to the **Provision via csv** page from where you can upload your CSV files. Some of the items visible are limited to the Full School App Only. Please see guidance [here](#) labelled 'CSV Provisioning files' to prepare your CSV files.
Note: Some of details visible are limited to the Full School App only i.e. Purchase Licence info.

FIGURE 3. PROVISION VIA CSV

- There are 4 main sections visible on this page as shown in Figure 3:
 - Licence Information which details the number or **Purchased Licences**, **User Licences** and **Pending Licences**. (Full School App only)
 - Upload area for the 5 different CSV files. Follow the templates and guidance on 'CSV provisioning files' found [here](#) to prepare your CSV files.
 - Number of Teachers** and **Number of Students** (Full School App only)
 - Upload Records** button
- In the Upload area, upload the CSV files under the respective headings. i.e. upload the Student provisioning file under the **Students** tab as shown in Figure 4. by selecting **Choose File** or **Browse**. Data found in your file will be populated in the table below, which should be checked and re-checked for any errors.

FIGURE 4. UPLOAD CSV FILES

Note: Please note that in order to continue with the provisioning, you must upload all CSV files at this stage.

You can run individual users via the CSV files, though we recommend to retain a master copy of your populated CSV files, as you may need these at later dates when you're adding new classes, sites and subject areas, as well as new staff or students.

- Once all 5 CSVs have been uploaded, Enter **Number of Teachers** and **Number of Students** you wish to provision. E.g. if you are adding 23 (additional) Teachers enter 23: likewise, for Students as shown in Figure 5.

The screenshot shows a form with the following content:

- Purchased Licences : 100
- Used Licences : 23
- Pending Licences : 77
- Number of Teachers * : 23
- Number of Students * : 45

FIGURE 5. SPECIFY NUMBER OF LICENCES

- Run the files by clicking on **Upload Records** button as shown in Figure 6.

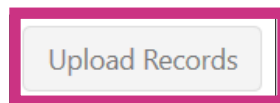


FIGURE 6. UPLOAD RECORDS BUTTON

- Once the provisioning process is completed a notification pop up window will be displayed as shown in Figure 7. Clicking on the **Manage User Licences to Complete Provisioning** button will navigate you **Manage User Licences** page from where you can assign/un-assign user licences.

The notification window contains the following text:

Successfully uploaded the following records.

- Number of staff records uploaded: 41
- Number of student records uploaded: 267
- Number of subject records uploaded: 22
- Number of duplicate staff: 0
- Number of duplicate student: 0

At the bottom right, there is a button labeled "Manage User Licences to Complete Provisioning".

FIGURE 7. SUCCESSFUL UPLOADED THE FOLLOWING RECORDS NOTIFICATION

3. Additional Guides.

For more information, please see below online guides:

- [CSV Provisioning Files](#)

**Free Online Support - <http://lpplus.com/support-home>
Get in touch by email: lp365support@lpplus.com**