Hwb+ School Bulk Upload Web Part: Governors

Overview

The Bulk User Upload web part allows designated Hwb+ Administrators to add and update Hwb+ Users and class/Subject areas.

Please note: This web part has been set up to follow naming and password conventions as specified by the Welsh Government.

Adding the School Bulk Upload web part

By default, the Hwb+ School Bulk Upload web part should appear on your School Admin site. If this web part does not appear here, add it in by following the steps below:

Before making these changes you will need to make the page editable and click on Check Out. You will need administrative access over the Admin site in order to action these changes.

1. Click Site Actions.
2. Select Edit Page.
3. Select Add a web part.
4. Under Miscellaneous select the check box for the Hwb+ Bulk Upload web part.
5. Click Add.
6. Click on Save and Close and then Publish the site that you are working on.

Using the Hwb+ Bulk Upload Web part
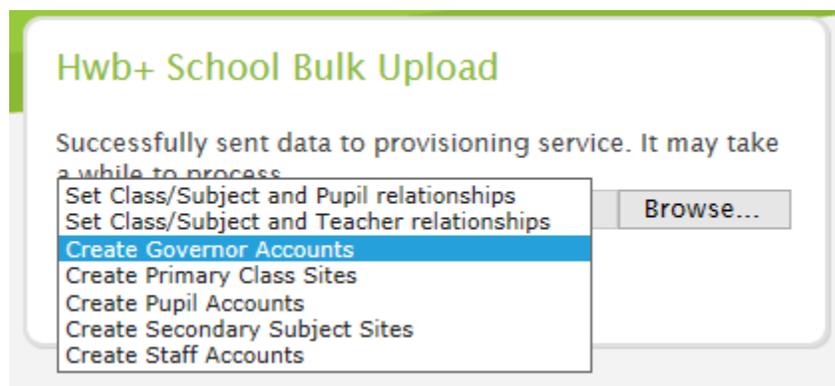
To use the Hwb+ Bulk Upload web part you will need to create a csv file with column titles as below:

1. **Governor.csv:**
    a. Forename
    b. Surname

Once you have your Governor data to hand, you will need to populate the csv with the legal forename under the forename column and the legal surname under the surname column, using a separate row for each user. This file should be saved to your workstation with a meaningful file name.

2. **Create Governor Accounts:** this will create Governor accounts

To run the csv file through the Hwb+ Bulk Upload web part you will need to select the *'Create Governor Accounts'* workflow from the drop down menu underneath, click on *Browse*, locate and select the csv file created in step 1 of this document from your workstation.. To finish click on *Submit*. You will be notified if this was successful with a message on the web part: 'Successfully sent data to the provisioning service. It may take a while to process'.

3. **Governor User Credential List**

Once the process is complete, the Governor User Accounts will be added to your School User Credential List, this web part is only accessible for an admin user. This list can be filtered or sorted by the Governor role to locate your new Governor Accounts.

Please note: Governor Accounts can only access the Governor site by default.

Contact our Help Desk.

If you have any queries as a result of this guide, or should you wish to find out what other related Help Guides we have to offer, navigate to our Support Portal to log a call or browse our Help Guides under the Solutions tab.

https://servicedesk.hwbsupport.net

Otherwise please feel free to email supportdesk@hwbsupport.net

Or call us on 02920990200.