5 simple steps to set up your CLASSES ON DOTS

1 purchasing tests

· Open a browser and go to http://schooladmin.erc.ie.
· Enter your credentials.
· Select 'Order Tests' on the menu on the left-hand side, click 'Buy Online Tests'.
· Enter the desired quantity, click 'Add to Cart'.
· Click 'Next' to enter your school details.
· Proceed and use a debit/credit card for payment.

2 gathering student information

· Collect information about class groups, including class names and student information (i.e. first and last names, and optionally gender and date of birth)
· Download the CSV template from the 'Students – Create Students' section of DOTS or from your DOTS Starter Pack.
· Use spreadsheet software (e.g., Microsoft Excel) to organize the data on the student CSV template and save to your computer

3 adding classes to DOTS

· Select 'Classes' on the DOTS menu, then 'Online Test Class'.
· Click 'Create Class'.
· Enter the class group name, description, class year and any required information as clearly as possible to find it easily after testing.
· Click 'Save'.
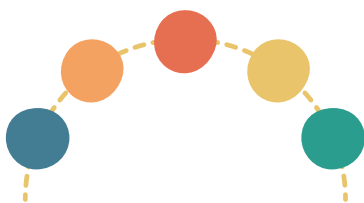
4 adding students to classes

· Select 'Students' on the menu and click the 'Create Students' button.
· Select class from the dropdown menu.
· *Batch upload:* Select 'Upload File with Students' and locate the correct CSV file for the class. **or**
· *Manual Upload*: Enter each student's details for the current class. Click the 'Add' button for each student added to the class.

5 verifying class and student data:

· After adding or importing students, review the student list in the 'Classes' section and check that data was entered correctly.
· Correct issues immediately. Student data cannot be amended after test data is assigned to it.