

Filling out the learner import spreadsheet

Username	Password	Group	Language	Middle Name	Curriculum	First Name	Last Name	Notes	E-mail
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REQUIRED FIELDS

User Name: This can be any name you would like to assign to the learner. It will be used to identify the learner and will function as the learner's login information. Each username must be unique.

Password: For security purposes, the password should be unique; however, it can be the same for every learner upon initial registration and later changed by the administrator or by the learner if using the TOTALE® PRO solution, if necessary. Once you set the learner's password you will not be able to see it again. However, you will be able to reset it if the learner ever forgets the password.

Group: This will be the name of the group to which you will register the learner. Groups determine how the site is organized. You can reference which groups are available by referring to the Groups tab in the Rosetta Stone Manager™ and finding groups with assigned languages and levels.

Language: This is the language the learner will study.

Curriculum: Rosetta Stone® has many preloaded, predefined curricula for each language. Most learners will begin in the Standard curriculum (you can fill this column with the word "Standard").

First Name: Of the learner.

Last Name: Of the learner.

Email: Once registered, the learner will receive a one-time email with the site url to sign in and their username and password. Please note that this field is not always required.

OPTIONAL FIELDS

Middle Name: If you have two learners with the same first and last name, this field can be used to distinguish them.

Notes: A free-text field where you can save distinguishing information about the learner that could be useful to view later in a list or report.