



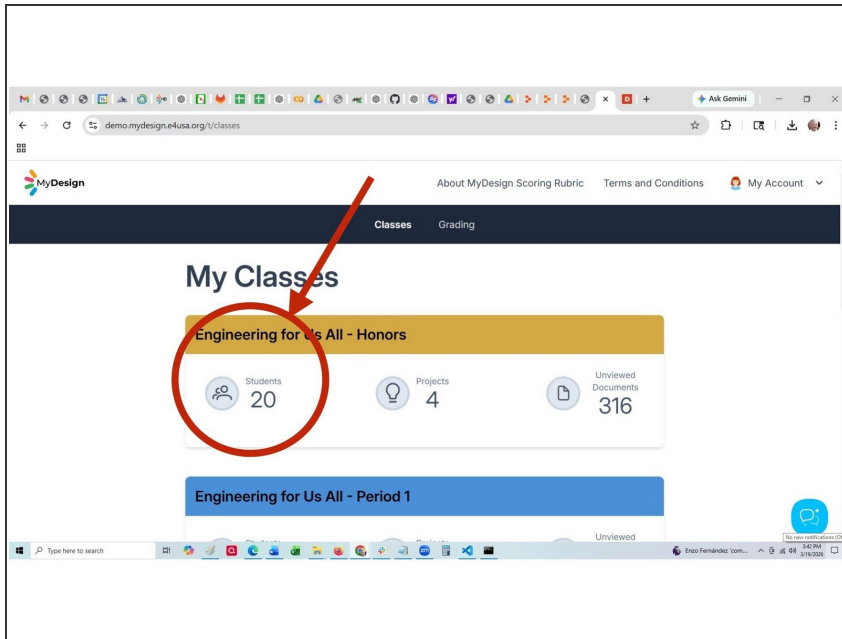
Creating a Class Roster in e4usa MyDesign® Stand-alone Version

This guide describes how to create and assign student and teacher users to a class in the e4usa MyDesign® Stand-alone Version

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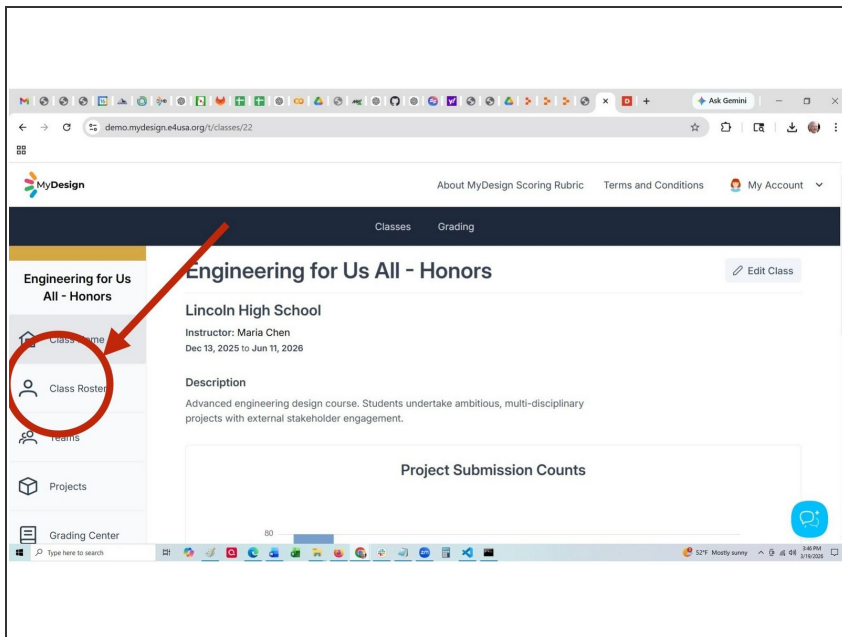
A screenshot of a web browser displaying the e4usa MyDesign Stand-alone Version interface. The browser's address bar shows the URL "demo.mydesign.e4usa.org/t/classes". The page has a dark blue header with the "MyDesign" logo on the left and links for "About MyDesign Scoring Rubric", "Terms and Conditions", and "My Account" on the right. Below the header is a dark blue navigation bar with "Classes" and "Grading" tabs. The main content area is titled "My Classes" and features two class cards. The first card, "Engineering for Us All - Honors", has a yellow header and displays statistics: 20 Students, 4 Projects, and 316 Unviewed Documents. The second card, "Engineering for Us All - Period 1", has a blue header and shows "Unviewed" documents. A notification bubble in the bottom right corner states "No new notifications (Off)". The Windows taskbar at the bottom shows the search bar and various application icons, with the system clock indicating 3:42 PM on 3/19/2026.

Step 1 — Select Class



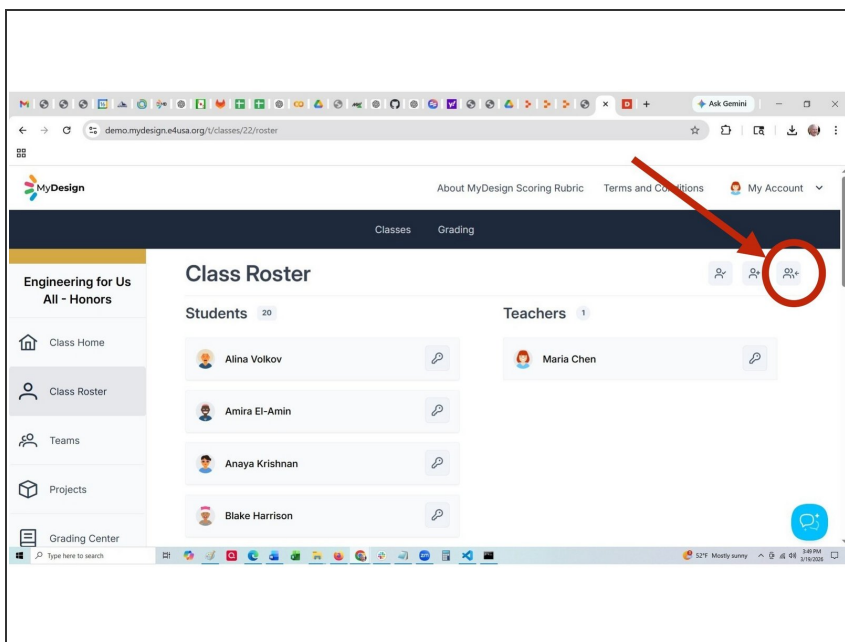
- Navigate to My Classes in the e4usa MyDesign® Stand-Alone Version
- Select anywhere within the desired class card

Step 2 — Class Home



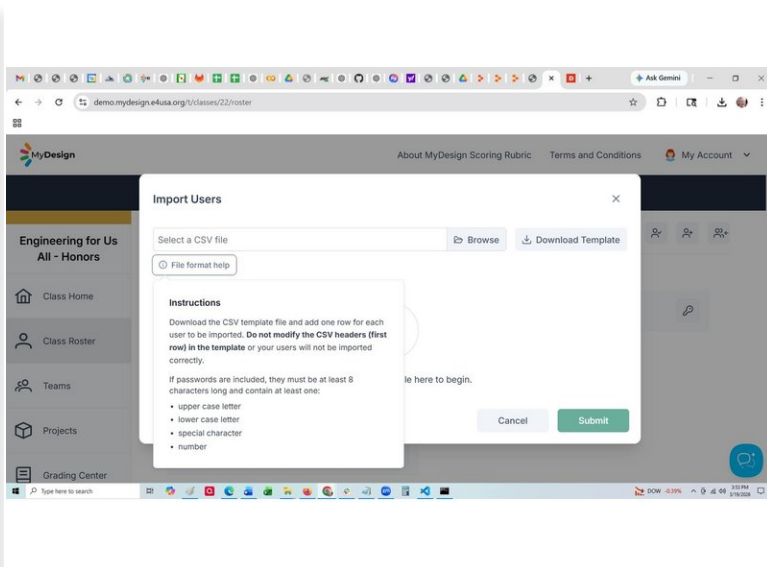
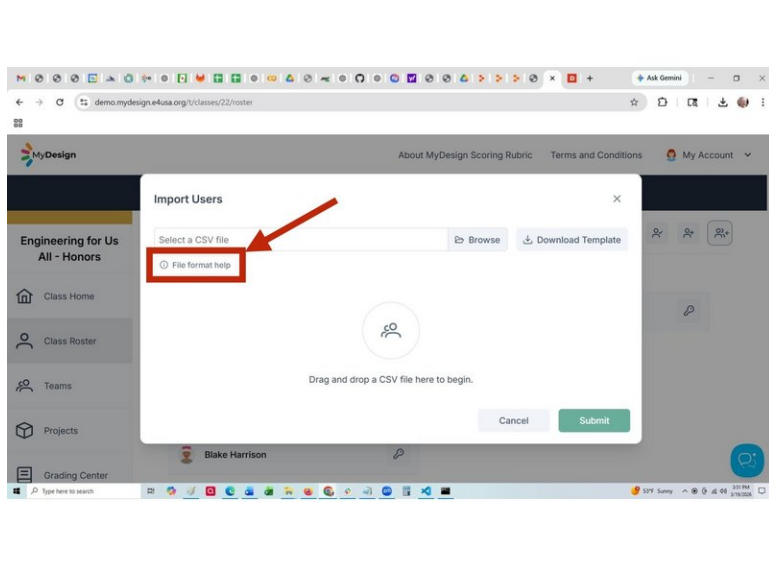
- Select **Class Roster** on the Class Home screen

Step 3 — Class Roster



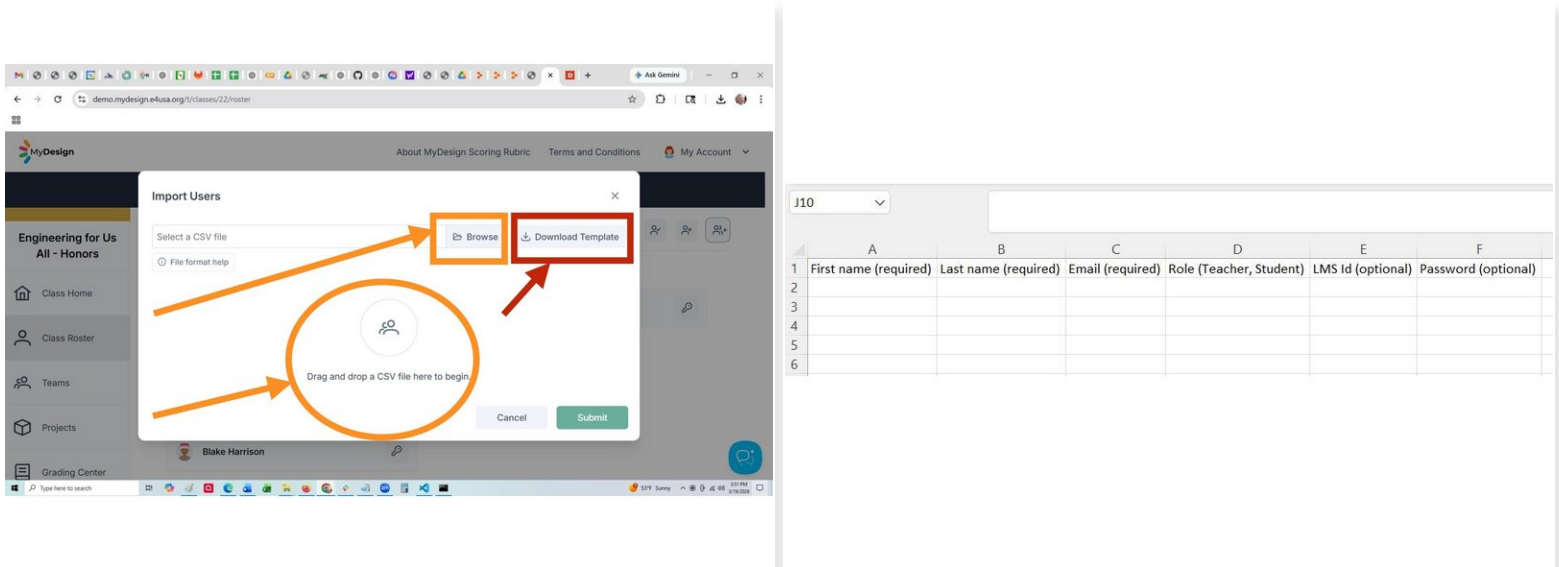
- Select the **Import Users** icon on the Class Roster screen

Step 4 — CSV Upload Instructions



- The CSV file upload modal appears
- Select **File Format Help** to view instructions on filling out the CSV Template.

Step 5 — Load Users from CSV File

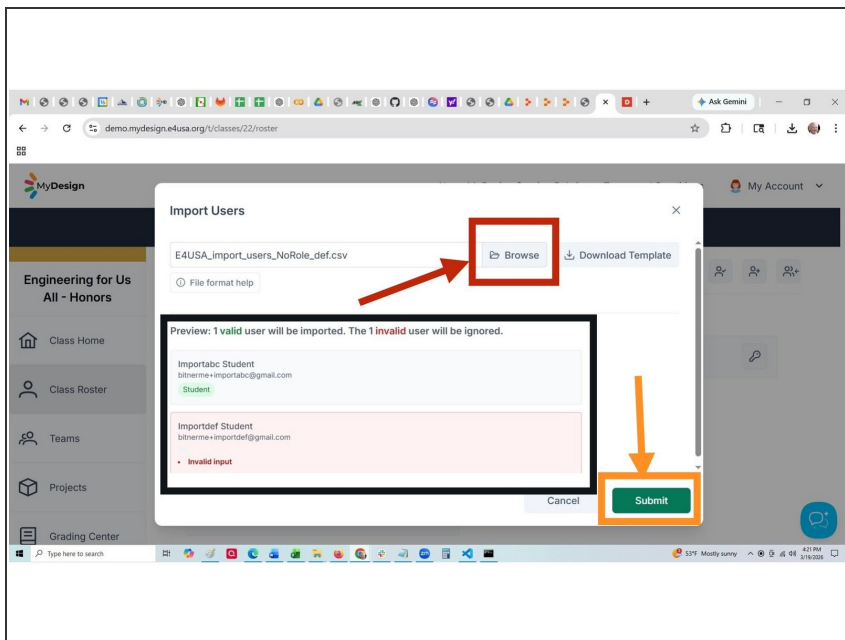


The screenshot shows the 'Import Users' dialog box in the MyDesign application. The dialog has a 'Select a CSV file' section with a 'Browse' button (highlighted with an orange box and arrow) and a 'Download Template' button (highlighted with a red box and arrow). Below this is a large circular area with a person icon and the text 'Drag and drop a CSV file here to begin' (highlighted with an orange circle and arrow). The background shows the MyDesign interface with a sidebar menu and a top navigation bar. To the right of the dialog is a preview of the CSV template spreadsheet.

	A	B	C	D	E	F
1	First name (required)	Last name (required)	Email (required)	Role (Teacher, Student)	LMS id (optional)	Password (optional)
2						
3						
4						
5						
6						

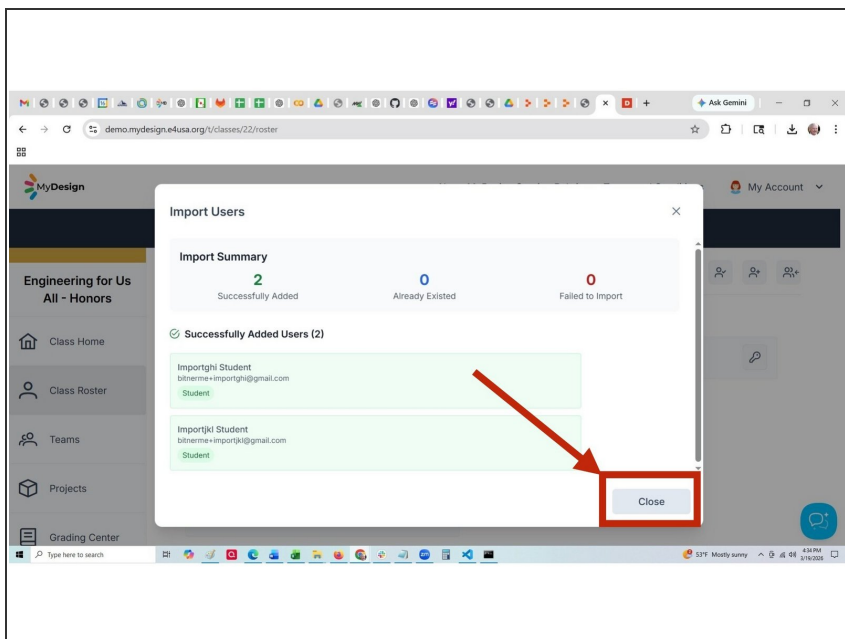
- Select **Download Template**
- You can modify the template to add new users.
- Leave the Password field blank if you want the user to receive an "invite" email with a temporary password.
- You may bypass the email "invite" process by creating a password and providing it to the user
- If policy prohibits the use of user email addresses as usernames, you must provide a password and create a pseudo-email address in this format: SchoolIDNumber-UserIDNumber@mydesign.e4usa.org (e.g. 235-8675309@mydesign.e4usa.org).
- **Browse** to the location of the prepared CSV file from your class materials or select **Drag and drop a CSV file here to begin**.

Step 6 — Correct Errors in Upload File



- Review the error check results
- Correct errors as necessary and select **Browse** to upload the corrected csv file
- Select **Submit** when for the corrected csv file

Step 7 — Users Created



- Users are created for the selected class
- Select **Close**

Step 8 — New Users Appear in Class Roster

- New Users appear in Class Roster

