

Please use the following instructions to complete the Bulk Import Spreadsheet for any of the Learning Without Tears digital products. The spreadsheet is comprised of four tabs: **Customer Summary**, **Organization Info**, **User Info** and **Class Info**. It is important to fill the appropriate tabbed sheets for your specific digital product(s) for us to import your data and complete your setup successfully. Please note that there is a sample Bulk Import Spreadsheet filled out for your reference and there are hints for each column included in the row above column headings.

Follow these three steps to setup:

1. Download bulk import spreadsheet
2. Fill out appropriate tabs and save your spreadsheet. For the teacher applications listed below, you will need to fill out the organization Info and User Info tabs and for all student licensing, all tabs must be filled out.
 - HWT Interactive Digital Teaching Tool™ (IDTT),
 - Readiness & Writing Interactive Digital Teaching Tool (IDTT-RW-26)
 - PREKITT: The Pre-K Interactive Teaching Tool™ (PREKITT)
 - Building Writers: Cornerstones Interactive Digital Teaching Tool (CBWIDTT)
 - Letters & Literacy Interactive Digital Teaching Tool (IDTT-LL-27)
 - Phonics, Reading and Me™ Teacher Digital Tool (PRMT)
 - A–Z for Mat Man® and Me Interactive Teaching Tool (AZTAPP)
3. Send it to us using our secure link, <https://upload.LWTears.com/>

Customer Summary – includes information specific to the customer and roster setup

Customer District/School Name: Name of your district or school

Primary Digital Admin: List the person from the district who will be working with LWT to roster and license educators and students.

Invoice/PO/Sales Order #s: Your order information

LWT Case Number: Case number can be found in the email communication between the district and LWT. If the setup process has not been initiated yet, there will be no case number.

Initial Setup for School Year: Yes or No

Request Setup Go-Live Date: The date licensing and setup is needed.

Digital Product to Roster Grid: For **Using Digital Product**, input Yes/No in each product row appropriate to your implementation. For **Grades Rostering**, input the grades appropriate to your implementation.

Organization Info – includes information for your school and district

Required fields are denoted by an asterisk ().*

***Organization Name:** List your district and all schools that will be using the digital product. Private, charter, and other single school types can have their organization listed as a school entry, if that is the only organization listed.

***Organization Type:** District or School

NCES ID: The 7-digit NCES ID for the district or 12-digit NCES ID for all schools. If you do not know what this is, or do not have one, please refer to <https://nces.ed.gov/ccd/districtsearch/> to find the information you need.

***School Start Date** – start date for your school this year, must be in mm/dd/yyyy format

***School End Date** – end date for your school this year, must be in mm/dd/yyyy format

For setup assistance call 888.983.8409, email LWTears.com/contact-us/rostering, or Live Chat on pli.LWTears.com.

User Info – Includes information specific to admin, co-admins, and educators

All fields are required.

District/School Name: Name of the district/school (district/school names must match information from Organization Info tab.)

Role: User roles for this digital product implementation. Admins and Co-Admins are assigned to the district and given the role of Admin. School Admins are assigned to a specific school and given the role of Admin. If School Admin is associated to multiple schools, please list them on multiple lines in the spreadsheet. Educators and Co-Educators are assigned to a school and given the role of Faculty.

User ID: Unique ID associated with that user.

User First Name: User first name

User Last Name: User last name

User Email: User’s school email address

EDUCATOR LICENSE COLUMNS: The next three columns are for educator licensing. More than one column may be used based on your digital product purchased.

Handwriting Without Tears Interactive Digital Teaching Tool™: Input the appropriate product code(s) associated with each educator. If there are multiple grades needed, list all product codes separated by a comma (,). Example: IDTT-K-22, IDTT-1-22, IDTT-2-22.

Grade	Product Code - 2022 Edition	Product Code - 2025 Edition	Student Edition
Pre-K/K	IDTT-TK-22	IDTT-TK-25	Kick Start Kindergarten
K	IDTT-K-22	IDTT-K-25	Letters & Numbers for Me
1	IDTT-1-22	IDTT-1-25	My Printing Book
2 – Print	IDTT-2-22	IDTT-2-25	Printing Power
2 – Print/Cursive	IDTT-CK-22	IDTT-CK-25	Cursive Kickoff
3	IDTT-3-22	IDTT-3-25	Cursive Handwriting
4	IDTT-4-22	IDTT-4-25	Cursive Success
5	IDTT-5-22	IDTT-5-25	Can-Do Cursive
6	-	IDTT-6-25	Cursive and Beyond

Phonics, Reading, and Me™ Teacher Digital Tool: Input the appropriate product code(s) associated with each educator. If there are multiple grades needed, list all product codes separated by a comma(,) Example: PRMT-A,PRMT-B

Grade	Product Code	Set
K	PRMT-A	A
1	PRMT-B	B
2	PRMT-C	C
3	PRMT-D	D

Building Writers: Cornerstones Interactive Digital Teaching Tool: Input the appropriate product code(s) associated with each educator. If there are multiple grades needed, list all product codes separated by a comma(,) Example: CBWIDTT-A-27, CBWIDTT-B-27

Grade	Product Code	Set
K	CBWIDTT-A-27	A
1	CBWIDTT-B-27	B
2	CBWIDTT-C-27	C
3	CBWIDTT-D-27	D

Literacy & Letters Interactive Digital Teaching Tool: Input IDTT-LL-27 for each teacher who needs to be licensed.

Readiness & Writing Interactive Digital Teaching Tool (2026 edition): Input IDTT-RW-26 for each teacher who needs to be licensed.

Pre-K Interactive Teaching Tool™: Input PREKITT-RW for The Pre-K Interactive Teaching Tool™ – Readiness & Writing (2021 edition) and PREKITT-GSS for The Pre-K Interactive Teaching Tool™ – Get Set for School®

A–Z for Mat Man® and Me Interactive Teaching Tool: Input AZTAPP to license each educator.

Class Info – includes information pertaining to classes and students

Not necessary to fill out for IDTT, PREKITT, CBWIDTT, IDTT-LL-27, or AZTAPP only implementations. Required fields are denoted by an asterisk ().*

***School Name:** School name associated with the student.

***Class Name:** Class name associated with school and student using digital product. Class name should be unique.

***Educator Email:** Must include email address of educator(s) teaching this class. If there are co-educators associated with this class, list the primary educator's email first followed by a comma (,) and then the co-educator's email.
Example: primaryeducator@district.com, coeducator@district.com.

***Student ID:** Unique ID associated with the student

***Student First Name:** Student first name

***Student Last Name:** Student last name

***Student Grade:** Grade the student is currently enrolled in

Student Username: Student username that will be used as part of the login process. When logging in, all usernames for the class will be displayed and the student will select their name from the class list. If this field is left blank, we will give students a username that is their first name, last initial. Example: John S. This field must meet the following criteria:

- Can include letters, numbers, hyphen (-), underscore (_), period (.), number sign (#) and 'at' symbol (@).
- Minimum of four characters and a maximum of 24 characters.
- Is not case-sensitive.
- All other characters not accepted will be removed from the student user name

Student Password: Student password can be selected (clicked on) by the student to login, or it can be typed in by the student.

- If you would like your students to select their two to four alphanumeric password from letter cards (A–E and 1–5,) leave this field blank, and they will be assigned. You may edit this field at any time using a minimum of two and a maximum of four letter-cards for each student.
- If you would like your students to type in their password, input their password in this column. You may edit this field at any time. This field must meet the following criteria:
 - Can only contain letters or numbers (no spaces)
 - Minimum of two characters and a maximum of 16 characters
 - Is not case sensitive

Student Email: All districts/schools using Google SSO need to fill in this field for every student. If you are not a Google SSO implementation district/school, leave this field blank.

Guardian Email: Parent/guardian email to be used for email communication. Communication gives parents/guardians login credentials for student to login from home. If there are multiple email addresses associated with a student, list all parent/guardian's email addresses separated by a comma (,).

STUDENT LICENSE COLUMNS: The next six columns are for student licensing. One or more of these columns must be completed for each student based on your digital products purchased.

Grade	Keyboarding Without Tears®	HWT Digital Student		GSS Student Learning Apps	Wet-Dry-Try	A-Z for Mat Man® and Me	Phonics, Reading, and Me™
		2022 Edition	2025 Edition				
Pre-K				GSSAPPS	WDT	AZSAPP	
K	KEYK	HWT-TK-22 or HWT-K-22	HWT-TK-25 or HWT-K-25		WDT	AZSAPP	PRMS-A
1	KEY1	HWT-1-22	HWT-1-25		WDT	AZSAPP	PRMS-B
2	KEY2	HWT-2-22 or HWT-CK-22	HWT-2-25 or HWT-CK-25				PRMS-C
3	KEY3	HWT-3-22	HWT-3-25				PRMS-D
4	KEY4	HWT-4-22	HWT-4-25				
5	KEY5	HWT-5-22	HWT-5-25				
6			HWT-6-25				

DON'T FORGET: Submit your bulk import spreadsheet using our secure link, <https://upload.LWTears.com/> or contact us at LWTears.com/contact-us/rostering with any questions.