

## How to create Learners individually

Learners may be set up individually or in bulk via upload of a CSV file. Below is the method of adding Learners one at a time.

1. Log into the Assessment Tool as Organisation Administrator using your ESAA username and password:

2. Click on the Learners tab:

3. Click on **Create new learner**:

4. Complete the **First Name** and **Last Name** fields (these fields are mandatory):

5. Complete the **Date of Birth** field – DD/MM/YYYY (this field is mandatory).
6. Complete the **Gender** field (this field is mandatory).
7. Complete the **National Student Number** field (this field is mandatory).
8. Complete the **Ethnicity 1** field (this field is mandatory).
9. Complete the remaining fields if applicable and information available.
10. Click on the **Save** button and a summary of the new Learner's details will be displayed:

## Learner ? Help | Accessibility

Learner 'Quant, Mary' created successfully.  
[Create another Learner](#)

**Quant, Mary**

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**Progress Reports**

Numeracy	Reading	Vocabulary	Writing
0 Assessment(s)	0 Assessment(s)	0 Assessment(s)	0 Assessment(s)

**Please Note:** Only the latest five assessments will be included in each progress report

**Assessment Reports**

Select : [All Assessments](#) , [None](#)

Assessment Date	Assessment Name	Step	Assessment Area
No records to display.			

**Assigned Assessments**

**Learner Details**

Date of Birth  
30/12/1988

Gender  
Female

Ethnicity 1  
NZ European/ Pākehā

Ethnicity 2  
Not Specified

Ethnicity 3  
Not Specified

Email Address  
Not Specified

National Student Number  
653662333

External Learner Reference  
Not Specified

Is English the Learner's First Language?  
Not Specified

11. Learners must be added to Organisation Groups for Educators to view them. At the bottom of the Learner Details screen, click **Add to Organisation Group(s)** to display the list of available groups already created:

**Assigned Groups**

Add to Organisation Group(s)

Group Name	Group Type
No records to display.	

**Manage Assessments**

Show Assessments at Other Organisations

Reallocate selected assessments to another learner

12. Select the relevant Organisation group to add the Learner to and click **Save**.

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## Add Learner To Groups

**Quant, Mary**

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[Cancel](#)[Save](#)

All Organisation Groups (3)
Selected (1)

Select : [Everyone](#) , [All on Page](#) , [None](#)

Group Name	Group Type
<input type="checkbox"/> Literacy 101	Organisation
<input checked="" type="checkbox"/> Engineering	Organisation
<input type="checkbox"/> Social Structures	Organisation

[Cancel](#)[Save](#)