

How to Bebras

Registration

- Visit www.bebbras.edu.au.
- On the top, right of the page is a Teacher Registration/Log In option, click on this.
- A new portal will open. Select the green button that says 'Register as a Coordinator'.
- On the new page, enter your state in the drop down menu and then enter your school's suburb.
- If you begin typing your school name it should auto-populate but if not, enter your school's full name (or 'Home School-surname'/'Home School-group' if applicable) then click 'Next step'.
- The new page will require you to enter your details as a Coordinator.
- If you are a teacher, please register using your school email and ensure you have entered your school's full name. This will speed up the approval process.
- When the information is complete, click 'Request registration'.
- A new screen will appear letting you know that your registration is awaiting approval.
- You will receive a confirmation email once your registration is approved. All Coordinators must be approved by Bebras Australia, this can take up to 48 hours.

Uploading Student Information

- Login as a Bebras Coordinator using your username and your selected password.
- Once you have logged in to the Bebras portal, select 'Consent settings' from the menu on the left.
- There you will find a copy of the Parental Consent form and the Bebras Terms & Conditions to download.
- To proceed with uploading student details you must accept the Terms & Conditions on behalf of your school and confirm that you have collected and retained Parental Consent forms (if not using pseudonyms).
- Parental Consent forms must be retained by your school for 12 months. Bebras Australia only requires Parental Consent forms for Honour Roll recipients to be published on the Bebras website.
- Once you have selected 'Edit', checked both boxes, and clicked 'Save' you will be able to import student information.

Single Student Upload

- Select 'Students' from the grey menu on the left hand side.
- Then click 'New' and complete the student's details.
- Click 'Save'.

Multiple Student Upload

- Select 'Documents' from the grey menu on the left.
- Download an Excel document called 'Student Details Upload Template.xlsx'.
- Enter students' details into this spreadsheet and save it to your computer (usernames and passwords will be auto-generated).
- Select the 'Import Files' tab from the grey menu.
- Click on the green 'Upload' button.
- This will take you to a new screen where you must tick all the boxes for the fields you have included in your spreadsheet.
- Use the 'Browse' button to select your completed student details spreadsheet on your computer.
- Then click the green 'Save' button.
- Your spreadsheet will appear with a green 'Import Now' button next to it.
- Select that button and ensure all of the student information that appears is correct.
- Then tick the box next to 'Do not import first row of this file, it contains headers'.
- Finally, click the green 'Import' button.
- A message will appear telling you the file has been imported.
- Select 'Students' from the menu on the left and all your students' details should appear.
- To access the auto-generated usernames and passwords for each student, download the student details as a spreadsheet by selecting the green 'Export Excel File' button at the bottom of the page.

