CSV Import / Export

General CSV Import / Export

> Ticking the "Replace Data" checkbox will **delete all existing records** before importing.

> Any spreadsheets being uploaded must be exported to CSV format; The process for this will differ depending on your spreadsheet editor.

The first row of an imported CSV should contain the names of the fields being imported, each row after should contain the data for a single imported record e.g:

First Name	Surname	Email
Alice	Alison	alice.alison@example.com
Bob	Bobson	bob.bobson@example.com
Charles	Charleson	charles.charleson@example.com

> The importer will fail to import any column that has spaces before or after the field name in the first row.

Importing Students

An example file for Student CSV upload can be downloaded here

The Student CSV importer can be found at the top left of the Student Admin.

The student importer takes in some extra fields to allow for the linking and/or creation of student groups on import. The required fields for importing Students are:

First Name	Surname	Email	Username

optional	optional	required unless "Username" is provided	required unless "Email" is provided
-	-	*Must be a valid email*	-

Password	Account Type	School Name	Student Group Name
required for new users, optional for existing users	required	required if linking/creating student group	required if linking/creating student group
Must be 8+ characters with 1 capital and 1 number. The password must be a new password if provided for existing users	*set to "Student"*	*If provided, must be the exact name of an existing school*	*If provided, must be the exact name of an existing student group owner by the connecting school*

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