Providing CSVs for student importing

General CSV Import / Export

> 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

The student importer takes in some extra fields to allow for the linking and/or creation of student groups on import. The 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	required	required if linking/creating student group	required if linking/creating student group
Must be 8+ characters with 1 capital letter and 1 number	*Set this field to "Student"*	*If provided, must be the exact name of your school in the Wordchain admin*	*If provided, must be the exact name of an existing student group in the Wordchain admin*

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