

Import students

Bulk upload of students into the system. Follow the format on the right side of the screen, and the file should be of type CSV.

- 1) Ensure the columns are 5 (Name, Matricule, Gender, Place of Birth, and Date of Birth) on the Excel sheet.
- 2) Save as CSV
- 3) Select academic year to which the students are to imported into the system
- 4) Fill all the other fields. Ensure the students imported are of a **given class** and not mixed.
- 5) Click Save

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