

Unique_ID	Student_First_Name	Student_Mid_Name	Student_Last_Name	Student_DOB	Student_Gender	Group	Student_School_Year	Notes	Reference	Primary Parent Email
STD-10-1398	John	F	Doe	11/02/1998	Male	Early Learners	Year 3			john-doe@mail.com



INSTRUCTIONS FOR UPLOADING DATA FOR NEW STUDENT:

ALWAYS DOWNLOAD THE LATEST CSV FORMAT FROM THE WEB PANEL BEFORE ATTEMPTING TO UPLOAD DATA.

PLEASE DO NOT DELETE THE HEADER ROW (BLUE COLOR), ELSE DATA UPLOAD WILL FAIL

WHEN YOU ARE ADDING A NEW STUDENT THROUGH THIS FILE, THE UNIQUE ID SHOULD BE BLANK AND WILL BE GENERATED BY THE SYSTEM DURING DATA UPLOAD

COLUMNS IN RED ARE MANDATORY AND THE IMPORT/UPDATE WILL FAIL IF THIS IS MISSING

DOB: FOR N. AMERICA (US AND CANADA) USE MM/DD/YYYY. FOR THE UK AND REST OF THE WORLD USE DD/MM/YYYY

DETAILS IN BLACK ARE OPTIONAL FIELDS.

ONLY THE PRIMARY PARENT E-MAIL HAS TO BE ENTERED. THIS WILL LINK THE STUDENT TO THE CORRECT FAMILY. THE EMAIL SHOULD MATCH THE PRIMARY PARENT EMAIL USED ELSEWHERE IN GENIUSONE OR THE GROUPING OF STUDENTS TO THE CORRECT FAMILY WILL FAIL

INSTRUCTIONS FOR UPDATING DATA FOR EXISTING STUDENT:

DOWNLOAD/EXPORT STUDENT DATA FROM GENIUSONE USING THE 'EXPORT' BUTTON FOUND UNDER THE STUDENT VIEW. ALWAYS EXPORT THE LATEST FILE BEFORE ATTEMPTING TO UPDATE DATA USING BULK UPLOAD

PLEASE DO NOT DELETE THE HEADER ROW (BLUE COLOR), ELSE DATA UPLOAD WILL FAIL

WHEN YOU ARE UPDATING AN EXISTING STUDENT THROUGH THIS FILE RETAIN THE UNIQUE ID THAT IS MENTIONED. UPDATE WILL FAIL IF THIS ID IS DELETED OR CHANGED

COLUMNS IN RED ARE MANDATORY AND THE IMPORT/UPDATE WILL FAIL IF THIS IS MISSING

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