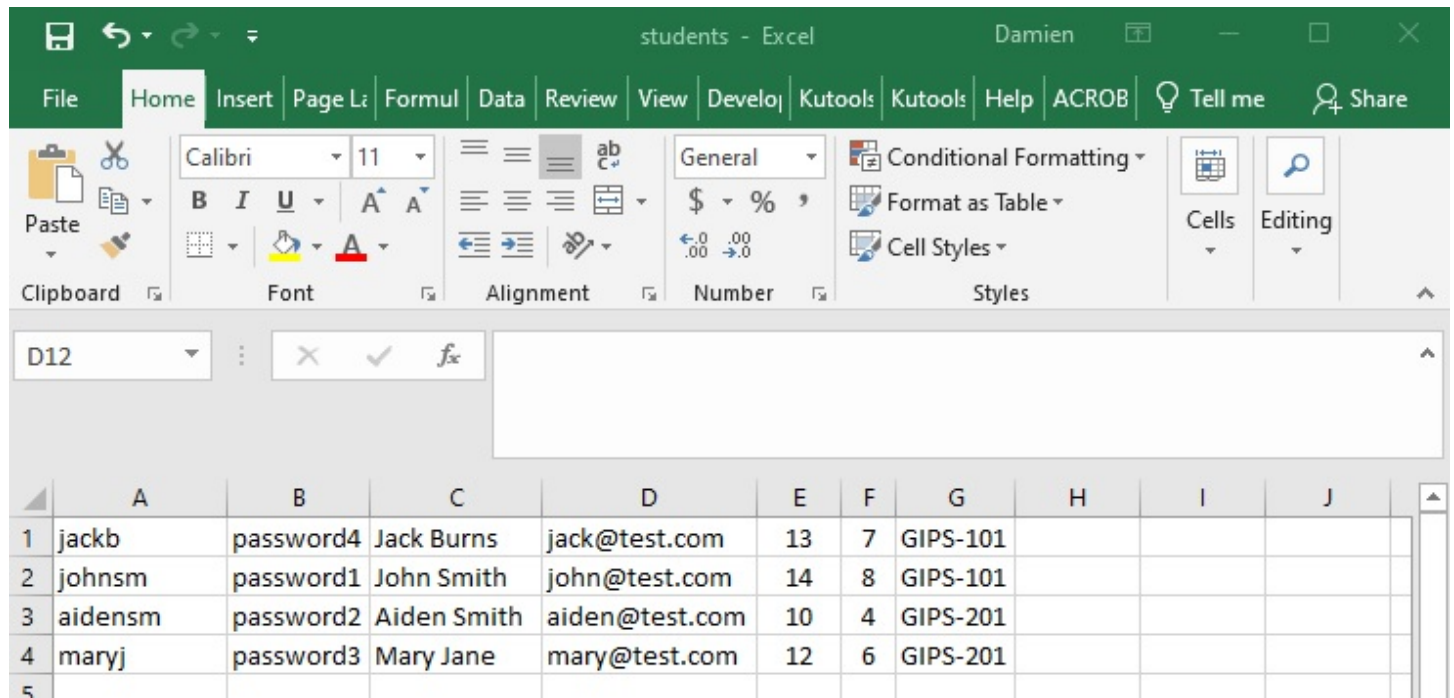


## Use a CSV file to Import Students

In order to import students, you first need to create a CSV import file containing the student's data using excel. To do this open up excel and start a blank workbook.

Next add the student data into each column using a new line for each student. Please note that the columns do not need header text to import properly. The format for your student data is: username, password, name, email, age, grade, team code



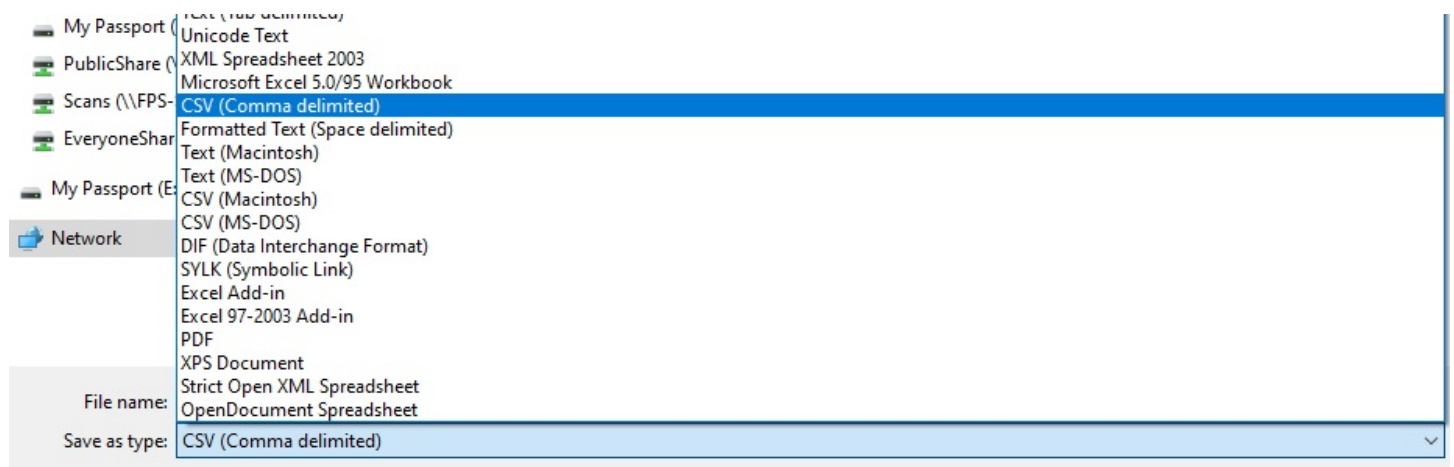
The screenshot shows the Microsoft Excel interface with a spreadsheet containing student data. The ribbon is set to 'Home' and the 'Font' group is active. The spreadsheet has columns A through J and rows 1 through 5. The data is as follows:

	A	B	C	D	E	F	G	H	I	J
1	jackb	password4	Jack Burns	jack@test.com	13	7	GIPS-101			
2	johnsm	password1	John Smith	john@test.com	14	8	GIPS-101			
3	aidensm	password2	Aiden Smith	aiden@test.com	10	4	GIPS-201			
4	maryj	password3	Mary Jane	mary@test.com	12	6	GIPS-201			
5										

Once you have added all of the student's data into the excel file click → File → Save As → And select the location where you want to save the file on your computer.

Next at the bottom of the save as window there is a field labeled "Save as type". You should select "CSV (Comma delimited)" as the type to save the file as. Please note that there are more than one CSV types to choose from and you should be sure to select the type labeled "CSV (Comma delimited)".

After selecting the proper type click on → Save



Now log in to your coach account and click the left-hand menu link labeled “Students”.

At the top of the “Students” page there is a grey “Browse” button next to the teal green “Add New Student” button. Clicking the “Browse” button will allow you to locate and select the CSV file you created with the Student data for import.

After you have located and selected the CSV file, the import will happen, and you will get a message displayed above the “Sort students by” row that the import was successful. If there is any error with the import, that error message will display in the same area that the successful message displays.

Once the import has executed, please verify that all student data imported correctly.

The screenshot shows the FPSPi Coach Module interface. On the left is a dark sidebar with a teal header containing the FPSPi logo and 'COACH MODULE'. The sidebar menu includes: Dashboard, Toolbox, Teams, Students (highlighted with a red arrow), View Work, View Evaluations, and Register New Teams. The main content area is titled 'Students' and features a user profile for 'testcoach' in the top right. Below the title, a message states: 'You have 7 student(s) currently recorded in the database. Click on a student username to edit registration details or the assigned team(s). Using this page, you may also edit student usernames and passwords.' A warning note follows: 'Please note: Deletion of a student account is non-reversible.' Below this is an 'Add New Student' button and an 'Import students:' section with a 'Browse...' button and the text 'No file selected.' To the right of this section is a text input field containing 'CSV file with user name,password,name,e-mail,age,grade[team code]'. A yellow message box with a red border contains the text 'Action carried out successfully.' Below this is a 'Sort students by:' section with dropdowns for 'Student name' and 'Ascending', and a 'Send!' button. The page number 'Page: 1' is shown. A table lists 7 students with columns for '#', 'User name', 'Password', 'Student name', 'Team code(s)', and 'Actions'. The first four rows are highlighted with a red border. At the bottom, there are 'Select All', 'Deselect All', and 'With selected:' buttons, followed by 'Print', 'Go', and 'Print Table' buttons. An 'Export To' button is set to 'CSV'.

#	User name	Password	Student name	Team code(s)	Actions
1	aidensm	password2	Aiden Smith	GIPS-101	[edit] [delete]
2	jackbu	password4	Jack Burns	GIPS-100	[edit] [delete]
3	johnsm	password1	John Smith	GIPS-100	[edit] [delete]
4	maryj	password3	Mary Jane	GIPS-101	[edit] [delete]
5	teststudent	Letmein1	teststudent	GIPS-100, GipsAlpha	[edit] [delete]
6	teststudent2	Letmein1!	teststudent2	GIPS-100	[edit] [delete]
7	teststudent3	Letmein1	teststudent3	GIPS-101	[edit] [delete]