



Instruction for filling the csv file

Note: Please don't include any special characters for any column, for example, if you have a student named "O'Brien", then just enter "Obrien" instead.

In the "First Name", "Surname", "Email Section:

Enter your student's first name, surname, **school email address**.

In the "Year Level" Section:

Enter one of **First Year Standard Level**, **First Year Higher Level**, **Second Year Standard Level** and **Second Year Higher Level**
(The Year level is case-sensitive, please follow the rule above)

In the "Class ID" section:

Enter the Class ID of the class you want to enrol the students in, please go to **Student & Class Management -> Manage Classes** in your dashboard to check the Class ID for your classes