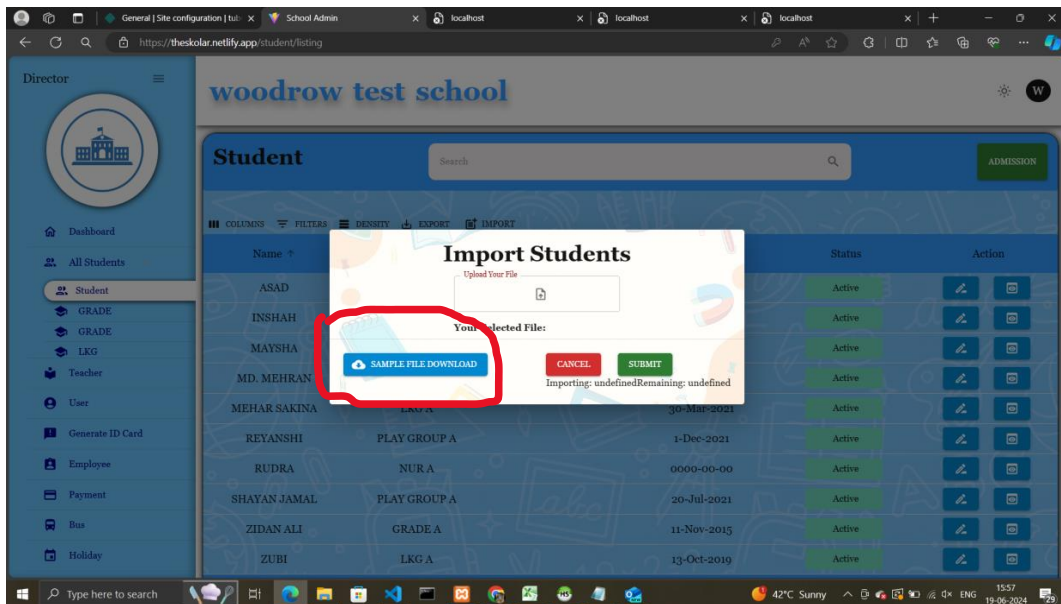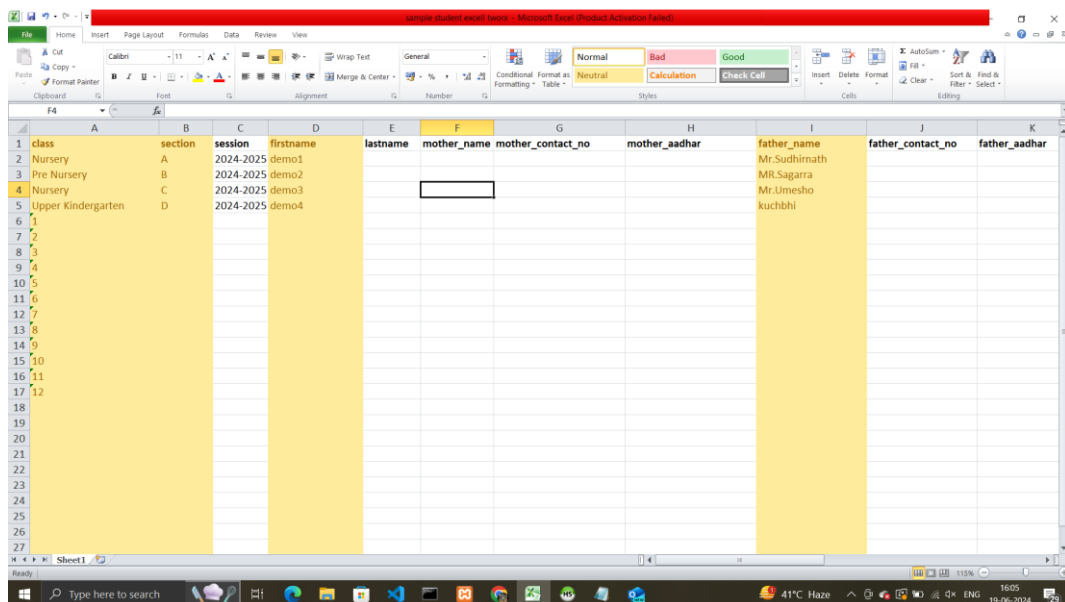# 1. For importing students using Excel, follow these steps:

i. **Click on import button in student listing.**

ii. **Download the sample excel file.**

iii. **Open the excel file .**

The columns marked in Yellow are required fields.
Now you just need to enter the data of students .

Email is most important field because login credentials will be sent through email ,
you can use same email as well .

NOTE: Check the classes and section names you have entered in the class and section columns. They must be present in the admin login class listing.

IF CLASSES NOT ADDED IN THE ADMIN LOGIN , THE ADMIN MUST HAVE TO CREATE CLASSES FIRST THROUGH ADMIN LOGIN .

iv. **To Create School Classes in the Admin**
- First login through admin .
- Click on class in sidebar then listing of present classes will appear and In upper right corner you can see a create class button
- Admin need to create the classes which school wanted to add.
- After the classes are created don't forget to add these classes in the school by updating the school.

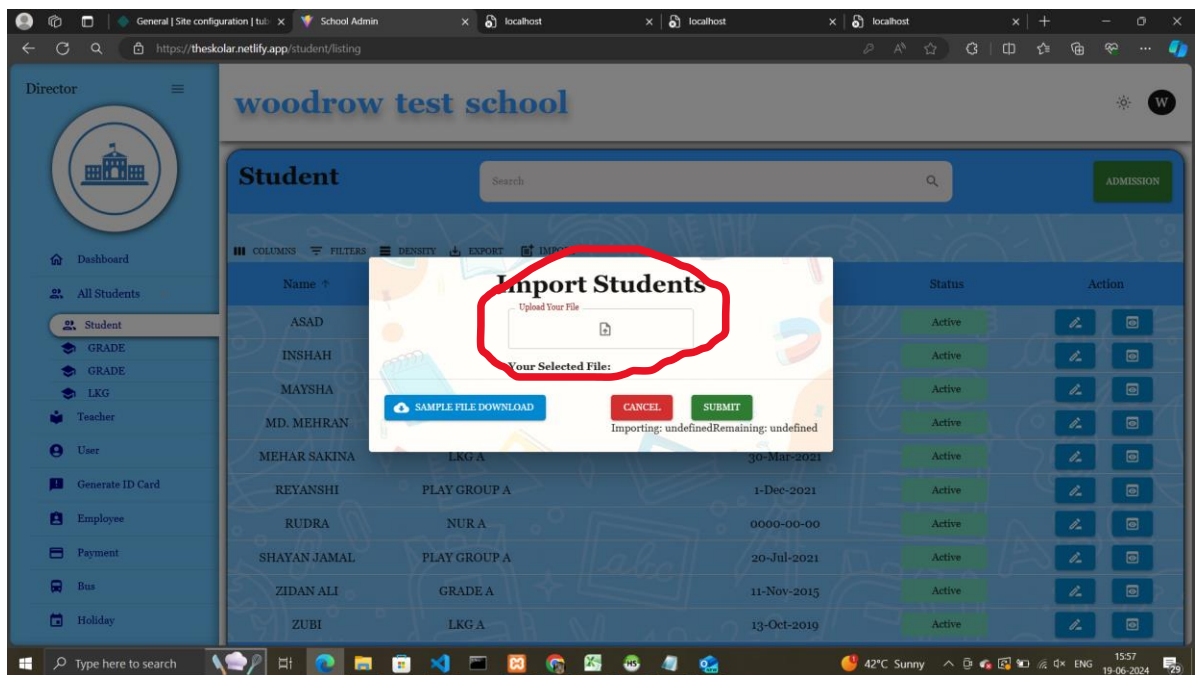v. **After Creating the classes you can modify your excel (if there is a change in class name)**

 <u>DOUBLE CHECK THESE EXCEL CLASSES IF THEY ARE PRESET IN THE ADMIN CLASS LISTING AND SCHOOL INFO</u>
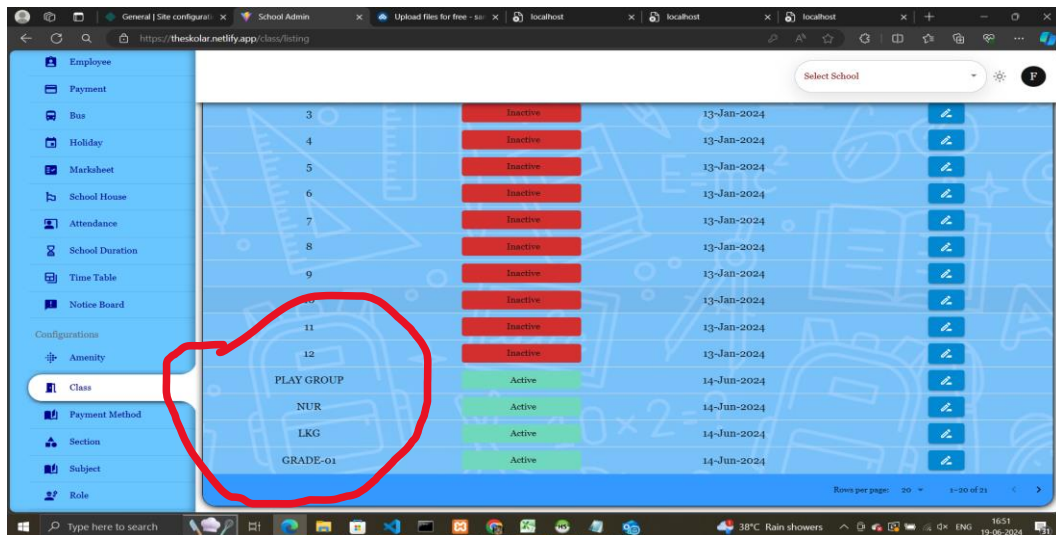
NOW, as you can see these excel classes are present in ADMIN'S Class listing.

vi. **Now Upload the excel for Import .**

And click on submit button .

vii. **The student import will begin.**

2. For Importing Teacher , Follow these steps :

i.   **Same as student download teacher excel file from teacher listing and add teacher .**

ii. **In teacher, all required columns (yellow marked) must be filled in for all the teachers .**

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iii. **For teachers, there is no need to add a class at the time of import through Excel. But you have to update it later and add the classes for the teacher in which the teacher is teaching or if the teacher is a class teacher .**

iv. **Email must be added in all teacher , You can use same email in all teacher .**