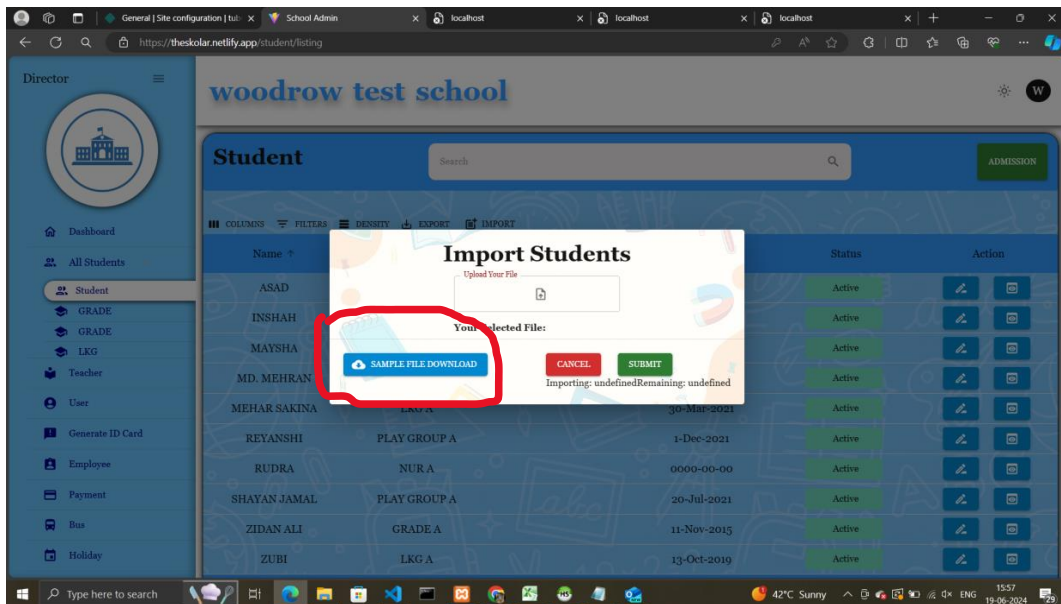
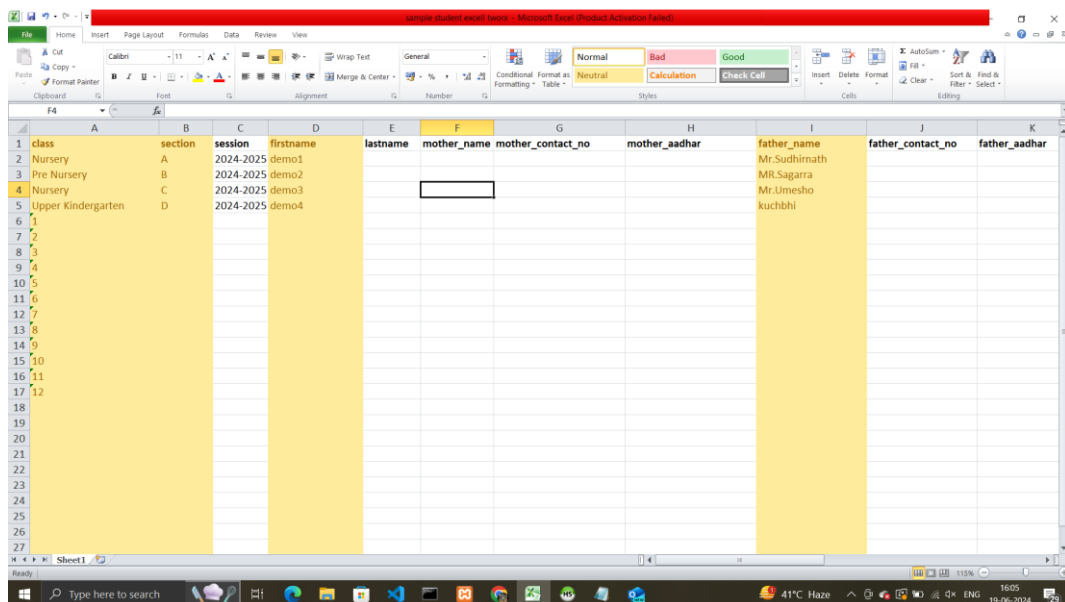


1. For importing students using Excel, follow these steps:

- 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 .

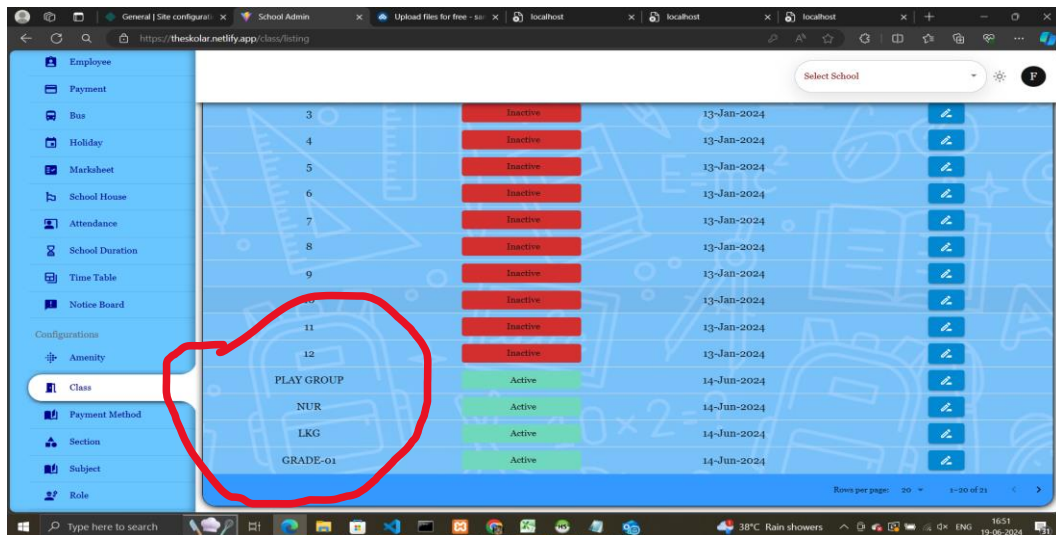
iv. To Create School Classes in the Admin

- 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)

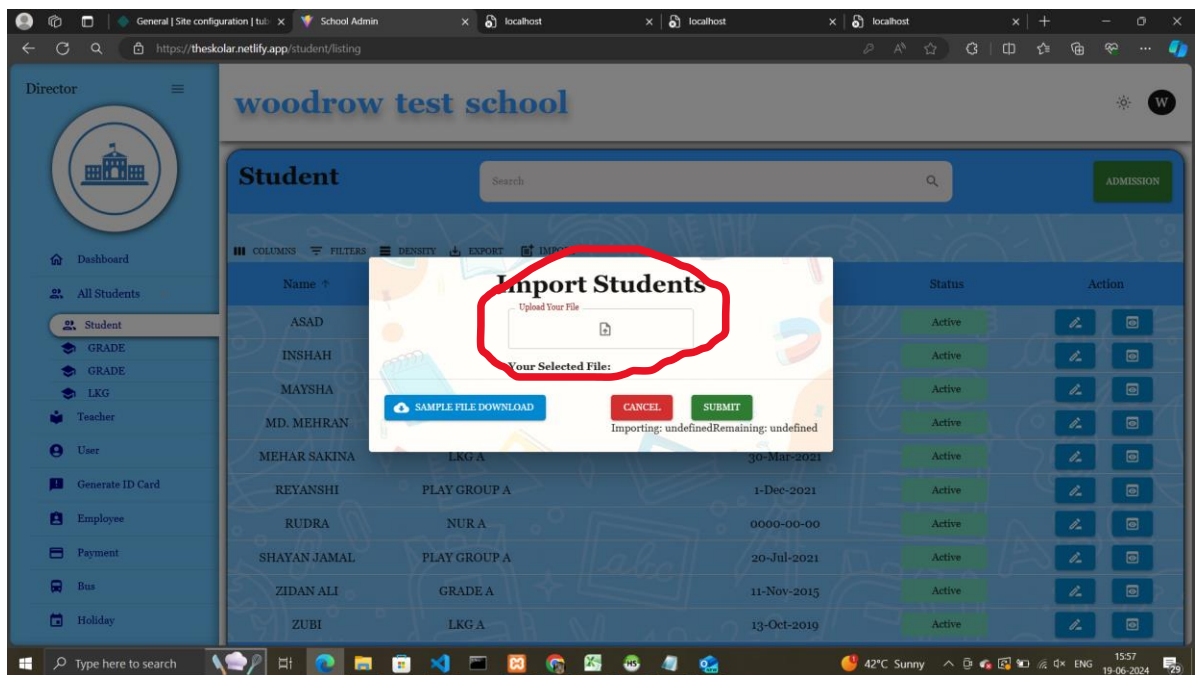
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
	class	section	session	first name	last name	mother_n	mother_c	mother_s	father_n	father_c	father_s	guardian	guardian	guardian	contact_no	email	admission	dob	is_special	is_takir
1	PLAY GROUP	A	2024-25	YUVRAJ					AZAD KHO	9.89E+09					9.892E+09	talhaansari692@gmail.com	20-02-2021		0	
2	NUR	A	2024-25	RUHI					IMRA	9.31E+09					9.313E+09	talhaansari692@gmail.com	10-03-2020		0	
3	NUR	A	2024-25	ANAY	CHOUDHRY				AKSHAY C	9.81E+09					9.811E+09	talhaansari692@gmail.com	17-09-2020		0	
4	LKG	A	2024-25	HAMZA					MD. ASLAF	8.29E+09					8.288E+09	talhaansari692@gmail.com	06-07-2020		0	
5	NUR	A	2024-25	AYESHA					MD KASHI	9.63E+09					9.625E+09	talhaansari692@gmail.com	27-12-2021		0	
6	GRADE-01	A	2024-25	AFFAN					MD. BILAL	9.89E+09					9.892E+09	talhaansari692@gmail.com	27-11-2018		0	
7	NUR	A	2024-25	JUVIRIYA					MD. INAM	9.31E+09					9.312E+09	talhaansari692@gmail.com	31-03-2020		0	
8	PLAY GROUP	A	2024-25	FAIZ					MUSTAKEE	7.01E+09					7.012E+09	talhaansari692@gmail.com	18-11-2020		0	
9	PLAY GROUP	A	2024-25	ARISHA					MD. ASLAF	8.29E+09					8.288E+09	talhaansari692@gmail.com	24-03-2022		0	
10	LKG	A	2024-25	MD.	SAAD				MD. HASH	9.56E+09					9.561E+09	talhaansari692@gmail.com	01-05-2020		0	
11	PLAY GROUP	A	2024-25	SHANVIKA					VINAY SIN	9.95E+09					9.953E+09	talhaansari692@gmail.com	17-06-2021		0	
12	GRADE-04	A	2024-25	ASAD					MD. BILAL	9.89E+09					9.892E+09	talhaansari692@gmail.com	24-11-2013		0	
13	LKG	A	2024-25	MEHAR	SAKINA				SAJJAN RA	9.65E+09					9.655E+09	talhaansari692@gmail.com	30-03-2021		0	
14	PLAY GROUP	A	2024-25	SHAYAN	JAMAL				MR. PARVI	8.7E+09					8.7E+09	talhaansari692@gmail.com	20-07-2021		0	
15	PLAY GROUP	A	2024-25	REYANSHI					BHAWNA	9.31E+09					9.311E+09	talhaansari692@gmail.com	01-12-2021		0	
16	LKG	A	2024-25	ZUBI					MANNOWJ	9.54E+09					9.541E+09	talhaansari692@gmail.com	13-10-2019		0	
17	NUR	A	2024-25	INSHIAH					IRFAN ALI	7.83E+09					7.828E+09	talhaansari692@gmail.com	10-02-2020		0	
18	NUR	A	2024-25	RUDRA					HARDESH	9.87E+09					9.869E+09	talhaansari692@gmail.com			0	
19	LKG	A	2024-25	MD.	MEHRAN				SAJJAN RA	9.65E+09					9.655E+09	talhaansari692@gmail.com	20-03-2021		0	
20	GRADE-01	A	2024-25	MAYSHA					SHEHZAD	9.63E+09					9.625E+09	talhaansari692@gmail.com	08-06-2017		0	
21	GRADE-01	A	2024-25	ZIDAN ALI					DILSHAD A	7.86E+09					7.862E+09	talhaansari692@gmail.com	11-11-2015		0	
22	PLAY GROUP	A	2024-25	JURAD					NAUSHAD	8.37E+09					8.369E+09	talhaansari692@gmail.com			0	
23	PLAY GROUP	A	2024-25	AARAV	SAXENA				VIKAS KHA	8.53E+09					8.527E+09	talhaansari692@gmail.com	21-10-2021		0	
24	NUR	A	2024-25	SHIVA					MANISH K	8.46E+09					8.459E+09	talhaansari692@gmail.com	30-09-2021		0	
25																				
26																				
27																				
28																				
29																				
30																				
31																				
32																				
33																				

DOUBLE CHECK THESE EXCEL CLASSES IF THEY ARE PRESET IN THE ADMIN CLASS LISTING AND SCHOOL INFO



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.**

NOTE : YOU DO NOT NEED TO FOLLOW THESE STEPS IF YOU HAVE ALREADY ADDED THE CLASSES AT THE TIME YOU WERE CREATING THE SCHOOL

- 1 - Before creating the school , Admin need to create classes of the school first and then add those classes in the school while creation/updation of school ,
after that you have to create user of the school through admin ,
then login with the school credentials and upload import excel directly into the student import.
- 2 – This will resolve all issue and data will get displayed properly in the student listing

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 .

Exp -

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
1	firstname	lastname	contact_no	email	dob	role	gender	status	street	landmark	zipcode										
2	MUSKAN	ARORA	9868986842	subhanansari587@gmail.com					284 3RD FLOOR BHOI		201102										
3	RITU	SAXENA	975862460	subhanansari587@gmail.com					LONI GHAZIABAD VIK		201102										
4	PRIYA	INDORA	9910125959	subhanansari587@gmail.com					15/34 2ND FLOOR TE		201102										
5	BHUMIKA	YADAV	7210966699	subhanansari587@gmail.com					B-144/4 LAXMI GARD		201102										
6	MUSKAN	CHOUDHRY	9717182454	subhanansari587@gmail.com					INDRAPURI LONI GHJ		201102										
7	SHABNAM		8826329914	subhanansari587@gmail.com					1336/2, ST-43, JAFRA		201102										
8	SHIZA		9958840985	subhanansari587@gmail.com					LAXMI GARDEN LONI		201102										
9																					
10																					
11																					
12																					
13																					
14																					
15																					
16																					
17																					
18																					
19																					
20																					
21																					
22																					
23																					
24																					
25																					
26																					
27																					
28																					
29																					
30																					
31																					
32																					
33																					
34																					

- 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 .**