



How to Import Pupils



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IDL allows you to import all of your students at once, saving you time.

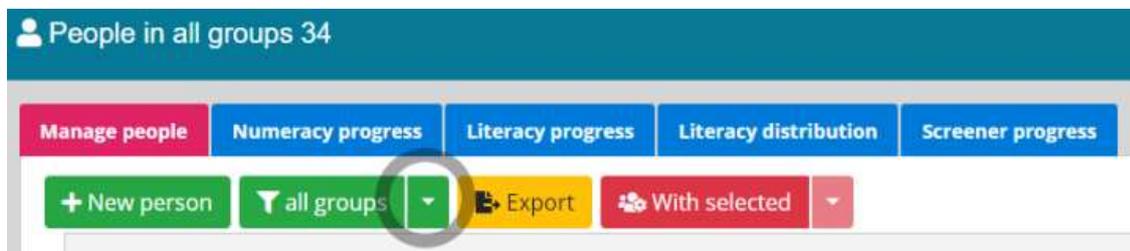
To Import students follow the steps below:

Firstly, you will need to create your **Groups**, which will help you to locate and manage your pupils more easily.

Groups

To create groups:

In **IDL Admin** go to 'Your People' and click the down arrow next to all groups



Click **Edit Groups** and then click **+ New Group**. Enter the group name and a description. Click **Save**.
*Group names and descriptions can be edited as required.

Keep a note of the exact group name, so you can enter it in the group column in your **Import Pupils Spreadsheet**.

Import Template

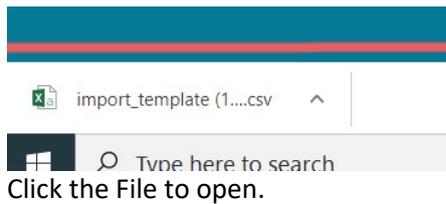
In **IDL Admin** on your Home Page click 'Resources'



Now click **Download Import users template csv** as below:



The file will now appear in the bottom left hand corner of your screen, or can be found in your download files.



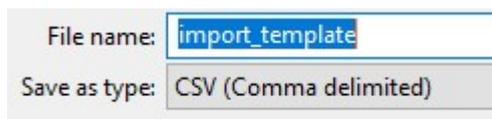
When the file is open, begin to enter your data. You'll need to enter the information as per the examples in rows 2, 3 and 4 below.

	A	B	C	D	E	F	G	H	I
1	Firstname	Lastname	Username	Password	Gender	DOB	Group	literacy	numeracy
2	Pupil	One	pupilo	password	m	22/07/2010		1	0
3	Pupil	Two	puptwo	password	f	15/06/2011		1	1
4	Pupil	Three	pupthree	password	m	10/02/2013		0	1

In Column G, you can enter the names of the groups you created earlier.

Enter value 1 in the Literacy and/or Numeracy column if the pupil is going to be enrolled for either one or both subjects. Enter 0 if the student is not doing a subject.

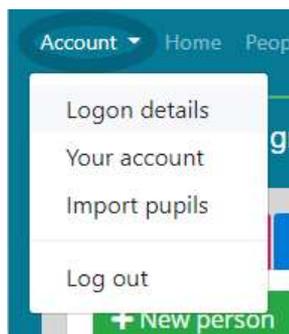
When you save the file, ensure that the 'Save as' type is CSV (Comma delimited)



When you've filled in all of your data, you're now ready to **Import the Pupils**.

Import Pupils

In IDL Admin click '**Account**' in the top left corner of the screen - select **Import pupils**



Click **Choose file**, select your saved spreadsheet, click open and **Upload**.

Back Import csv

Choose file import_template (13).csv Reset Upload

Firstname	Lastname	Username	Password	Gender	DOB	Group	literacy	numeracy	Status
Pupil	One	pupilo	password	m	22/07/2010	New Group	1	1	OK
Pupil	Two	puptwo	password	f	15/06/2011	New Group	1	0	OK
Pupil	Three	pupthree	password	m	10/02/2013	New Group	0	1	OK

If the status is showing as **OK** at the end of each student line, click the **Upload** Button.

If there is an error in any of the OK fields, you will need to click the **Reset** button and amend your Import file to resolve the error. Once you have made your amendment, go back to **Import pupils**, Choose file and Upload.