Constructing your CSV file

Format Using Basic Student Information

Student basic information consists of: FirstName,LastName,Email,DOB,CountryCode,AreaCode,PhoneNumber

- Use this format if your students do not have a UFID.
- Each column is separated by a comma and each row will create a new line (i.e., each student's information is entered on one line, separated by commas.)
- If the CountryCode is NOT "1", then do not enter the AreaCode. See the example below.
- *All information is required.*

Example using NotePad or other text editor:

John,Smith,jsmith@gmail.com,01/01/1982,1,352,1234567
Betty,Johnson,bettyj@yahoo.com,04/07/1965,1,386,2739876
Robert,Brown,bb123@aol.com,07/12/1989,33,,7893456456

Example using Excel; save the file as CSV (comma delineated):

	A	B	C	D	E	F	G
1	John	Smith	jsmith59@gmail.com	5/27/1990	1	352	1231234
2	Susan	Brown	SBBS@aol.com	7/19/1975	1	386	6789876
3	Richard	Jenkins	jenkinsR@myemail.com	3/19/1980	33		4561231234

Format Using Only Student UFIDs

- Use this format if all of your students have UFIDs.
- Each row will create a new line (i.e., each student's UFID is entered on one line).

Example using NotePad or other text editor:

12341234
15729654
38926483

Example using Excel; save the file as CSV (comma delineated):

	A	B	C	D	E	F
1	12344567					
2	45616541					
3	11113243					
4	55556677					
5						
6						

Format Using a Mix of Student Information

If you have some new students and some students with UFIDs, you can construct a single CSV file as explained below.

Example using NotePad or other text editor:

Steve,Jones,jonesS@yahoo.com,7/24/1999,1,716,1231234
Sarah,Smith,SarahSmith@gmail.com,4/27/1976,33,,123123456
11112222
22223333

Example using Excel; save the file as CSV (comma delineated):

	A	B	C	D	E	F	G
1	Steve	Jones	jonesS@yahoo.com	7/24/1999	1	716	1231234
2	Sarah	Smith	SarahSmith@gmail.com	4/27/1976	33		1231231234
3	11113243						
4	55556677						
5	22225555						
6							
7							

In the above example, the student information is entered across the row with each identifier [first name, last name, email, DOB, country code, area code (if applicable), phone number] in its own column. If you want to use a student's UFID, enter that in column A.