



File

Home

Insert

Page Layout

Formulas

Data

Review

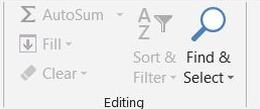
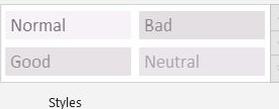
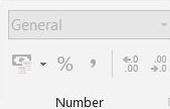
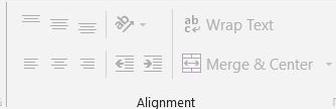
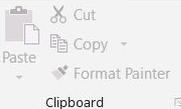
View

Help



Tell me what you want to do

Share



NOTICE Most features are disabled because your Office product is inactive. To use for free, sign in and use the Web version.

[Activate](#)[Use free at Office.com](#)

X

A1

First Name*

Document Recovery

Excel has recovered the following files.
Save the ones you wish to keep.



2018-2019_england_ks5unde...
Version created last time the use...
17/08/2020 18:24



NS_Table_3_1a_1718.xlsx [Or...
Version created last time the use...
20/08/2020 10:09

[Which file do I want to save?](#)

Close

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	First Name	Last Name Email*																	
2																			
3																			
4																			
5																			
6																			
7																			
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28																			

1. [Click here](#) to download the 'bulk student upload' template
2. Open the file.

3. Enter the students' information into the spreadsheet according to the template; remembering to leave the header (top row) in place and enter the students' information below.
4. Save the file when it is complete.

student-upload-template (8)



Dashboard > School Management > School: Demo School

School: Demo School

- Teacher Dashboard
- Administration
- Set Homework
- View Reports

School Details

School Name: **Demo School**
 Email: **mrdemo@demo.co.uk**
 Tel. Number: **09352 123456**

Address: **3 Demo Street**
Demo Town
Demo City/Demomshire
DE12 5FT

Master School Admin Details

Name	Demo Name
Email	mrdemo@gmail.com
Phone	

Manage School Years

Manage School Classes

Manage School Users

1. Go back to GCSE Prepper
2. Click on 'Administration
3. Click on the 'Manage School Classes' button

School Years

Showing 1-5 of 5 items.

Add new school year

Name	Number of Classes	Number of Users	Edit
------	-------------------	-----------------	------

- Privacy Policy
- FAQs
- Terms And Conditions



Dashboard > School: Fradgley High > School
School Classes

1. Find the class you'd like to add students to. The filter / search functionality is useful here if you have a lot of classes

Showing 1-20 of 53 items.

School Class Name	School Year	Exam Board / Subject	Students	Teacher	Edit
<input type="text" value="(Type to search)"/>	<input type="text" value="Filter by..."/>	<input type="text" value="(Type to search)"/>			
AQA Biology Higher	10	AQA > Biology Higher	12		...
Chemistry Higher (AQA)	10	AQA > Chemistry Higher	11		...
AQA Physics Higher	10	AQA > Physics Higher	11		...
Demo for teachers	10	AQA > Demo	2		...
Midgley Physics	10	AQA > Physics Higher	4		...

2. Click on the pink tile to the right of the class that you'd like to add students to

- Teacher Dashboard
- Administration
- Set Homework
- View Reports

- Privacy Policy
- FAQs
- Terms And Conditions



- Teacher Dashboard
- Administration
- Set Homework
- View Reports

Chemistry Higher (AQA)	10	AQA > Chemistry Higher	11	...
[Greyed out row]				
Demo for teachers	10	AQA > Demo	2	...
[Greyed out row]				
AQA Physics Higher	10	AQA > Physics Higher	12	...
[Greyed out row]				
Demo class	10	AQA > Chemistry Higher	11	...
[Greyed out row]				
Edexcel Biolofg	10		0	...

Click on 'Upload CSV'

- View
- Edit
- Upload CSV
- Download CSV Template

Organise New folder

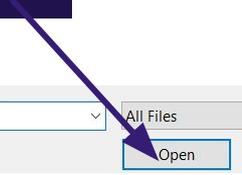
- Quick access
 - Desktop
 - Downloads
 - Documents
 - Pictures
 - 2020-08-09
 - Fradgley hols 20
 - Fradgley hols 20
 - Screenshots
- Dropbox
- OneDrive
 - Attachments
 - Desktop
 - Documents
 - Pictures
- This PC
 - 3D Objects
 - Desktop
 - Documents
 - Downloads
 - Music
 - Pictures
 - Videos
 - Windows (C:)
 - Network

Name	Date modified	Type	Size
Today (14)			
_Google classrooms set-up (2)	08/09/2020 14:36	Microsoft Edge PD...	234 KB
1. Cell biology (17)	08/09/2020 12:01	Microsoft Edge PD...	1,304 KB
Bill pic	08/09/2020 08:20	PNG File	872 KB
Demo class - student-upload-template (7)	08/09/2020 16:29	Microsoft Excel Co...	1 KB
How to add a teacher	08/09/2020 16:03	Microsoft Edge PD...	810 KB
How to add individual users	08/09/2020 16:29	Microsoft Edge PD...	810 KB
How to re-send verification links	08/09/2020 15:00	Microsoft Edge PD...	1,407 KB
	08/09/2020 10:43	Microsoft Edge PD...	1,407 KB
	08/09/2020 10:42	Microsoft Edge PD...	1,407 KB
	08/09/2020 07:49	JPG File	2,300 KB
	08/09/2020 16:03	Microsoft Excel Co...	1 KB
	08/09/2020 16:03	Microsoft Excel Co...	1 KB
	08/09/2020 16:28	Microsoft Excel Co...	1 KB
	08/09/2020 11:48	PNG File	33 KB
	07/09/2020 16:21	Microsoft Edge PD...	1,291 KB
	07/09/2020 17:53	Microsoft Edge PD...	1,304 KB
	07/09/2020 16:01	Microsoft Edge PD...	505 KB
	07/09/2020 08:39	Microsoft Edge PD...	550 KB
	07/09/2020 09:06	Microsoft Edge PD...	550 KB
	07/09/2020 09:24	Microsoft Edge PD...	550 KB
	07/09/2020 11:14	Microsoft Edge PD...	550 KB
	07/09/2020 14:59	Microsoft Edge PD...	550 KB
	07/09/2020 15:28	Microsoft Edge PD...	550 KB
	07/09/2020 17:46	JPG File	400 KB
	07/09/2020 15:48	PNG File	41 KB
	07/09/2020 15:57	Microsoft Edae PD...	1,293 KB

Type: Microsoft Excel Comma Separated Values File
Size: 66 bytes
Date modified: 08/09/2020 16:29

1. Select the file that you have just created - that contains the completed template containing the students' details (see page 1)

2. Then double click or press 'Open'





Students to import

#	First Name	Last Name	Email
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Press the green 'Import' button

[Import](#) [Cancel](#)

Students to add to your class

#	First Name	Last Name	Email
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1 **The students' information will appear here**

- Teacher Dashboard
- Administration
- Set Homework
- View Reports

- Privacy Policy
- FAQs
- Terms And Conditions