



I choose. I learn.

We can bulk register Students from data supplied as a CSV or TSV file or an Excel Spreadsheet. Please prepare a spreadsheet with student information to upload. Note that while you do not need to include data for the columns listed as “Optional Information”, your spreadsheet must include those column headers.

A student can be listed more than once; for each CLASS they are enrolled in.

- Avoid spaces, punctuation marks or special characters such as commas.
- Do not merge two fields into one column – such as First and Last Name

### Required Information

- **Student First Name**
- **Student Last Name**
- **Grade**
- **Unique Log in** [*Penda recommends you use what students use to log in to the school's network. Typically their student number*]
- **Teacher First Name** [*This information will organize data into Classes.*]
- **Teacher Last Name** [*Creating classes through upload saves teachers time and will make it easier to generate reports and assign tasks.*]
- **Official Course Title\*\*** {e.g. *Grade 6 Math, Earth Space, General Science, Algebra I*}
- **Subject\*\*** {*Math or Science*}
- **Period\*\*** [*The period linked to the teacher identified*]

### Optional Information

- **DOB** {*dd/mm/yy*}
- **Gender** {*M or F*}
- **Lower Quartile** {*T or F*}
- **SES** [*Socio Economic Status*] {*T or F*}
- **ELL** [*English Language Learners*] {*T or F*}
- **SWD** [*Students With Disabilities*] {*T or F*}
- **Ethnicity** {*Free text*}

**\*\*By including this information, Penda can automatically create classes for teachers. This should be done during initial upload.**

### Example of data

First Name	Last Name	Grade	Gender	DOB	Unique Log in	Teacher First Name	Teacher Last Name	Official Course Title	Subject	Period	Lower Quartile
Nina	Brooks	8	F	31/12/02	311202nb	Frank	Smith	Earth/Space	Science	1	T
Nina	Brooks	8	F	31/12/02	311202nb	Mari	Garcia	8th Grade Math	Math	2	T
Aaron	Taylor	6			2765643	Leslie	Marshall	6th Grade Math	Math	2	
Aaron	Taylor	6			2765643	Randy	Burgess	6th Grade Science	Science	3	

### Important notes

Do not use spaces, special characters or punctuation marks such as commas or full stops.

Do not merge two fields into one column - eg Firstname and Lastname.

### Sending the student data to Penda

When you have created the Student Data file, save it in Excel or CSV format (Tab Delimited).

If you are comfortable with attaching files to email messages, please email the file to [support@pendalearning.com](mailto:support@pendalearning.com). Otherwise, request instructions to upload and submit student data via an FTP server.

**IMPORTANT:** You MUST quote your Center ID when sending Student Data or we will not know which school the data has come from. If you do not know your Center ID, please quote your schools name and zip code.

**Disclaimer:** If the data has been provided to us in the format outlined above (in its entirety), please allow 24 - 48 hours for processing. You will be notified via email confirming the upload. Should we encounter any problems with the data provided (such as missing required information), the data file will be returned to you for revision.