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How to upload your learners to SchoolAttendance.co.za

1. Export the following fields of your learners from your admin system to a comma separated text file:
 - Student Number
 - Grade
 - Class
 - Surname
 - Gender
2. Open the school register viewer by clicking the shortcut icon on your desktop.
3. While in the viewer, press the *escape key* followed by the word *admin*.
4. The import screen will open.
5. Browse to and click on the text file that you exported from your admin system.
6. If your text file contains a header row, select "Ignore header row".
7. If the fields in your text file are surrounded by text qualifiers, select the type of qualifier or choose "None".
8. Indicate the content of each column by clicking on the appropriate radio button.
9. If the grade field contains anything other than numbers, type the characters to be ignored.
E.G. If the grade field contains "GRADE 11", then GRADE should be entered into the space provided.
"GRADE 11" → "11"
10. Click the Import button to upload your learners to SchoolAttendance.co.za