

How to Complete and Import a Student Upload File

Before getting started, download the most recent version of the Student Upload File Template from the [Site Coordinator Success Zone](#). You will need to complete one student upload file per affiliation. If you are unsure which affiliation(s) you have setup in our system, log into Genius and click on the **Affiliations** link.

Name	
Gothic City High School (Monthly Per Student)	Affiliation #1
Mount Olympus Junior High School (Monthly Per Student)	Affiliation #2

Formatting Guide

Field	Parameters
Last Name	Special characters allowed
First Name	Special characters allowed
Grade Level	Choose one: Kindergarten = 0 , 1-12
DOB	This is an optional field. You may enter the date of birth in the MM/DD/YYYY format to give our teachers more information about your student.
Gender	Choose one: Male, Female, Prefer not to answer
Email	Email addresses are required for students as automatic emails are sent because of the registration and enrollment process, in addition to the main form of contact our teachers have with students on a weekly basis. Students need to be able to receive emails from outside your district for our emails to be received successfully. For younger grade levels, you can use a guardian email address instead if you choose. Apostrophes and hyphens are not accepted.
Phone	Phone number for student. Our teachers contact students via phone throughout their enrollment.
IEP/504 Fields	If a student has IEP/504 accommodations, choose Yes . Otherwise, choose No .
Login (Username)	Specify a username that students will use to log in. We recommend using a naming convention for all students. Usernames cannot be edited after creation. Apostrophes and hyphens are not accepted.
Password	Specify a password that students will use to log in. Passwords are case sensitive. Students can change, but are not prompted to do so at log in.
Local ID	This is an optional field. If you plan to export grades later for upload into your student information system, include your students' SIS IDs from your district SIS. If you do not have this information prepared now, we can upload it in the future. Other examples of local IDs include lunch number or State ID.
Guardian Contact Information	Most of our teacher communication is sent to students and guardians. Therefore, we recommend you input at least one guardian name, phone number, and email

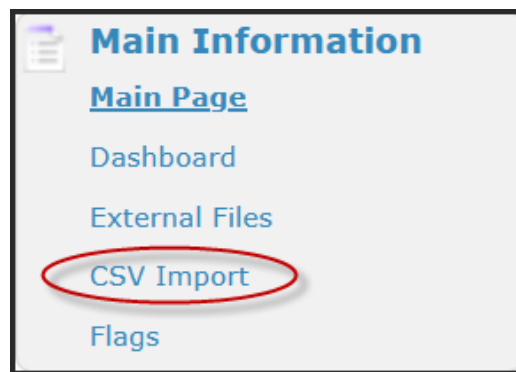
address. You may also select a Login and Password for your guardians, or leave these columns blank to have Genius assign them for you.

Saving and Uploading the File

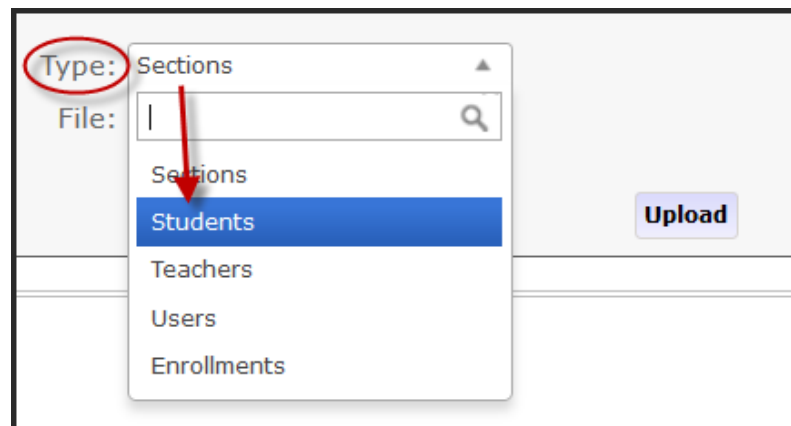
1. Save a copy of your student upload file as a .CSV file.
2. Log into Genius.
3. Click on **Affiliations**.
4. Click on the affiliation which matches the student data you entered on your upload file.



5. On the left under Main Information, click on **CSV Import**.



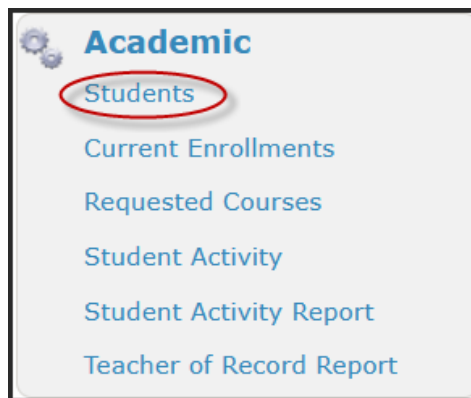
6. For Type, select **Students** from the drop down.



7. Check the box for **Send Welcome Email**. This will send an email to students (and guardians if you completed those columns) with their login credentials. Students will also receive their login credentials upon enrollment into their course(s).

The screenshot shows a form with the following elements: a dropdown menu for 'Type' set to 'Students', a checked checkbox for 'Send Welcome Email', a 'File: Browse...' button, the text 'No file selected.', and an 'Upload' button.

8. Click **Browse** to select your .CSV file. Then, click **Upload**.
9. The system will say processing until it has completed processing your file. A results grid will appear with the result of each row of the file.
Note: Row #1 is the formatting guidelines in the file so it will reflect an error which you can disregard.
10. If you want to see the results in the system, on the left-hand side of the page, under Academic click **Students**.



11. Repeat steps 3-8 above for any additional files you have for other affiliations.

What's Next?

After you have registered students and guardians, the next step is to request courses for students so your Accountability & Compliance Specialist can enroll them with our teachers.

Refer to the document titled, [Requesting Courses](#) for more information.