



Migrating your **Students** to a new academic year

To move your students to a new academic year you will need to be logged in as an administrator. Click on the **Students** tab on the far right to view the students currently enrolled with your institution.



Export your data:

1

First you need to export the data of your students by clicking the **Export students** button. This will export the data for all of your students into a .csv file which you can save to your computer.



Edit in Excel:

2

You should then make any changes you want to make to the student data for the new academic year by opening your .csv file in Excel and editing the values.

For example, you will probably want to change the year group of the students, and you may wish to change their classes. When you are happy with your changes, save the file on your computer.



Select Academic Year:

3

Click the **Academic Year** drop down menu on the far left and choose the new academic year you want to switch to from the list. Click to select it.



Upload new data:

4

You should then upload your new edited student data by pressing the **Import students** button. In the window that appears navigate to the location where you saved the CSV file, select it and click on **open**. All the students will be imported into the appropriate classes and years within the new academic year.



Save your preferences:

5

When you are done, click on **Preferences**, select the new academic year from the drop down menu and click **Save** to set the new academic year as your default the next time you log in.

