Import Timetable

Step 1 - Your Spreadsheet

Class ID	Day 1	Day 2	Day 3	Day 4	Day 5
Math109	2|3	5	1	1|2|3	1
Music622	1	3|4		5	
English101		2	1|5	2	1

Create a spreadsheet listing your classes in the format shown above. Download our CSV template to get started.

In most cases, class IDs will be stored in your school database or student information system.

As configured in Attendance Settings, the columns after Class ID represent each weekday or rotation day. There should only be one column for each day.

For Weekdays, Column B - Day 1 is Monday, Column C - Day 2 is Tuesday, Column F - Day 5 is Friday, etc. For Rotation Days, add additional columns to match the total number of rotation days (e.g. Column B-K (Day 1-10) for 10-day rotation).

Use | symbol to indicate classes that meet for more than one lesson each day.

Step 2 - Save your spreadsheet as a CSV file

Examples are shown from Microsoft Excel. If you are using another program the process may differ slightly.
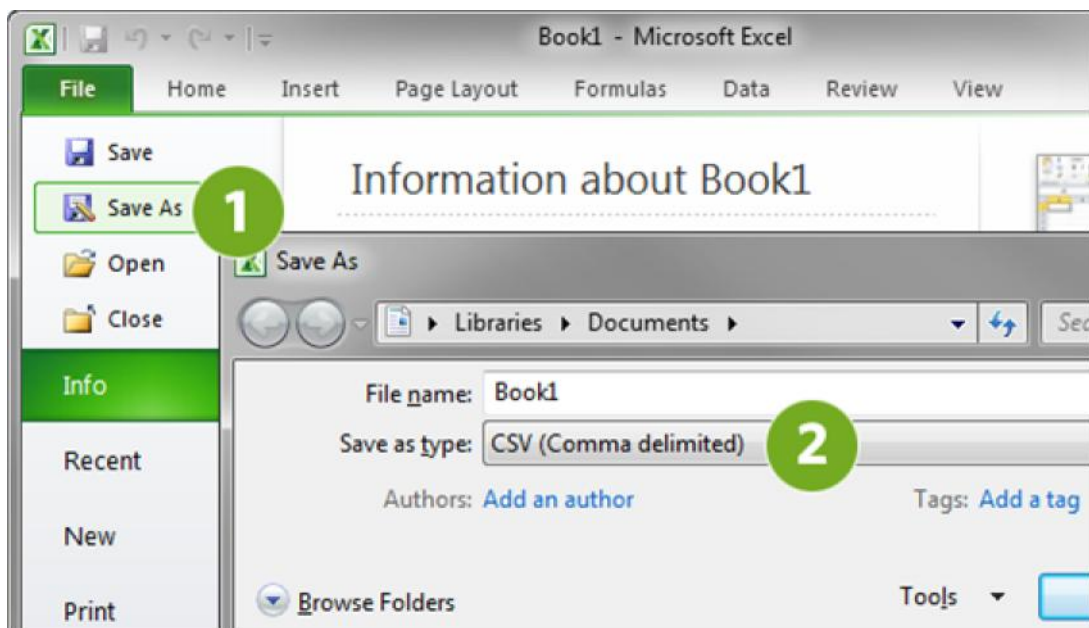
Step 3 - Upload your CSV file of classes

CSV File:* [Choose File] No file chosen

Once your CSV file has been uploaded, you will be able to confirm the class information before being imported.