

Managing Imported Data

How do I add a teacher without running another import?

1. Go to **Events Management / Class Editor**.
2. Click **Add Teacher/Team → Add Teacher**.
3. Locate or create the teacher in the dialog.

The teacher can then be assigned classes manually.

How do I add a class without running another import?

1. Go to **Class Editor** and select the teacher.
2. Click **Add Class** and enter the class information.

The class saves automatically and is immediately available for scheduling.

To manually add students to the class:

1. In **Class Editor**, select the class.
2. Click inside the student entry field, begin typing the student's name, and select them when found.
3. Press **Enter**.

Repeat for each student. For large rosters, you can alternatively disable the Blackbaud Importer and import tab-delimited `.txt` files instead.

“ See also: **Modifying Enrollment Data, Modifying Teacher or Room Data**

Can I switch from the Blackbaud Importer to file imports?

Yes — you can disable the Blackbaud Importer and use tab-delimited import files instead. This can be useful when manually maintaining data or troubleshooting import issues.

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