

Enrollment File

The **enrollment file** is used to assign students to their respective classes. Below are the requirements and formatting details for creating a valid enrollment file.

Required Columns

- **StudentID** - Identifies the student; must match the StudentID in the student file.
- **ClassID** - Identifies the class; must match the ClassID in the class file.

Important: Ensure the column titles exactly match those listed above.

File Format

- File Type: Tab-delimited text file (*.txt or *.tsv).
- First Row: Must contain column headers.
- Example Tools: Export from Excel or Google Sheets as Tab-delimited Text.

Import Options

Option 1: Multiple Rows per Student

Each row lists a single StudentID and one ClassID. If a student is enrolled in multiple classes, they will have multiple rows.

TEMPLATE:

| StudentID | ClassID |
|-----------|---------|
| 123 | Math |
| 123 | English |
| 124 | Science |

Option 2: One Row per Student

Each student has one row, and their classes are listed in separate columns (ClassID1, ClassID2, etc.).

TEMPLATE:

| StudentID | ClassID | ClassID | ClassID |
|-----------|---------|---------|---------|
| 123 | Math | English | History |

| | | | |
|-----|---------|------|--|
| 124 | Science | Math | |
|-----|---------|------|--|

The **Enrollment File** assigns students to classes within a specific event. The students and classes referenced must already exist in the system from the Student and Class files.

Where to Check Imported Enrollment Data in the Admin UI

- Open the event in the Admin UI.
- Go to the Class Editor tab.
- Select a class to view the enrolled students.
- Ensure that all expected students are assigned to their correct classes.

Revision #2

Created 2026-04-13 15:21:52 UTC by Tara Cicora

Updated 2026-04-30 21:19:33 UTC by Tara Cicora