

# My teacher (student) names were reversed when I imported them. I had the Last Name in the First Name column and vice versa.

This is a common issue during the initial setup, but fortunately, it is very easy to fix without creating duplicate records. Since the system uses the **Student ID** (or unique identifier) to recognize users, it will simply overwrite the existing names with the corrected versions.

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## How to Fix Reversed Names

To correct the name order for your entire roster, follow these steps:

### 1. Correct Your Source File

- Open your original spreadsheet (Excel or Google Sheets).
- Swap the **First Name** and **Last Name** columns so they are in the correct positions.
- Ensure your **Student IDs** (or email addresses, depending on your account setup) remain unchanged.

### 2. Re-Import the File

- Navigate to the **Import** section in your Admin UI.
  - Select your corrected file and proceed with the import process as you did previously.
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