



Sportsdraw – Import Student Details

A second method to edit student details in Sportsdraw is to import a .csv file containing your desired student details.

Open your preferred web browser



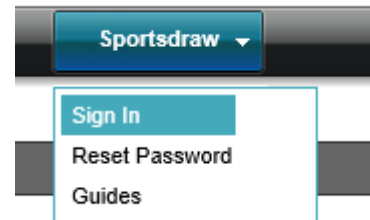
Type `www.opssa.org.nz` into the address bar

Press enter



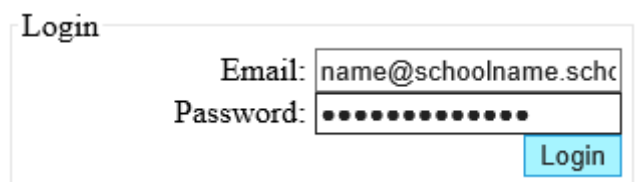
Click on the Sportdraw menu button

Select Sign In

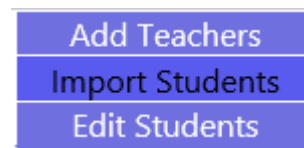


Enter your registered school email address and password

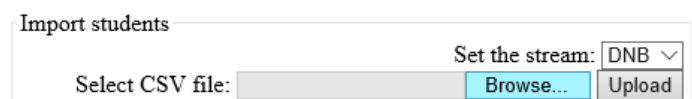
Click the Login button



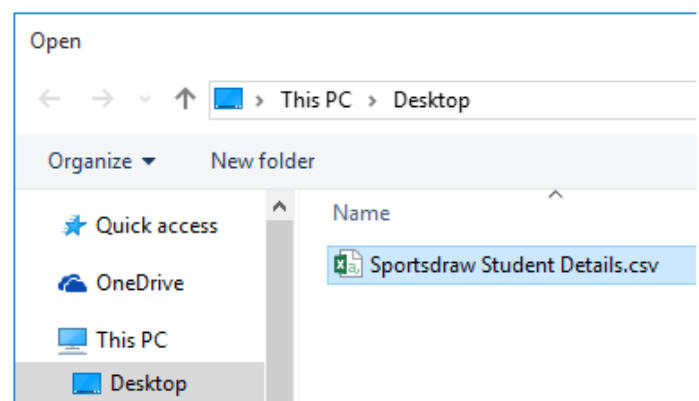
Select Import Students



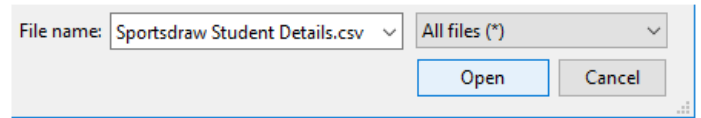
Click on the Browse button



Locate and select your .csv file

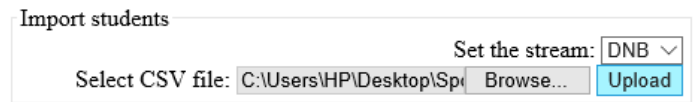


Click on the Open button



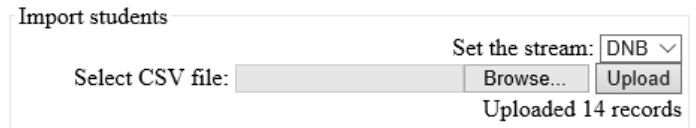
A file selection dialog box with the following elements: 'File name:' field containing 'Sportsdraw Student Details.csv', a file type dropdown menu set to 'All files (*)', and 'Open' and 'Cancel' buttons.

Click on the Upload button



An 'Import students' form with the following elements: 'Set the stream:' dropdown menu set to 'DNB', 'Select CSV file:' field containing 'C:\Users\HP\Desktop\Sp...', a 'Browse...' button, and an 'Upload' button.

A confirmation of the number of Student Details you imported is displayed underneath



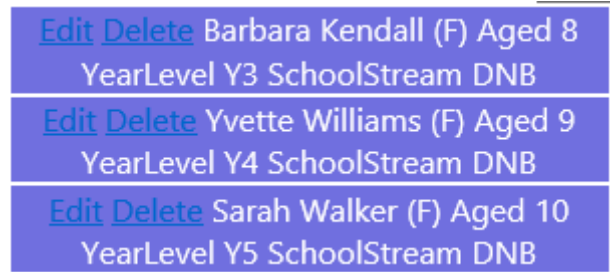
An 'Import students' form with the following elements: 'Set the stream:' dropdown menu set to 'DNB', 'Select CSV file:' field, a 'Browse...' button, an 'Upload' button, and the text 'Uploaded 14 records' displayed below the form.

Select Edit Students to view the Imported Student Details



A vertical stack of three blue buttons: 'Import Students' (top), 'Edit Students' (middle), and 'Entries' (bottom).

As you will see the imported Student Details are in the same order as your .csv file



Edit	Delete	Barbara Kendall (F) Aged 8
		YearLevel Y3 SchoolStream DNB
Edit	Delete	Yvette Williams (F) Aged 9
		YearLevel Y4 SchoolStream DNB
Edit	Delete	Sarah Walker (F) Aged 10
		YearLevel Y5 SchoolStream DNB

When finished click the Logout button to leave



A vertical stack of three blue buttons: 'Edit Students' (top), 'Entries' (middle), and 'Logout' (bottom).