

Why we use bulk imports

Every "CSV import" job in the platform exists to replace repetitive, one-at-a-time work in the admin screens with a single spreadsheet upload. This note explains what each one does, why it earns its keep, and exactly which columns to fill in — no engineering background required.

20 import templates 5 categories Prepared 6 July 2026

Picture a school handing over a spreadsheet of 400 new students at the start of term. Typed into the app one screen at a time, that's a full day of admin work — and any request to promote them all a grade, or enrol them in a new subject, repeats the whole exercise. A bulk import does the same job in the time it takes to upload a file.

01 Fill A staff member fills one row per student, teacher, book, or video into a spreadsheet template.	02 Upload The file is uploaded once. The system reads it and repeats the same action, row by row.	03 Done Rows that worked are live immediately. Any row with a problem is reported back, not silently dropped.
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Reading the cards below: columns are matched by header name, not by position, so the order you put them in doesn't matter — only that the header text matches and every row has data underneath it. The small code underneath each title is the **system name** — the exact job key the platform uses internally, for anyone triggering an import through the API or an admin tool rather than a friendly menu.

Getting the right people — students, teachers, staff, and parents — into the system, without opening the "create account" screen hundreds of times.

Student Import

STUDENT_S3_CSV_IMPORT

Creates student accounts — name, grade, section, roll number, parent details — for a whole class or school in one upload.

Why: onboarding a school is a term-start event, not a one-off; it has to happen fast, for everyone, at once.

COLUMNS USERNAME, PASSWORD, NAME, GRADE, SECTIONNAME, SCHOOLNAME, BOARDSLUG, ROLLNUMBER, GENDER, EMAIL

- **BOARDSLUG** — the board's internal code (e.g. **cbse**), not its full name.
- **SECTIONNAME** — must exactly match a section that already exists.

Employee Import

EMPLOYEE_S3_CSV_IMPORT

Same idea as student import, but for a company's staff learners, so a corporate cohort is onboarded together.

Why: corporate rollouts land as one HR list, not one signup at a time.

COLUMNS EMAIL, PASSWORD, NAME, LEVEL, BATCH, DEPARTMENT, MOBILENUMBER, EMPLOYEEENUMBER, GENDER

- **LEVEL / BATCH** — play the same role as grade/section do for students.

Teacher Import

TEACHER_S3_CSV_IMPORT

Creates teacher accounts in bulk, ready to be assigned to classes.

Why: a school's whole faculty is usually confirmed at once, ahead of term.

COLUMNS EMAILADDRESS, PASSWORD, NAME, MOBILENUMBER, COUNTRYCODE, USERNAME

Guardian Import

GUARDIAN_S3_CSV_IMPORT

Links a parent or guardian's name, email, and phone number to their child's existing account.

Why: contact details usually arrive from the school as one shared list.

COLUMNS FIRSTNAME, LASTNAME, EMAILID, MOBILENUMBER, RELATIONTYPE, AUTHUSERID

- **AUTHUSERID** — the student's existing internal user ID. Has to be looked up/exported from the system, not made up.

User Deletion

DELETE_STUDENT_S3_CSV_IMPORT

Removes a list of accounts — students, teachers, or parents — in one pass.

Why: year-end offboarding and data cleanup affect many accounts at the same moment.

COLUMNS USERNAME, ROLE

- **ROLE** — must be **student**, **teacher**, or **parent**.

Credential Check

USER_CREDS_S3_CSV_IMPORT

Tests a whole list of usernames and passwords by attempting to sign in with each one.

Why: confirms logins actually work before they're handed to a school, instead of finding out from a support ticket.

COLUMNS USERNAME, PASSWORD

CLASS & CURRICULUM SETUP

Building the structure a school actually teaches within, and putting students and teachers in the right places inside it.

Section Import

SECTION_S3_CSV_IMPORT

Creates class sections — e.g. "Grade 8 – Section A" — for a school in one upload.

Why: a school's section list is fixed once a year, in one batch.

COLUMNS SECTIONNAME, GRADE, SCHOOLNAME, BOARD

Teacher Assignment

TEACHER_PREFERENCE_S3_CSV_IMPORT

Assigns a teacher to a section and up to six subjects they'll be teaching.

Why: timetabling assigns many teachers to many subjects in a single planning pass.

COLUMNS BOARDSLUG, SECTIONNAME, TEACHEREMAIL, SUBJECT1 ... SUBJECT6

- Only **SUBJECT1** is required — leave the rest blank if the teacher teaches fewer than six subjects.

Chapter Import

CHAPTER_S3_CSV_IMPORT

Builds a subject's chapters, each with up to 20 topics, instead of creating every screen by hand.

Why: a syllabus arrives as a finished outline — building it screen-by-screen would take days.

COLUMNS NAME, GRADE, SUBJECT, EDUBOARD, SUBTOPIC1 ... SUBTOPIC20

- **EDUBOARD** — the board's internal code, same idea as **BOARDSLUG** elsewhere.

- Only **SUBTOPIC1** is required — fill in as many of the remaining 19 as needed and leave the rest blank.

Subject Enrollment

STUDENT_SUBJECT_METADATA_S3_CSV_IMPORT

Enrols a student into up to 12 subjects at once.

Why: a student's full subject list is decided together, not one subject at a time.

COLUMNS USERNAME, SUBJECT1 ... SUBJECT12

- Only **SUBJECT1** is required — leave unused subject columns blank.

Profile Update

STUDENT_PROFILE_S3_CSV_IMPORT

Updates which subjects a student is currently following.

Why: subject changes (e.g. stream switches) tend to affect a whole cohort together.

COLUMNS USERNAME, SUBJECTPROFILE1, SUBJECTPROFILE2, SUBJECTPROFILE3

Student Promotion

STUDENT_PROMOTION_S3_CSV_IMPORT

Moves a batch of students to their next grade and section at year-end.

Why: every student is promoted on the same day — editing each record by hand doesn't scale.

COLUMNS USERNAME, GRADE, BOARD, SECTION

- These should be the student's *new* grade, board, and section after promotion.

LEARNING CONTENT

Filling the library — books, videos, and study material — that students and teachers see inside a lesson.

Ebook Import

BOOK_S3_CSV_IMPORT

Adds digital books — title, author, cover image, and which topic they belong to — to the library.

Why: a publisher or content team typically delivers a whole catalogue at once.

COLUMNS NAME, DESCRIPTION, AUTHORNAME, THUMBNAIL, SUBTOPIC, TYPEOFFILE, CREATEDBYNAME, LINK

Concept Video Import

CONCEPT_VIDEO_S3_CSV_IMPORT

Adds short teaching videos to a topic, along with where each one came from.

Why: video libraries are produced and delivered in batches, not one at a time.

COLUMNS NAME, SUBTOPIC, URL, SOURCE, MEDIUM, CATEGORY

- **CATEGORY** — must be one of **Whyvideos**, **Conceptvideos**, **Activityvideos**, **3dvideos**. Anything else is silently treated as **Conceptvideos**.

Link Asset Import

LINK_ASSETS_S3_CSV_IMPORT

Attaches a YouTube video link to a lesson topic.

Why: teachers curate a reading/watch list for a topic in one sitting.

COLUMNS NAME, SUBTOPIC, URL

- **URL** must be a YouTube link — this template is specifically for YouTube-hosted videos.

PDF Asset Import

ASSETS_S3_CSV_IMPORT

Attaches study material already stored on our servers to a lesson topic.

Why: worksheets and notes are prepared as a batch ahead of a term.

COLUMNS NAME, FILETYPE, SUBTOPIC, LINK, ASSETCATEGORYNAME, THUMBNAILLINK

- **LINK** points to a file already sitting in our own storage, not an external URL.

Video Processing

VIMEO_UPLOAD_S3_CSV_IMPORT

Once a raw video file has been uploaded to storage, this starts turning it into something students can actually stream.

Why: converting video is a background job — no one should wait on-screen for it to finish.

COLUMNS TITLE, KEY

- **KEY** — the file's path inside the **wexl-concept-videos** storage bucket, i.e. where the raw video was already uploaded.

REUSING EXISTING CONTENT

Copying content that already exists somewhere in the system, instead of rebuilding it from scratch every time it's needed elsewhere.

Topic Clone

SUBTOPIC_CLONE_JOB

Copies an entire topic's worth of questions, videos, and materials from one place to another.

Why: the same topic often needs to appear under more than one board or grade.

COLUMNS SOURCESUBTOPIC, TARGETSUBTOPIC, CLONEQUESTIONS, CLONEASSETS, CLONEVIDEOS

- The three **CLONE*** columns are **true/false** switches for what to copy across.

Question Move

QUESTION_SUBTOPIC_S3_CSV_IMPORT

Moves or copies a single question into a different topic.

Why: fixes miscategorised questions without asking the content team to retype them.

COLUMNS TARGETSUBTOPIC, QUESTIONUUID, QUESTIONTYPE

- QUESTIONUUID must match an existing question's ID exactly.

COMMUNICATION

Reaching people directly, on the device already in their hand.

Push Notification

PUSH_NOTIFICATION

Sends an announcement or alert to a group of people's phones at once — for example, reminding students about a scheduled test.

Why: time-sensitive announcements need to land with everyone at the same moment.

COLUMNS not spreadsheet-based – triggered with a message and a device list instead

THE SAFETY NET

If one row in a spreadsheet has a mistake — a typo, a missing field, a duplicate username — only that row fails. It's listed back to whoever uploaded the file so it can be fixed and retried, while every other row in the batch still goes through.

That's the whole point of these tools: turn a task that's tedious and error-prone at scale into one file, one upload, and a short list of anything that needs a second look.