

Steps to Create a CSV file of students using Google Sheets.

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1. Open a new Google sheet.
2. On Line 1 type in: Email Address
3. Enter in the students emails starting at line 2 (One email per line)

Example:

	A	B
1	Email Address	
2	student1@school.com	
3	student2@school.com	
4	student3@school.com	
5	student4@school.com	
6		
7		

4. Click on File.
 5. Hover the cursor over Download.
 6. Select "Comma-separated values (.csv, current sheet)"
 7. Move the downloaded file to your desktop.
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