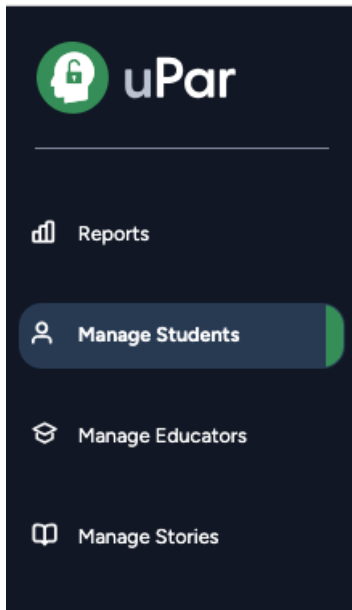


How do I add students to uPAR using a CSV file?

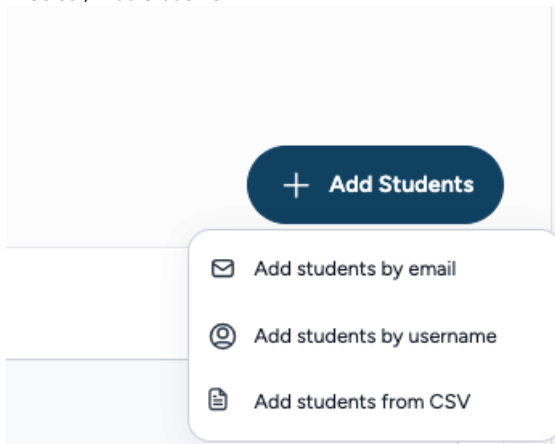
Last Modified on Thursday, 31-Jul-2025 14:37:25 BST

Steps to add students to uPar using a CSV file:

1. Navigate to: universalpar.com
2. Login to your Admin/Educator account
3. Select, "Manage Students".



4. Select, "Add Students".



5. Select, "Add Students from CSV file"
6. Select, "Choose CSV file to upload".

Import students from CSV file



Use a comma-separated values file (CSV) to set up many students quickly. Use spreadsheet programs like Google Sheets and Microsoft Excel to create and edit CSV files. Your CSV file must include the header (first line) of Email Address followed by the educators email addresses. See the example below. Have your users sign in with their email.

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

Cancel

Choose CSV file to upload

7. Navigate to the location you saved your CSV file.

8. Select the file and click on open.9. Select, "Upload and Complete".

Import students from CSV file



student csv - Sheet1.csv

✓ 5 valid emails found

Cancel

Upload and complete

Steps to creating a CSV using Google Sheets can be found[here](#).