Add multiple students to the Community Languages Schools Program grant application

> If you want to add students individually, please refer to the Per Capita and Establishment grant application user guides.

Per Capita grant applications

For school locations with more than 400 students:

- You must use the **CSV file** option to add multiple students.
- Download a list of last year's approved students (CSV file) and update their details outside the portal.
- The information for every student needs to be reviewed carefully and edited where required.
- The students' attendance is prepopulated with last year's data. **Term 1 attendance** for every student needs to be updated.
- **Do not** edit student names or dates of birth (DOB) directly in the CSV file. These details must be updated **after** the CSV file has been uploaded to the portal.
- Once completed, upload the CSV file to the portal.

For school locations with 400 or fewer students:

- **Option 1:**
  - Retrieve a list of last year's approved students and update their details **in the portal**.
  - The information for every student needs to be reviewed carefully and edited where required.
  - **Term 1 attendance** for every student needs to be added.

- **Option 2:**
  - Download a list of last year's approved students (CSV file) and update their details **outside the portal**.
  - This CSV file option is only recommended if you are confident using spreadsheet files.

Enquiries and support
P: (02) 7814 0527
E: commlang@det.nsw.edu.au

March 2025
Page **1** of **13**

Establishment grant applications

For school locations with more than 400 students:

- You must use the **CSV file** option to add multiple students.
- The downloaded CSV file will be blank.
- Add all students to this CSV file.
- Once completed, upload the CSV file to the portal.

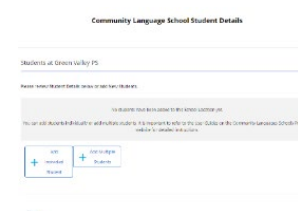For school locations with 400 or fewer students:

- **Option 1:**

    o   Download the blank CSV file and add student information **outside the portal**.

    o   This CSV file option is only recommended if you are confident using spreadsheet files.

- **Option 2:**

    o   You can add students individually in the portal. Refer to the *Establishment grant application user guide*.

Please refer to Appendix 1 **Guide to CSV file preparation** for more information at the end of this guide.

To search for official school names, use the NSW Public School Finder or the NESA list of registered non-government schools.

Enquiries and support
P: (02) 7814 0527
E: commlang@det.nsw.edu.au

March 2025
Page **2** of **13**

1. **Add Multiple Students** **click Add Multiple Students**.	
2. **Download or Retrieve a list of last year's approved students** Click **Download a list of last year's approved students (CSV file)** and go to section 3 on page 4 of this user guide. **Note:** For school locations with **more than 400 students**, you **must** use the CSV file option. Please refer to pages 1 – 2 of this guide for more details. **Or** Click **Retrieve a list of last year's approved students** (Per Capita grant only) and go to section 12 on page 9 of this user guide. **Note:** For school locations with **400 or less students**, please refer to pages 1 – 2 of this guide for more details.	

Enquiries and support
P: (02) 7814 0527
E: commlang@det.nsw.edu.au

March 2025
Page **3** of 13

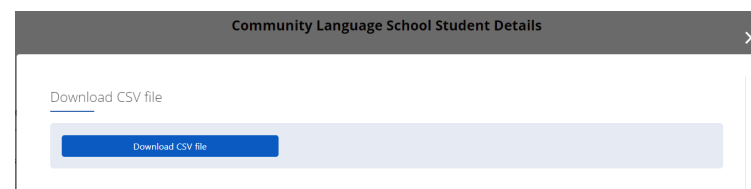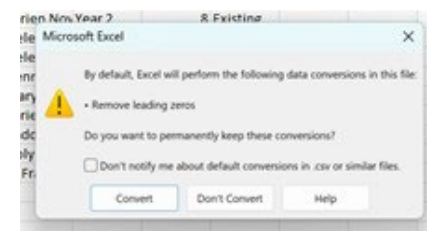|	
3. **Download a list of last year's approved students (CSV file)** Please refer to page 1 of this guide for more details. **Per Capita** and **Establishment** grants - For school locations with **more than 400 students**, you **must** use the CSV file option. **Establishment** grant - For school locations with **400 or fewer students**, you **can** use the CSV file option. Click **Download CSV file** When the CSV file is downloaded to your device, close the window by clicking on the **X**.	
4. Open the CSV file from your **Downloads** folder or from the folder you saved the file in on your device **Important:** A pop-up prompt might appear. Click **Don't Convert**. This file must retain CSV formatting so it can be updated and uploaded successfully to the portal.	
5. **Review, update and add student details on the CSV file** • **Per Capita** grant applications o You must use the **CSV file** option to add multiple students.	

Enquiries and support
P: (02) 7814 0527
E: commlang@det.nsw.edu.au

March 2025
Page **4** of 13

- o Download a list of last year's approved students (CSV file) and update their details outside the portal.
  - o The information for every student needs to be reviewed carefully and edited where required.
  - o The students' attendance is prepopulated with last year's data. **Term 1 attendance** for every student needs to be updated.
  - o **Do not** edit student names or dates of birth (DOB) directly in the CSV file. These details must be updated **after** the CSV file has been uploaded to the portal.
  - o Once completed, upload the CSV file to the portal.

- **Establishment** grant applications
  - o The downloaded CSV file will be blank.
  - o Add all students to this CSV file.
  - o Once completed, upload the CSV file to the portal.

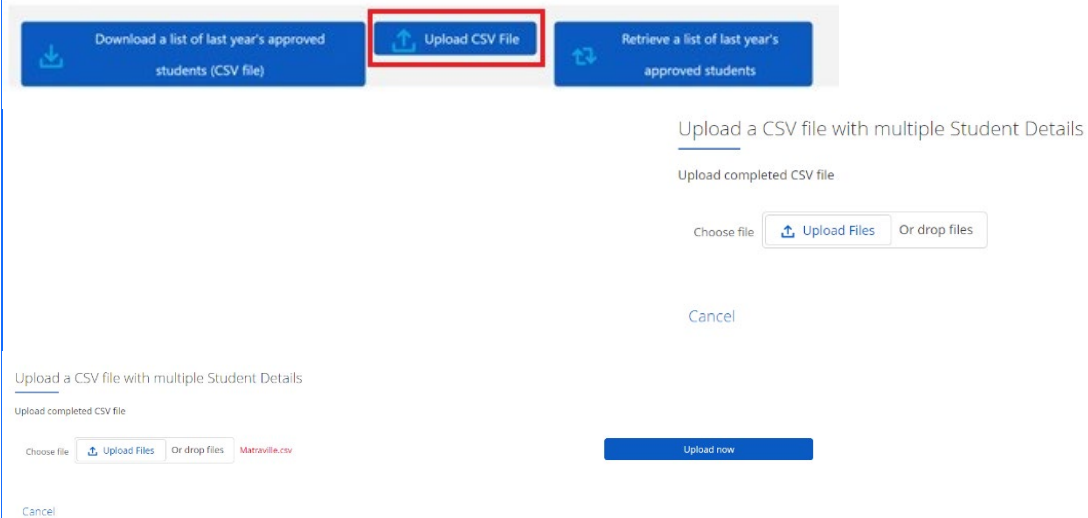 Refer to Appendix 1 **Guide to CSV file preparation** for more information at the end of this user guide.

Enquiries and support
P: (02) 7814 0527
E: commlang@det.nsw.edu.au

March 2025
Page **5** of **13**

6. **Upload CSV File** Click the blue **Upload CSV File** button. Click **Upload Files** to select your saved file or drag and drop the file to the **drop files** field. The file's name will appear. Make sure the correct file is uploaded. Click **Upload now** to proceed. **Important**: If you experience problems uploading your CSV file, contact the Community Languages Schools Program. Only upload the file once — do not attempt multiple uploads.	
7. **Upload completed CSV file** A message will show confirming that the file has been uploaded successfully. A student list will be displayed from the uploaded CSV file. If there is a student record showing as **Duplicate** under the **Status** column, click **Remove** to delete that record. If any record shows as **Incomplete** under the **Status** column, click **Edit** to review and update that record.	

Enquiries and support
P: (02) 7814 0527
E: commlang@det.nsw.edu.au

March 2025
Page **6** of **13**

8. **Edit Student** In the **Edit Student** page, review and update all required details for that student record. Click **Save & Close** to proceed. You need to do this for each **Incomplete** student record.	Edit Student Review the following details and click Save & Close. * New/Existing: New * First Name: Sam * Last Name: Student * Date of Birth: 1/2/2011 * Gender: Male * Term 1 Attendance: 7 * Parent/Carer Phone: 0413806501 * Mainstream School: Mascot PS * Mainstream Year Level: Year 8 Save & Close Cancel
9. When the **Status** for all students displays as **Completed**, click **Validate all students' data**. Sort student records by clicking on **Status** to check all students status displays as **Completed**. You can also expand columns for better visibility.	First Name / Last Name / Date of Birth / New Student/Existi... / Status Sam / Student / 01/02/2011 / New / Completed / Edit / Remove Fay / Sample / 03/04/2013 / New / Completed / Edit / Remove Dan / Test / 03/04/2009 / Existing / Completed / Edit / Remove Previous Next Validate all students' data Cancel

Enquiries and support
P: (02) 7814 0527
E: commlang@det.nsw.edu.au

March 2025
Page **7** of **13**

10. If any student record shows a status other than **Validated**, an error message will appear in the **Status** bar.

If a student record status error shows as:
- **Already added for a different location** – This means that the student has already been added to a different school location within your organisation.
  - To fix this error, check the correct student school location and remove this student from the incorrect location.
- **Student record not found** – This applies to a student record which you have marked as **Existing Student** but there is no matching data as an existing student.
  - To fix this error, mark this student as **New** or remove this student and add as an individual student.
- **Student record already exists** – This applies to a student record which you have entered as **New Student** but a matching data as an existing student is found.
  - To fix this error, mark this student as **Existing**.

Note: If there are multiple errors showing, it may be easier to remove the file and clear the list. Fix any errors on the CSV file and re-upload the updated file.

Choose file | ⬆ Upload Files | Or drop files | Matraville.csv

Remove File and Clear List

Matraville.csv has been uploaded successfully

Status column for all students must have 'Completed' before validating all students' data.

The student details below will not be added to your location until you click 'Confirm & Save'

3 Students

Search

First Name	Last Name	Date of Birth	New Student/Existin...	Status		
Sam	Student	01/02/2011	New	Validated	Edit	Remove
Fay	Sample	03/04/2013	New	Validated	Edit	Remove
Dan	Test	03/04/2009	Existing	Error(Student record not found)	Edit	Remove

Previous | Next

Enquiries and support
P: (02) 7814 0527
E: commlang@det.nsw.edu.au

March 2025
Page **8** of **13**

First Name ⌄	Last Name ⌄	Date of Birth ⌄	New Student/Existi... ⌄	Status ⌄			
Sam	Student	01/02/2011	New	Validated	Edit		Remove
Fay	Sample	03/04/2013	New	Validated	Edit		Remove
Dan	Test	03/04/2009	New	Validated	Edit		Remove

Previous   Next

Validate all students' data

Confirm & Save

Cancel

Edit	Remove	Complete	Lara
Edit	Remove	Complete	Mohamed
Edit	Remove	Complete	Zaid
Edit	Remove	Complete	Lana

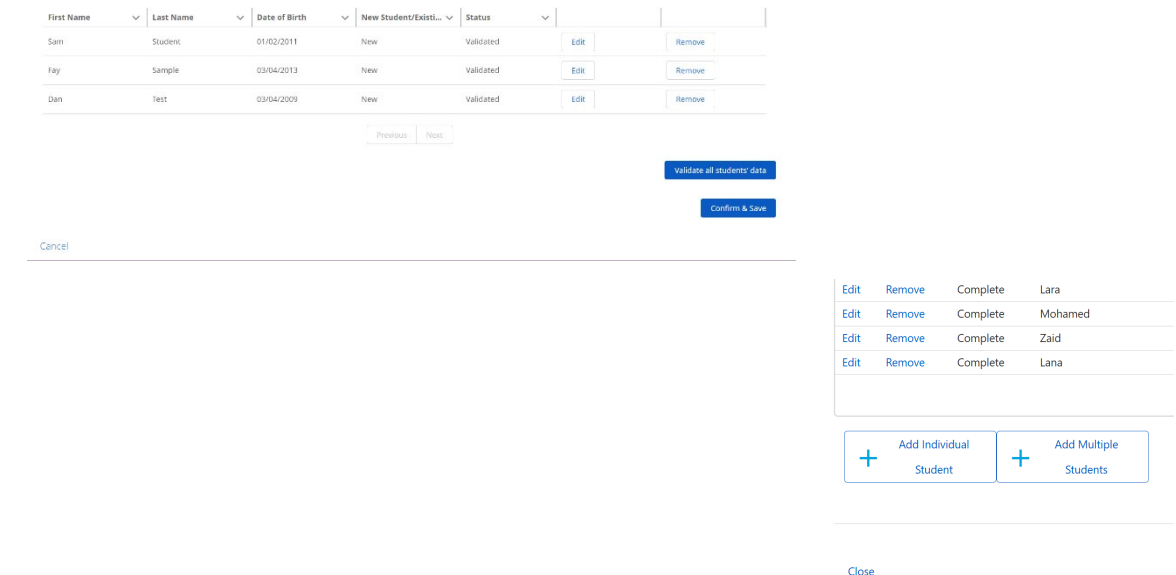+ Add Individual Student   + Add Multiple Students

Close

11. After updating all records showing error messages, click **Validate all students' data**.

    When all entries have been validated, click **Confirm & Save** to proceed.

    An updated list of students with **Complete** status will appear. Review student details and add students if required.

    When all student records show as **Complete** and all students for that location have been added, click **Close** on the bottom left side to proceed.

    Go to section 13 on page 10 of this user guide.

12. **Retrieve a list of last year's approved students**

    Note: This option only applies to **Per Capita** grant applications for school locations with **400 or less students.** We recommend retrieving a list of last year's approved students and update their details **in the portal**.

    The student list will now show all student entries as **Draft**.

	First Name	Last Name	Date of Birth
Remove	Adem	Yesilyurt	20/02/2015
Remove	Ant	Ant	13/08/2008
Remove	Aquaman	Aquaman	23/03/2017
Remove	Batman	Batman	17/12/2010

Enquiries and support
P: (02) 7814 0527
E: commlang@det.nsw.edu.au

March 2025
Page **9** of **13**

View the student details list and click **Remove** if the student is no longer enrolled and not eligible for the grant this year.
Click **Confirm & Save** to proceed.

The information for every student needs to be reviewed carefully and edited where required. **Term 1 attendance** for every student needs to be added.

Click **Edit** and then **Edit details** to review and update all missing details for that student record.
Click **Save & Exit**.

You need to do this for each student record shown as **Draft**.
When all student records show **Complete** and all students for that location have been added, click **Close** on the bottom left side to proceed.

		Status	First Name	Last Name	Date of Birth	Term 1 Attendance	Mainstream School
Edit	Remove	Draft	Ant	Ant	13/08/2008		Clare Catholic High School - Hassall
Edit	Remove	Draft	Aquaman	Aquaman	23/03/2017		Mount Pritchard PS - Meadows Rd
Edit	Remove	Draft	Zayd	Baghdadi	20/03/2016		Ramsgate PS
Edit	Remove	Draft	Batman	Batman	17/12/2010		Villawood North PS

13. Student Details

Tick the **I verify the above information is correct** checkbox.
If a green tick appears next to **Details for every student in all Community Language School Locations must be completed before saving**, click **Verify & Save**.
The **Student Details** section status will now show as **Completed**.

Enquiries and support
P: (02) 7814 0527
E: commlang@det.nsw.edu.au

March 2025
Page **10** of **13**

Appendix 1. Community Languages Schools Program Portal – Guide to CSV file preparation

Per Capita grant applications

For school locations with more than 400 students:

You must use the CSV file option to add multiple students.

Download a list of last year's approved students (CSV file) and update their details outside the portal.

The information for every student needs to be reviewed carefully and edited where required.

The students' attendance is prepopulated with last year's data. Term 1 attendance for every student needs to be updated.

Do not edit student names or dates of birth (DOB) directly in the CSV file. These details must be updated after the CSV file has been uploaded to the portal.

Once completed, upload the CSV file to the portal.

Establishment grant applications

For school locations with more than 400 students:

You must use the **CSV file** option to add multiple students.

The downloaded CSV file will be blank.

Add all students to this CSV file.

Once completed, upload the CSV file to the portal.

For school locations with 400 or fewer students:

Download the blank CSV file and add student information **outside the portal**.

This CSV file option is only recommended if you are confident using spreadsheet files.

Enquiries and support
P: (02) 7814 0527
E: commlang@det.nsw.edu.au

March 2025
Page **11** of **13**

> **All student data needs to be correctly formatted.**
>
> **Clean data = fewer manual corrections later.**

The CSV file contains the following columns:

Column	Formatting rules
First Name	Enter English names using a capital for the first letter.
Last Name	**Do not edit student name directly in the CSV file.**
Date of Birth	Format: DD/MM/YYYY Must not be a future date. Students must turn 5 on or before 31 July that year. Do **not** edit DOB directly in the CSV file.
Gender	Must be one of the following (case sensitive): **Male / Female / Prefer not to say**.
Parent/Carer Phone	Must be numeric and 10 digits, starting with 0 (e.g. 04XXXXXXXX or 02XXXXXXXX). If 0 cannot be added, enter the remaining 9 digits (e.g. 4XXXXXXXX).
Mainstream School	Use the official school name (e.g. *Parramatta High School*). To search for official school names, use the NSW Public School Finder or the NESA list of registered non-government schools.
Mainstream Year Level	Must be: Kindergarten, Year 1, Year 2, … Year 12
Term 1 Attendance	Must be a whole number between 1 and 12
New Student **Existing Student**	Students already submitted since 2022 = **Existing**. New students = **New**. Type **New** or **Existing** only (or copy and paste). Matching is based on First Name, Last Name, and Date of Birth.

Enquiries and support
P: (02) 7814 0527
E: commlang@det.nsw.edu.au

March 2025
Page **12** of **13**

Formatting Tips:

- Avoid blank rows in the data.

- Remove duplicate entries.

- Do **not** add or remove columns.

- Ensure all data matches the column headers.

- Complete all columns for every student.

- Avoid extra spaces or blank lines in any cell.

File preparation steps:

1. **Check for duplicates -** If duplicate records are found, the system will show them as **Duplicate**. Remove unwanted entries to resolve the issue.

2. **Complete all data fields -** If any records are **Incomplete**, click *Edit* and complete all required fields.

3. **Validate data -** When all records are complete, click **Validate all Students' data** to proceed.

Potential error messages

- ***Already added for a different location***
  → Student exists under another school location in your organisation.
  ✓ Check and remove from the incorrect location.
- ***Student record already exists***
  → You marked the student as New, but they already exist in the system.
  ✓ Update their status to Existing.
- ***Student record not found***
  → You marked the student as Existing, but no matching data was found.
  ✓ Mark them as New or add them individually.

Once all records show the status **Validated**, click **Confirm & Save**. You will now be able to view the records under the **Student List** for the school. If there are multiple errors, it may be easier to delete the file and clear the list. Fix the errors in the CSV file and re-upload the corrected version.

Enquiries and support
P: (02) 7814 0527
E: commlang@det.nsw.edu.au

March 2025
Page **13** of **13**