

Premier's 10 week Sporting Challenge Guides: CSV Files

Uploading a CSV File into the PSC Tracker



NSW Premier's Sporting Challenge

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W: <https://app.education.nsw.gov.au/sport/psc>

Uploading a CSV File into the Tracker

Student CSV File

Check your CSV file contains only four columns of data as follows:

- First name
- Family name
- Scholastic Year
- Roll Class

If any one of these columns is missing, the CSV file will not upload into the [PSC Tracker](#).

Important: Column header “First Name” should appear in cell A1. Ensure there is no unnecessary data at the top of the file, or additional columns such as school name, enrolment status, attendance details or SRN numbers.

	A	B	C	D
1				
2				
3	enrolment 2020 PSC			
4				
5	STUDENT CRITERIA	LANGUAGE CRITERIA		
6	=====	=====		
7	Calendar year = 2020	ESL Historical = No		
8	Registration Status = Enrolled(In Attendance; Leaving; Suspended)			
9	Student Status = ACT - Active			
10				
11				
12	SRN	First Name	Family Name	Roll Class
13	450103659	Roger	Smith	6N
14	450104051	Bobby	Jones	4C



	A	B	C	D
1	First Name	Family Name	Scholastic Year	Roll Class
2	Jillian	Alexander	Kindergarten	K/1
3	Christian	Brackett	Kindergarten	K/1
4	Toby	Dean	Kindergarten	K/1
5	Sherree	Elliott	Kindergarten	K/1
6	Megan	Alexander	Year 1	K/1
7	Emilio	Brackett	Year 1	K/1
8	Eliza	Wood	Year 1	K/1
9	Samantha	Anderson	Year 2	2M



Then select “Upload Primary Students & Classes by CSV file for the school” in the **Add Primary/Secondary Classes** page.

Select your method of adding students:

- Upload Primary Students & Classes by CSV file for the school.
- Manually Add Primary Classes & Students
- I will Add / Upload Primary Classes & Students later

[Help](#)

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Drag the CSV file from the desktop and drop it into the grey box. Then select **Upload & Next**.

1. Select CSV File [i](#)

For instructions on preparing the CSV file, [click here](#) for help.

Click or drag file here to upload

! Please select a CSV file

[< Back](#) [Upload and Next >](#)

Staff CSV File

Referring to the above instructions for students, the staff CSV file will need to contain the **same four column headings**. The last two columns – Scholastic Year and Roll Class – should not be populated with any data.

The option to upload a CSV file for staff is on the **PSC Staff Challenge** step/page:

Add Or Edit Staff Members

First Name * Last Name * [Remove](#)

You can add one (or more) Staff Members to the PSC Staff Challenge by clicking "Add a Staff Member".

[Add a Staff Member](#) [Upload CSV File](#) [Print Staff Member List](#)

CSV File Won't Upload

If the student or staff CSV file won't upload and it is correct as per the above instructions, please check out our [FAQ page](#) or contact the PSC Office (details on front page) and we will offer to complete this step for you, if necessary.