



# Student Import Wizard

Creating a CSV from PupilAsset



## Contents

Introduction .....	2
Part 1: Creating the CSV File within PupilAsset .....	3
Part 2: Selecting the Import Format .....	4

## Introduction

The instructions below explain how to create a CSV file from PupilAsset for importing into the library system.

This document is split into 2 parts, both are outlined below.

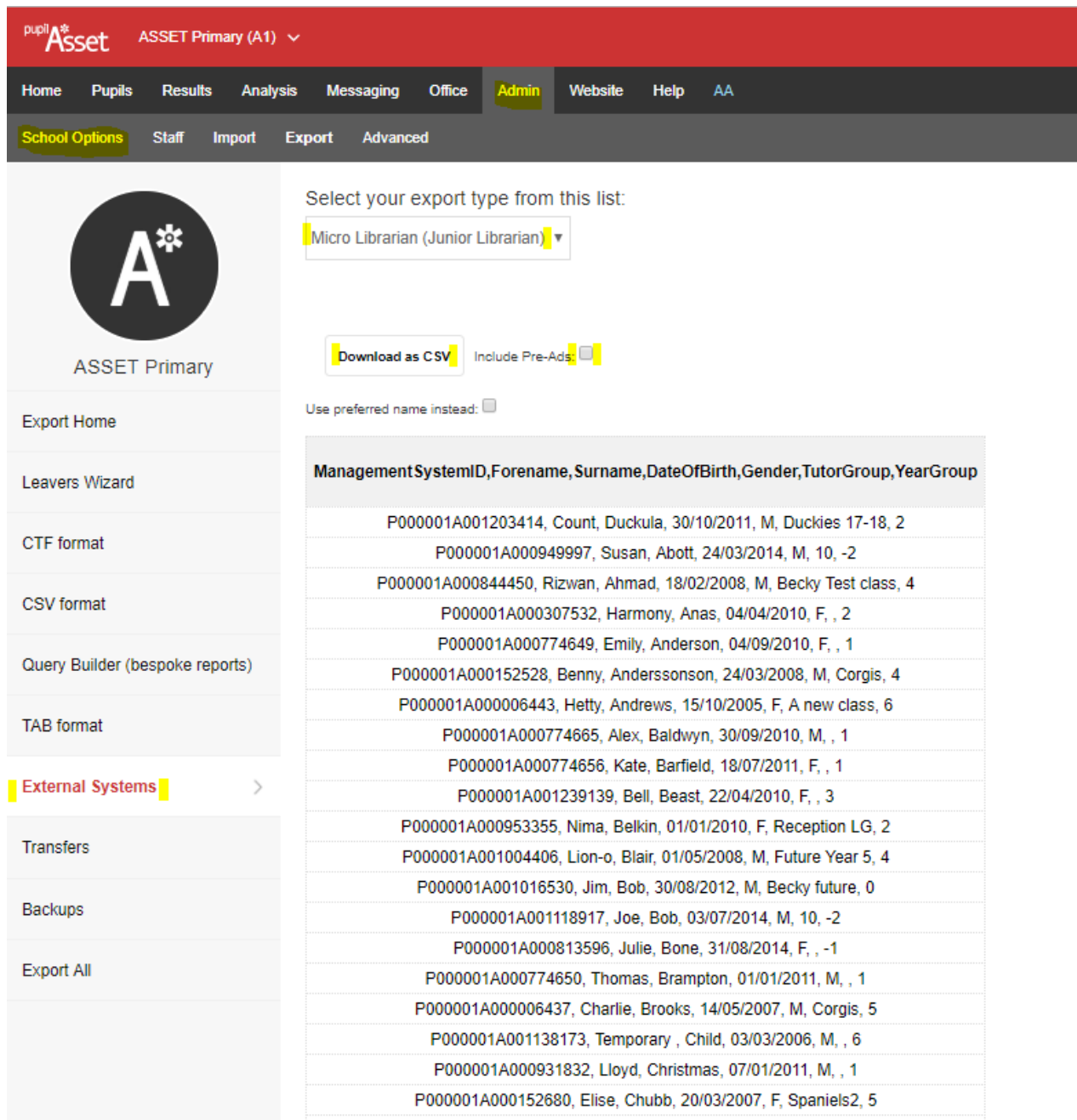
- **Part 1** – Creating the CSV File within PupilAsset
- **Part 2** – Selecting the Import Format

## Part 1: Creating the CSV File within PupilAsset

Open PupilAsset and from the main horizontal bar running across the top of the window, click **Admin/Export** and then select **External Systems** on the left-hand side menu.

Now select **Micro Librarian** from the export type drop down menu. Once selected you will need to click **Include Pre-Ads** if you want to include new students.

Once you're ready, click **Download as CSV** and this will download the file to your local machine.



The screenshot shows the PupilAsset interface for 'ASSET Primary (A1)'. The 'Admin' menu is active, and the 'Export' sub-menu is open, showing 'Micro Librarian (Junior Librarian)' selected. The 'Download as CSV' button is highlighted, and the 'Include Pre-Ads' checkbox is checked. Below the export options, a table of student data is displayed.

ManagementSystemID	Forename	Surname	DateOfBirth	Gender	TutorGroup	YearGroup
P000001A001203414	Count	Duckula	30/10/2011	M	Duckies 17-18	2
P000001A000949997	Susan	Abott	24/03/2014	M	10	-2
P000001A000844450	Rizwan	Ahmad	18/02/2008	M	Becky Test class	4
P000001A000307532	Harmony	Anas	04/04/2010	F		2
P000001A000774649	Emily	Anderson	04/09/2010	F		1
P000001A000152528	Benny	Anderssonson	24/03/2008	M	Corgis	4
P000001A000006443	Hetty	Andrews	15/10/2005	F	A new class	6
P000001A000774665	Alex	Baldwyn	30/09/2010	M		1
P000001A000774656	Kate	Barfield	18/07/2011	F		1
P000001A001239139	Bell	Beast	22/04/2010	F		3
P000001A000953355	Nima	Belkin	01/01/2010	F	Reception LG	2
P000001A001004406	Lion-o	Blair	01/05/2008	M	Future Year 5	4
P000001A001016530	Jim	Bob	30/08/2012	M	Becky future	0
P000001A001118917	Joe	Bob	03/07/2014	M	10	-2
P000001A000813596	Julie	Bone	31/08/2014	F		-1
P000001A000774650	Thomas	Brampton	01/01/2011	M		1
P000001A000006437	Charlie	Brooks	14/05/2007	M	Corgis	5
P000001A001138173	Temporary	Child	03/03/2006	M		6
P000001A000931832	Lloyd	Christmas	07/01/2011	M		1
P000001A000152680	Elise	Chubb	20/03/2007	F	Spaniels2	5

## Part 2: Selecting the Import Format

After completing these instructions and you have your new CSV file, you are now ready to move on to the next stage. Please note that when you come to import the CSV file, you should select the "WBLs" option when prompted.

