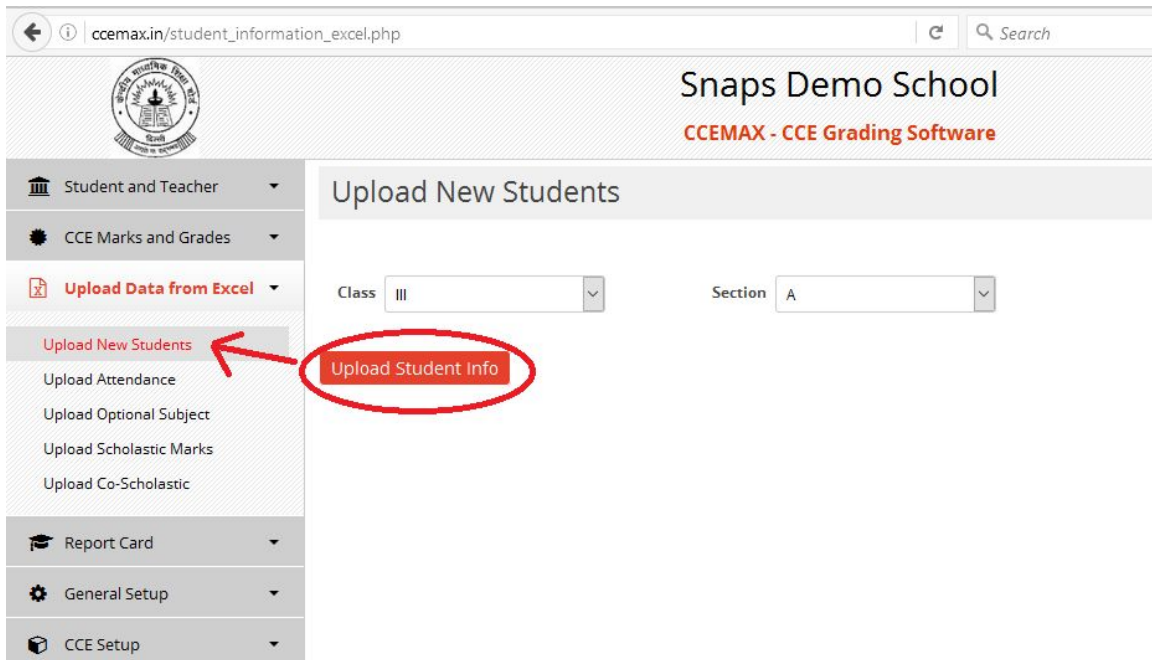


Uploading New Students in CCEMAX using Excel

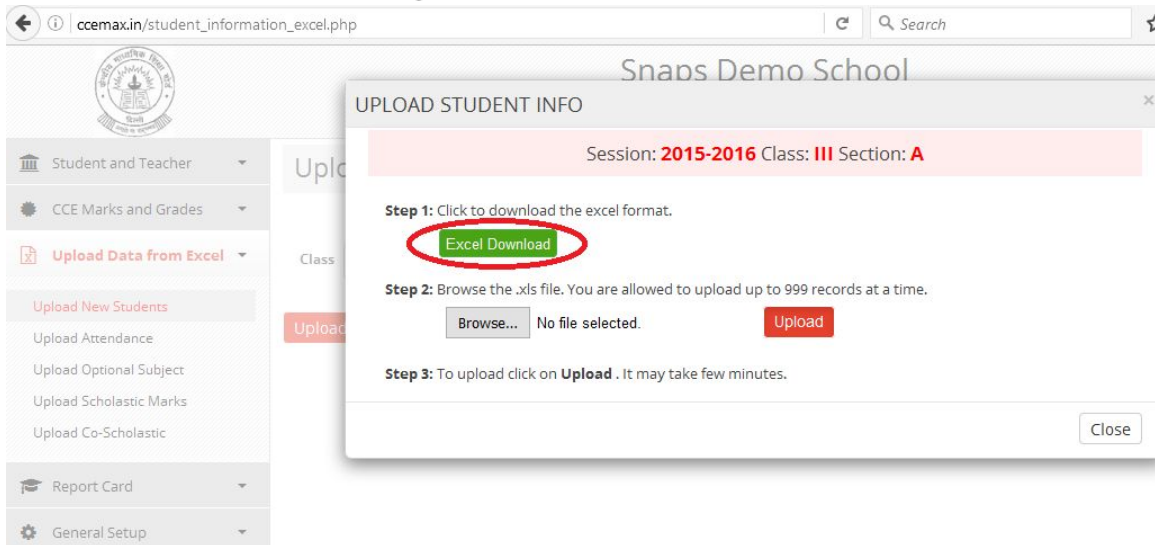
In CCEMAX, we are offering Excel File upload utility for mass data upload or update. In every session, school always have admission for several students. These students need to be uploaded to the respective session. Here is step by step process to upload multiple students in CCEMAX.

Step 1: Navigate to Upload New Student and click Upload Student Info.



The screenshot shows the CCEMAX web interface. The browser address bar displays 'ccemax.in/student_information_excel.php'. The page header includes the school logo and the text 'Snaps Demo School CCEMAX - CCE Grading Software'. The left sidebar contains a menu with the following items: 'Student and Teacher', 'CCE Marks and Grades', 'Upload Data from Excel', 'Upload New Students', 'Upload Attendance', 'Upload Optional Subject', 'Upload Scholastic Marks', 'Upload Co-Scholastic', 'Report Card', 'General Setup', and 'CCE Setup'. The 'Upload New Students' item is highlighted, and a red arrow points to the 'Upload Student Info' button in the main content area. The main content area has a title 'Upload New Students' and two dropdown menus: 'Class III' and 'Section A'.

Step 2: Click on Excel Download. It will give you required formatted file which supports CCEMAX. You can not upload any file. Please save this file in your computer. You need to Edit this file, add all data as per the header column. This file has some restriction/ validation which helps you to upload correct data.



ccemax.in/student_information_excel.php

Snaps Demo School

UPLOAD STUDENT INFO

Session: **2015-2016** Class: **III** Section: **A**

Step 1: Click to download the excel format.

Excel Download

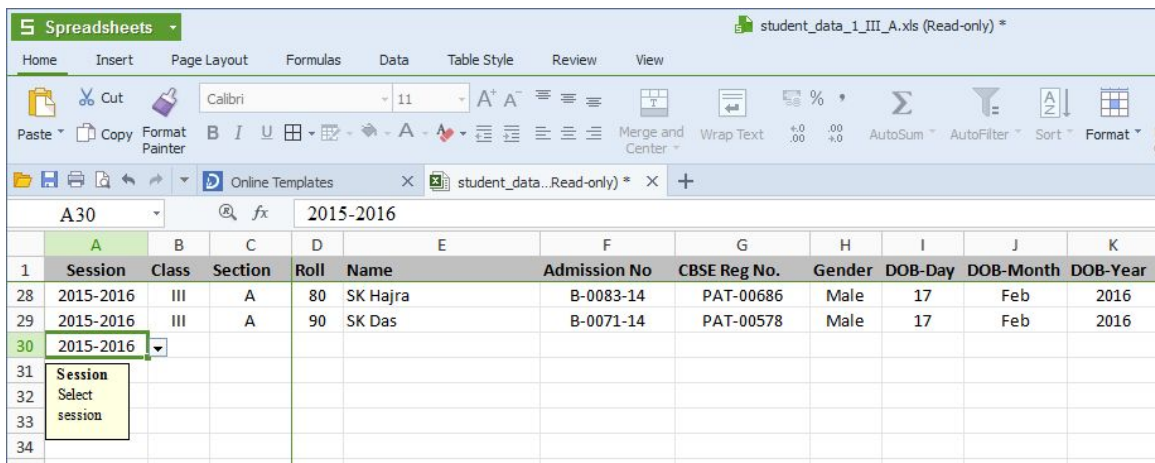
Step 2: Browse the .xls file. You are allowed to upload up to 999 records at a time.

Browse... No file selected. **Upload**

Step 3: To upload click on **Upload**. It may take few minutes.

Close

Step 3: Fill the data in the downloaded excel. Save it, browse excel file and Click Upload.



1	Session	Class	Section	Roll	Name	Admission No	CBSE Reg No.	Gender	DOB-Day	DOB-Month	DOB-Year
28	2015-2016	III	A	80	SK Hajra	B-0083-14	PAT-00686	Male	17	Feb	2016
29	2015-2016	III	A	90	SK Das	B-0071-14	PAT-00578	Male	17	Feb	2016
30	2015-2016										
31	Session										
32	Select										
33	session										
34											

UPLOAD STUDENT INFO ×

Session: **2015-2016** Class: **III** Section: **A**

Step 1: Click to download the excel format.

[Excel Download](#)

Step 2: Browse the .xls file. You are allowed to upload up to 999 records at a time.

[Browse...](#) No file selected. [Upload](#)

Step 3: To upload click on **Upload** . It may take few minutes.

[Close](#)

Once it is uploaded, please verify the student's data. If there is any issue, please raise an issue. Our support engineers will get back to you with in 1 business day. In most cases we respond immediately.