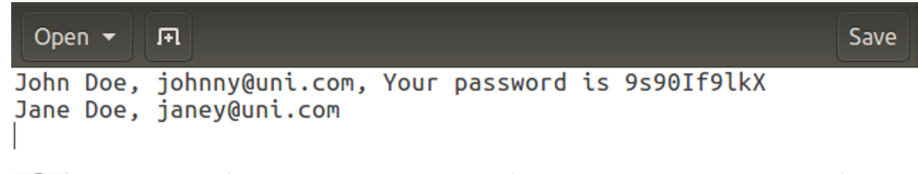


Creating a CSV student list

CSV files can be made by text editors or table-based editors that support the .csv file format.

In a text editor, simply add a student by typing
[name], [e-mail address]
or
[name], [email address], [individual info]

Put one student on a separate row.

A screenshot of a text editor window with a dark theme. The window has a title bar with 'Open' and 'Save' buttons. The text content is:

```
John Doe, johnny@uni.com, Your password is 9s90If9lkX  
Jane Doe, janey@uni.com  
|
```

In Microsoft Excel or a similar supporting program, simply divide this info in three columns:

name | e-mail | individual info

Again, one student on each row.

	A	B	C	
1	John Doe	johnny@uni.com	Your password is 9s90If9lkX	
2	Jane Doe	janey@uni.com		
3				
4				
5				

P.s. the 'individual info' is what the student will see above their exam instructions. This can be useful for providing private info, such as login details for the testing environment.

When you are done, save the file as a .csv file.

Make sure to save csv files with UTF-8 encoding. Not doing so will likely result in non-Latin characters (including ones such as ö é ç ð) not being saved correctly.

The program you use for saving csv files will likely either prompt you for the encoding upon saving (as a new file), or show it in a bottom bar of the editor.