

How to Complete Your Excel Sheet to Upload New Users

Enrolling NEW Users - Excel Required Fields

When completing your excel sheet, please make sure you have filled in ALL of the required fields according to the appropriate formatting. Any errors will result in delays.

Required fields:

B: iTaLAM grade. Write 1 for iTaLAM 1; 2 for iTaLAM 2; 3 for iTaLAM 3; 4 for iTaLAM 4

C: First name (English). English characters ONLY. No hyphens (-) or apostrophes (') or accents (é, á, ç, ö, etc). Example: Dina

D: Last name (English). English characters ONLY. No hyphens (-) or apostrophes (') or accents (é, á, ç, ö, etc). Example: Ben Yehuda.

E: First name (Hebrew). Hebrew characters ONLY. No hyphens (-) or apostrophes (') or vowels (nikud). Example: דינה

F: Last name (Hebrew). Hebrew characters ONLY. No hyphens (-) or apostrophes (') or vowels (nikud). Example: בן יהודה

G: Gender. m for male. f for female.

J: Role. s for student. t for teacher.

L: Class name. This is what you call your classes.



Enrolling NEW Users - Bulk Upload - Excel Sample

userid (fill in a unique number for each user)	grade (for user grade Fill italam1/italam2 /italam3/italam4)	eng_firstname (fill in character in english without (?!-))	eng_lastname ((fill in character in english without (?!-))	heb_firstname ((fill in character in hebrew without (?!-))	heb_lastname ((fill in character in hebrew without (?!-))	gender (fill m for male / f for female)	birthdate (this is the format of the date mm/dd/yyyy)	heb_birthdate (Optional column)	role (fill s for student / t for teacher)	email (Optional column)	class_name (Optional column)
RO01	iTaLAM 1	Tova	Cohen	טובה	כהן	f	05/15/1980		T		iTaLAM 1
RO02	iTaLAM 1	Shahar	Friedman	שחר	פרידמן	m	10/10/2010		s		iTaLAM 1
RO03	iTaLAM 1	Nurit	Lerman	נורית	לרמן	f	10/10/2010		s		iTaLAM 1
RO04	iTaLAM 1	Ofer	Fine	עופר	פיין	m	10/10/2010		s		iTaLAM 1
RO05	iTaLAM 1	Maya	Kunis	מיה	קוניס	f	10/10/2010		s		iTaLAM 1
RO06	iTaLAM 1	Chana	Oren	חנה	אורן	f	10/10/2010		s		iTaLAM 1
RO07	iTaLAM 1	Ethan	Schwartz	איתן	שווארץ	m	10/10/2010		s		iTaLAM 1
RO08	iTaLAM 1	Rachel	Aaron	רחל	אהרון	f	10/10/2010		s		iTaLAM 1
RO09	iTaLAM 1	Devorah	Brandeis	דבורה	ברנדייס	f	10/10/2010		s		iTaLAM 1
RO10	iTaLAM 1	Benjamin	Rubin	בנימין	רבין	m	10/10/2010		s		iTaLAM 1
RO11	iTaLAM 2	Avi	Bloom	אבי	בלום	m	10/10/2010		s		iTaLAM 2
RO12	iTaLAM 2	Yaakov	Meyer	יעקב	מאיר	m	10/10/2010		s		iTaLAM 2
RO13	iTaLAM 2	Miriam	Schneider	מרים	שניידר	f	10/10/2010		s		iTaLAM 2
RO14	iTaLAM 2	Layla	Joffe	לילה	גופי	f	10/10/2010		s		iTaLAM 2
RO15	iTaLAM 2	Yarden	Reisman	ירדן	ריסמן	f	10/10/2010		s		iTaLAM 2
RO16	iTaLAM 2	Joe	Gold	יוסף	גולד	m	10/10/2010		s		iTaLAM 2
RO17	iTaLAM 2	Shlomo	Platt	שלמה	פלט	m	10/10/2010		s		iTaLAM 2
RO18	iTaLAM 2	Rivka	Waldman	רביקה	ולדמן	f	10/10/2010		s		iTaLAM 2
RO19	iTaLAM 2	Deena	Birbaum	דינה	בירבאום	f	10/10/2010		s		iTaLAM 2
RO20	iTaLAM 2	Tomer	David	דוד	דוד	m	10/10/2010		s		iTaLAM 2
RO21	iTaLAM 2	Uri	Horowitz	אורי	הורוויץ	m	10/10/2010		s		iTaLAM 2
RO22	iTaLAM 3	Sarah	Wilf	שרה	וילף	f	10/10/2010		s		iTaLAM 3
RO23	iTaLAM 3	Rebecca	Eisen	רבקה	אזין	f	10/10/2010		s		iTaLAM 3
RO24	iTaLAM 3	Shoshana	Brenner	שושנה	ברנר	f	10/10/2010		s		iTaLAM 3
RO25	iTaLAM 3	Ari	Carlin	ארי	קרלין	m	10/10/2010		s		iTaLAM 3
RO26	iTaLAM 3	Asaf	Novik	אסף	נוויק	m	10/10/2010		s		iTaLAM 3
RO27	iTaLAM 3	Bentzion	Finegold	בנציון	פינגולד	m	10/10/2010		s		iTaLAM 3
RO28	iTaLAM 3	Dana	Wald	דנה	וולד	f	10/10/2010		s		iTaLAM 3
RO29	iTaLAM 4	Rama	Feldman	רמה	פלדמן	f	10/10/2010		s		iTaLAM 4
RO30	iTaLAM 4	Adam	Garfinkel	אדם	גרפינקל	m	10/10/2010		s		iTaLAM 4
RO31	iTaLAM 4	Andrew	Weiner	אנדריו	ווינר	m	10/10/2010		s		iTaLAM 4
RO32	iTaLAM 4	Anat	Tepper	ענת	טפר	f	10/10/2010		s		iTaLAM 4
RO33	iTaLAM 4	Ezra	Rosen	עזרה	רוזן	m	10/10/2010		s		iTaLAM 4
RO34	iTaLAM 4	Orlv	Ashkenazi	אורלי	אשכנזי	f	10/10/2010		s		iTaLAM 4

SAMPLE



Once you have filled out your spreadsheet correctly, please save it as an excel file and send it to support@italam.org
Please include your name and your school in the body of the email.

Thank you,
The iTaLAM Team

