User Manual for
Import-Module (School User)

UDISE+ | SDMS

सत्यमेव जयते

Version 2.0

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This document is a detailed guide on the Import module of the SDMS, which facilitates onboarding and mapping of a student in the dropbox module to a school.

1. Introduction

The Import Module in SDMS enables a school to import students who were sent to Dropbox by the last studied school. This feature facilitates the smooth transfer of student records between schools, ensuring data continuity when a student changes schools.

2. Getting Started

2.1 Login

➢ **Go to Student Module** (SDMS) of the UDISE+
➢ **Enter Credentials** – Enter username and password provided by the school.
➢ **Click 'Login'** – Dashboard >> Student Movement & Progression >> Import Module

3. Import Module

For the ease and convenience of users, the import module allows school users to search and import students from two cards

3.1 Import within the State – Students who were previously mapped to a school within the state
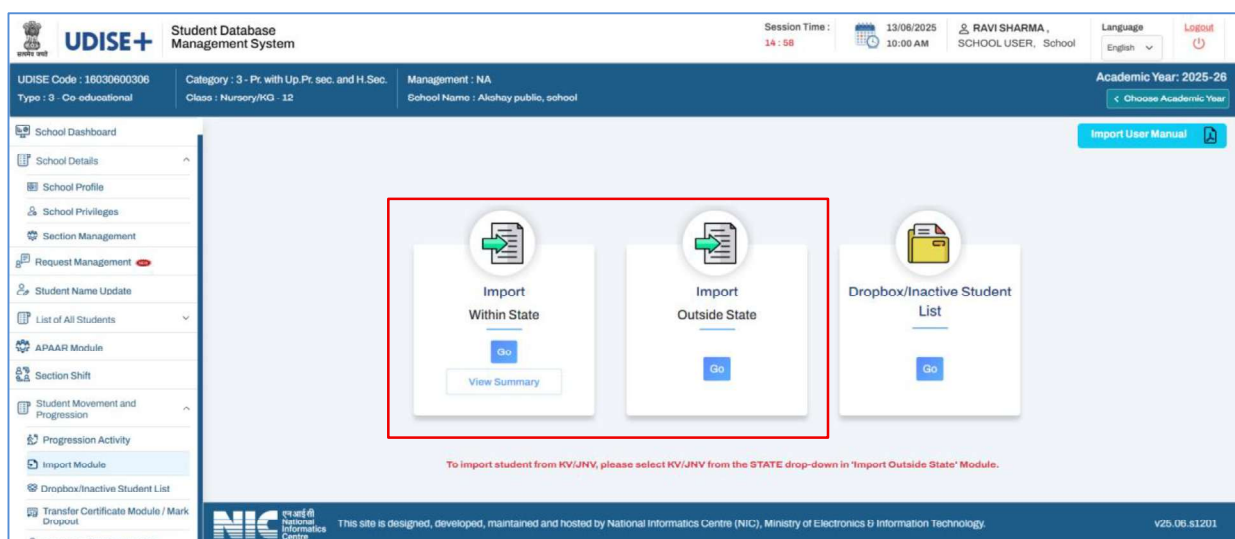3.2 Import Outside State – Students who were previously mapped to a school outside state

Fig. 1

3.1 Import within the State

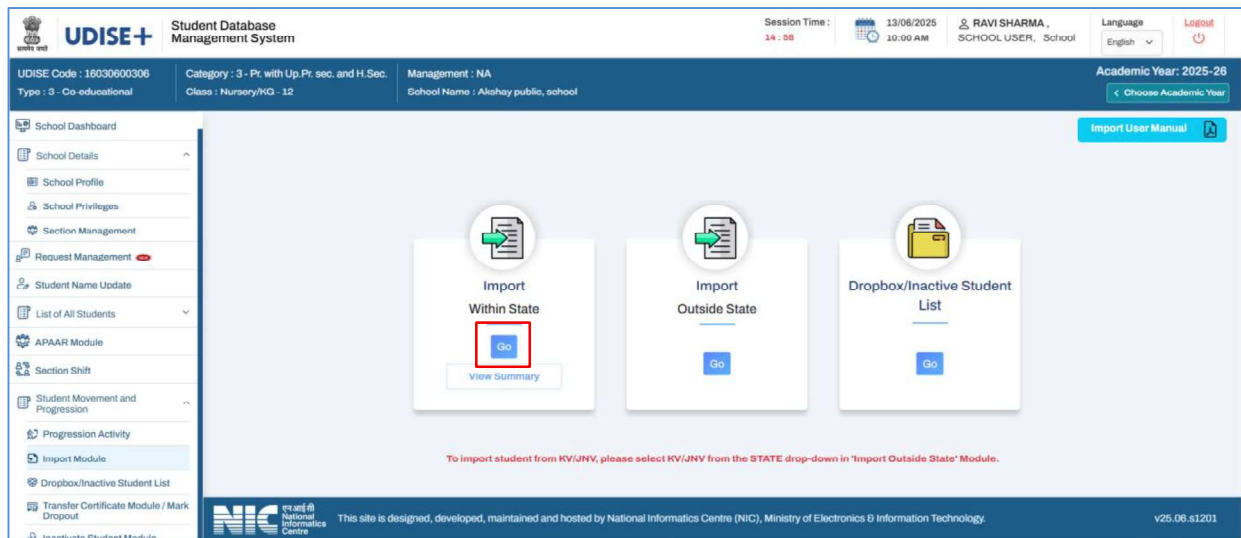❖ Step 1: Click on the "Go" button to import a student within the state.

Fig. 2

❖ Step 2: Enter 11-digit PEN No. and the student's DOB is to be imported.
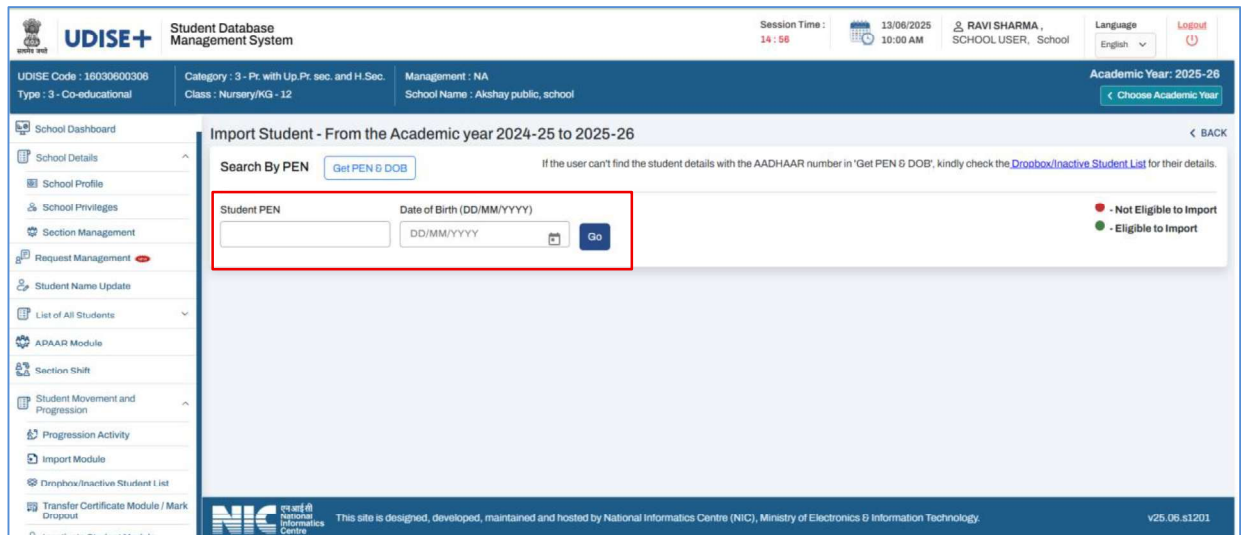
❖ Step 3: Click on the "Go" Button

Fig. 3

Note: If the user doesn't have the student's PEN and DoB, they can click on 'Get PEN & DOB' button to fetch these details by entering the student's Aadhaar number and year of birth.
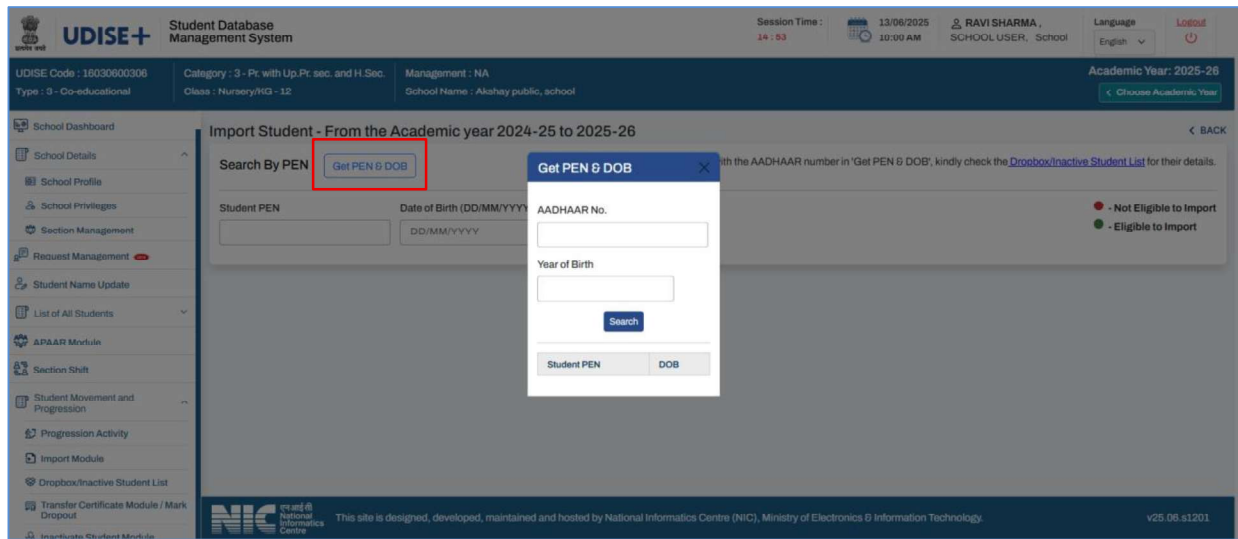

Fig. 4

❖ Step 4: After clicking on the "Go" Button, the user will get the following details of the student
   ✓ Student Status
   ✓ Student Basic Details
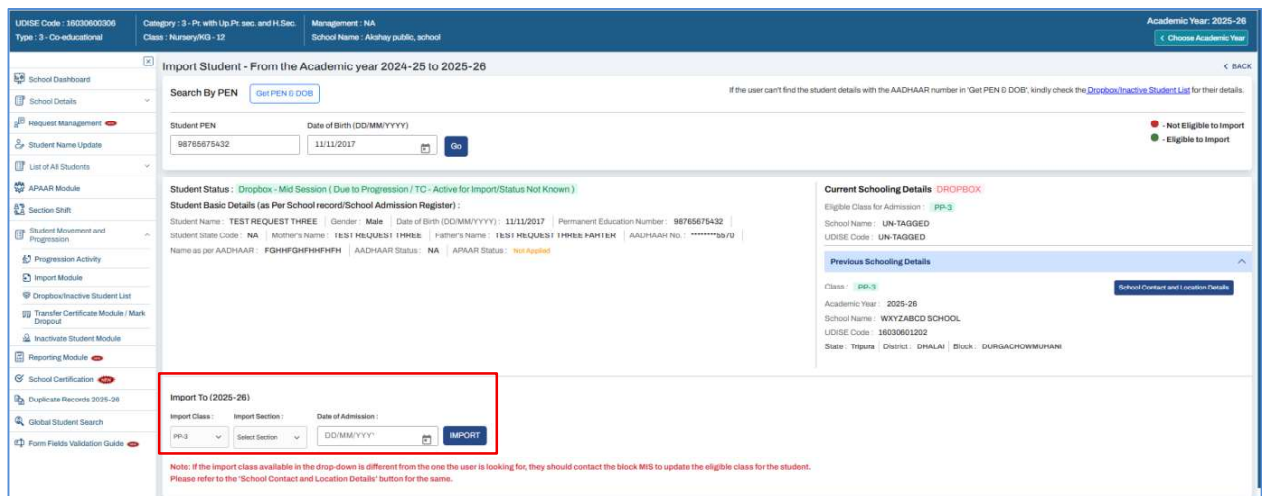   ✓ Current Schooling Details
   ✓ Previous Schooling Details

Fig. 5

❖ Step 5: Check the Import Class and select Import section from the Dropdown list and enter the Date of admission.

❖ Step 6: Click on the "Import Button".

Note: If the import class mentioned in the drop-down is different from the one the user is looking for, they should contact the block MIS to update the eligible class of the student.

❖ **Step 7:** A prompt will be displayed to get the confirmation from the user end.

❖ **Step 8:** Click on the Confirm button to successfully import the student.

Fig. 6

Import within the State – View Summary

❖ In view summary, the list of imported students is displayed to the school user.

Fig. 7

3.2 Import Outside State

❖ Import from Outside State allows a school to transfer a student from a school located in a different state.

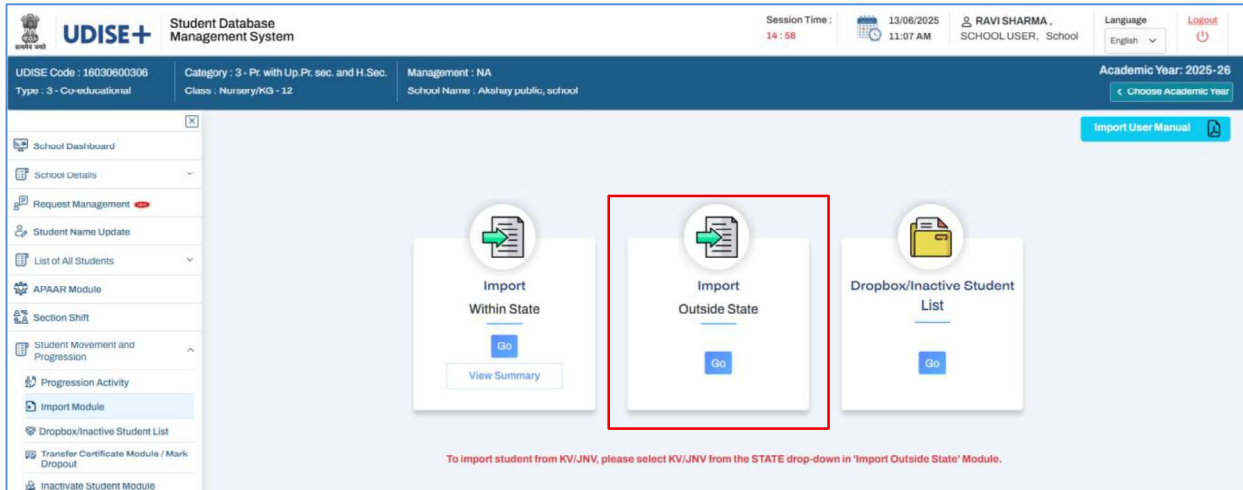*Fig. 8*

❖ Step 1: Click on the "Go" Button of Import Outside State.

❖ Step 2: Select the State from where the student is to be imported along the student's PEN and DoB.

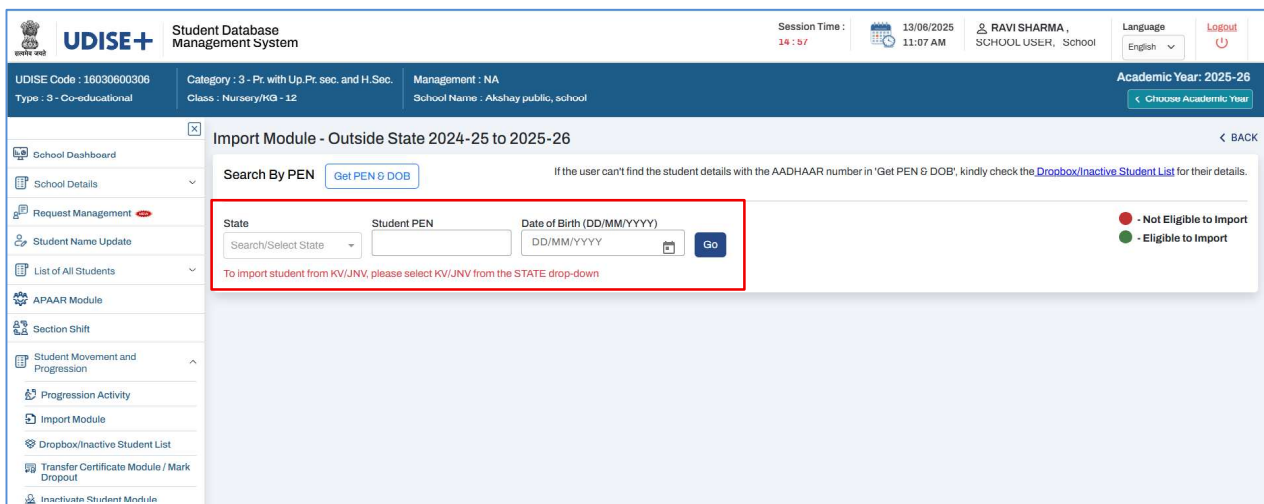❖ Step 3: Click on the "Go" Button

Fig. 9

Other steps and details after Step 3 remains same as Import within State.

3.3 Dropbox/Inactive Student List

❖ Dropbox/Inactive Student List provides the recorded list of students who have been marked as inactive or sent to Dropbox by a school. The student list can be searched school-wise, either by the school's UDISE code or using the state-based filter option.
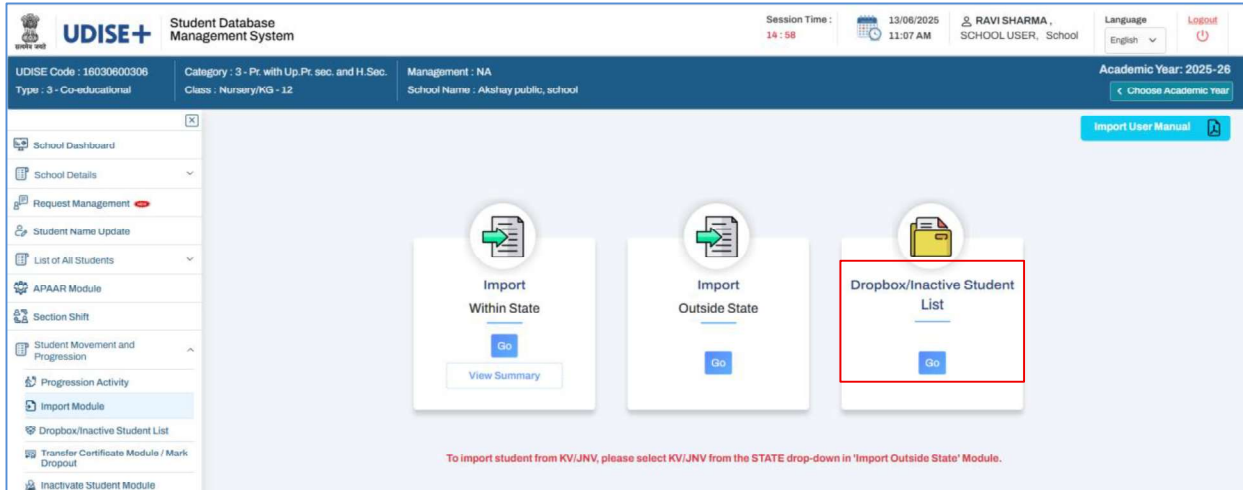

Fig. 10

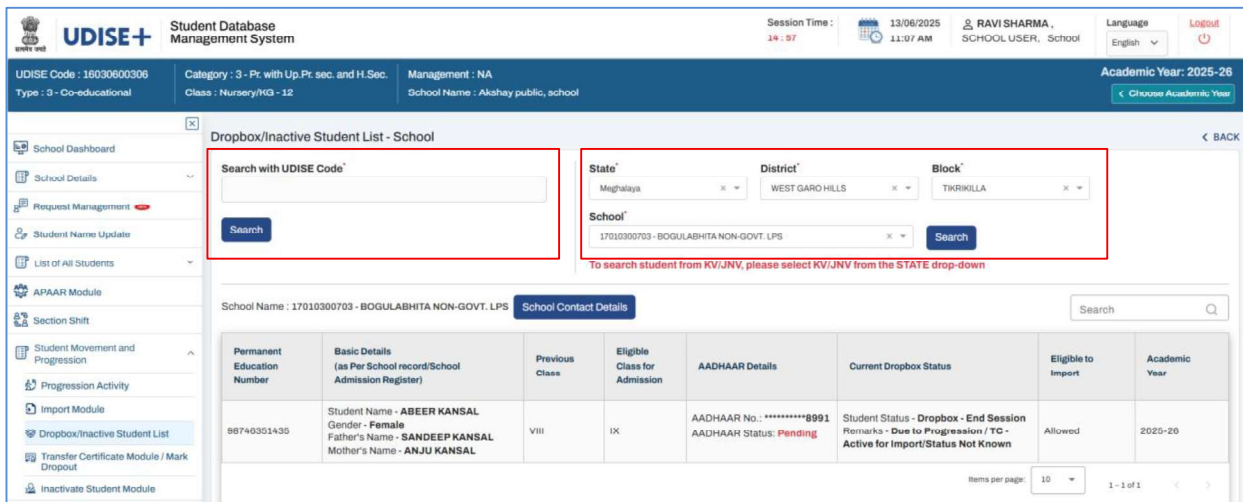The list of students and their eligibility to import is mentioned.

Fig. 11

"You can access the Import Module and perform import-related tasks for your school by following these steps. Remember to log out after completing your tasks to maintain security"