



Foras Taighde ar Oideachas
Educational Research Centre

DOTS Online Testing Quick Start Guide

Adding your students and classes for online testing.

1

Gather Student Information

Collect:

- Class names
- Student first & last names
- Optional: gender and date of birth



- ✓ Download the CSV template from Students > Create Students
- ✓ Enter Student details
- ✓ Save the completed CSV file

2

Add Classes to DOTS

- ✓ Go to classes > Online Test Class
 - ✓ Select Create Class
 - ✓ Enter class details
 - ✓ Use clear class names for easy identification
- Select Save



Tip: Use names such as "5th Class 2026-27" or "6th Class Room 3" for easy reporting

3

Import Students

Upload your completed csv files to DOTS and assign students to the correct class



Need Help?



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Monday to Friday
9:00am - 4:30pm

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