



Entry-Level Certification Program

BATCH IMPORT INSTRUCTIONS

Step One - Prepare the source file to be imported

Although there are several ways to develop a comma separated value (CSV) file, this example uses Microsoft Excel.

In Excel, create a five column list of students as shown below. Please keep the following in mind:

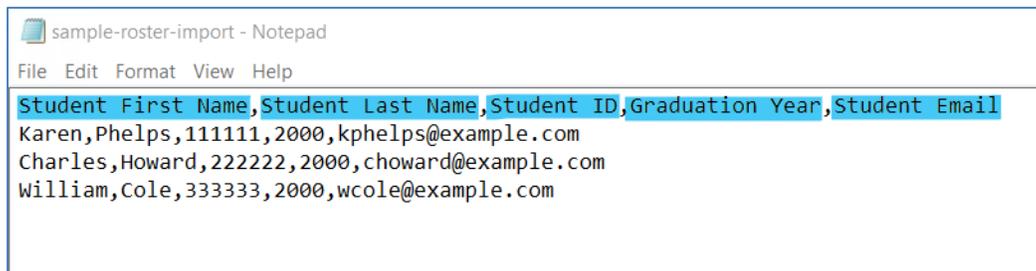
- The top row contains column headers that **must** be in the sequence and format as follows: Student First Name, Student Last Name, Student ID, Graduation Year, Student Email. Note - StateID is the state-recognized or issued student identification number.
- All five columns of data **must** be populated for each student in the file. If any cell is left blank, the file will not upload.
- Do NOT include apostrophes (e.g. Thomas O'Leary should be entered as Thomas O Leary). Once the student record is created, it can be edited through the student profile and change to O'Leary if desired.

| Student First Name | Student Last Name | Student ID | Graduation Year | Student Email |
|--------------------|-------------------|------------|-----------------|---------------------|
| Karen | Phelps | 111111 | 2000 | kphelps@example.com |
| Charles | Howard | 222222 | 2000 | choward@example.com |
| William | Cole | 333333 | 2000 | wcole@example.com |
| | | | | |
| | | | | |

Top row is highlighted in yellow in this example simply for demonstration purposes.

Give the file a meaningful file name, then save it as a comma separated values – CSV (MS-DOS) – file.

Open the file using a text editor (e.g. Microsoft Notepad); it should look something like the image below. Notice that the data appear in the same rows as the spreadsheet, but each column is separated with a comma.



Step Two - Prevent duplicate student records

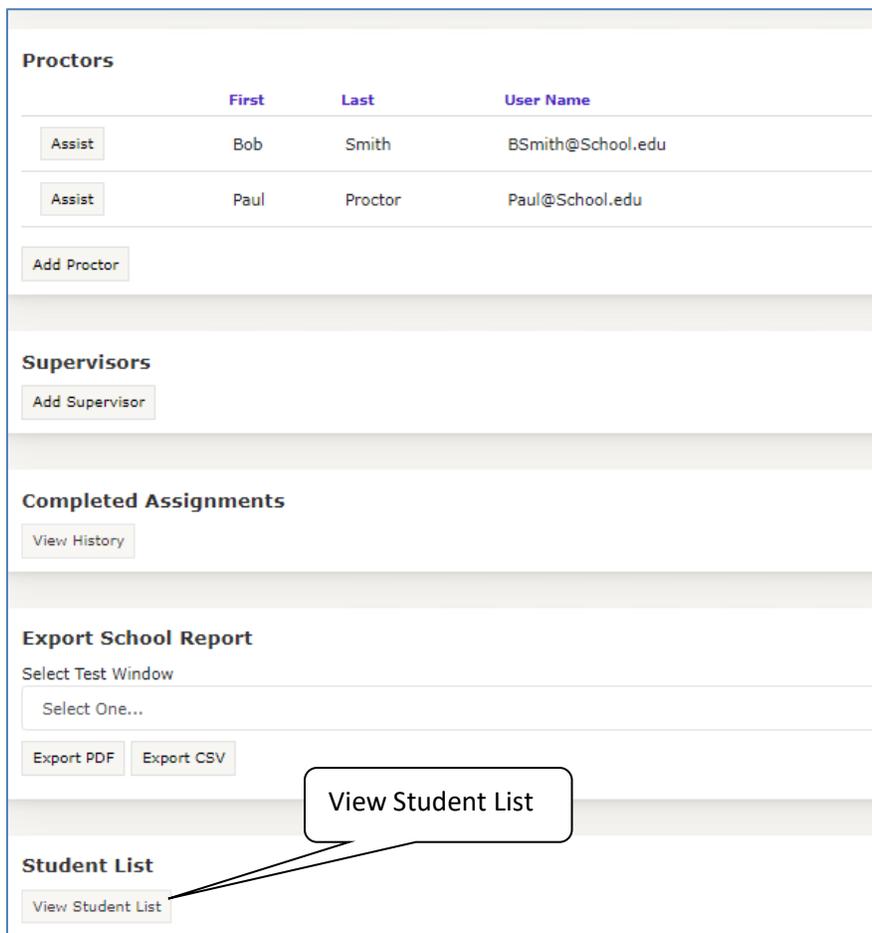
To prevent duplicate records, the batch upload utility employs two processes:

Automatic Process - When a student roster file is imported into the system, the upload process first scans the file to ensure that there are no duplicates *within the source file*. If two or more records are found with the same StateID, or the same LastName, those **records will be omitted from the upload and an exception report will be displayed** (list of records that were not imported).

The automatic scan also compares the source file records against students/candidates *already in the test delivery system*. If the process finds students with the same LastName, or the same StateID, those **records will be omitted from the upload and an exception report will be displayed**.

Manual Process - The only way to ensure that importing the student list does not create duplicate records for students who are already in the system is to verify that the StateID is populated and correct for each existing student.

On the site administrator's dashboard, click the "View Student List" button at the bottom of the page.



Clicking the "View Student List" button will display a list of all the students currently associated with this school. For schools with a long history of testing, the list will flow into several pages. In the following graphic, notice that of the five students shown, only one displays the StateID. To correct or add the StateID, click the "Edit" button next to the student name to open the student's profile page.

Student List

| First Name | Last Name | Date of Birth | State ID | |
|------------|-----------|----------------------|----------|-------------------------------------|
| James | Anderson | 2/1/1997 12:00:00 AM | Z0100 | <input type="button" value="Edit"/> |
| Carol | Creek | | | <input type="button" value="Edit"/> |
| Kevin | Kline | 3/1/1997 12:00:00 AM | | <input type="button" value="Edit"/> |
| Robert | Reading | 4/1/1997 12:00:00 AM | | <input type="button" value="Edit"/> |
| Bob | White | | | <input type="button" value="Edit"/> |

Click to edit.

First name *

Middle initial

Last name *

Email address

Parent Email address

Address Line 1

Address Line 2

City

Zip Code

State

E

H

N

Enter StateID, then click the save button above.

If you need help with these questions, check with your instructor

State or school issued Student ID

Are you an AYES Student? Yes No

Are you a SkillsUSA member? Yes No

SkillsUSA chapter number

SkillsUSA section number

Click the Edit button to activate the screen for editing.

Make the required edits to the student profile (e.g. StateID, Name, etc.), click "Save", then navigate back to the student list to continue your review.

Once the review and editing for all existing students is complete, you should be ready to import your list of new students.

From the instructor's dashboard, click on "Batch Import Students" to access the batch upload page. Use the "Choose File" button to locate the source file for upload, then click "Save".

Import Roster

Upload a roster of students using the form below. You must have sufficient credits for your school to assign exams during import.

ROSTER DATA Student Roster.csv
File should use the format specified in the [sample roster import file](#).

Once complete, the screen will display the results, and errors if any, of the upload process

Beta II (ZZ)
School Administration

6 out of 6 Students were imported successfully.

Student Andrew Anderson (StateID: Z0001) was imported successfully.
 Student Bobby Baker (StateID: Z0003) was imported successfully.
 Student Cathy Cooper (StateID: Z0004) was imported successfully.
 Student David Donovan (StateID: Z0005) was imported successfully.
 Student Eduardo Estevan de Robles (StateID: Z0006) was imported successfully.
 Student Frank Ford (StateID: Z0007) was imported successfully.

Return to the View Student List to confirm that the students are now included in the school's master student list.

Student List

| First Name | Last Name | Date of Birth | State ID | |
|------------|-------------------|---------------|----------|-------------------------------------|
| Andrew | Anderson | | Z0001 | <input type="button" value="Edit"/> |
| Bobby | Baker | | Z0003 | <input type="button" value="Edit"/> |
| Cathy | Cooper | | Z0004 | <input type="button" value="Edit"/> |
| David | Donovan | | Z0005 | <input type="button" value="Edit"/> |
| Eduardo | Estevan de Robles | | Z0006 | <input type="button" value="Edit"/> |
| Frank | Ford | | Z0007 | <input type="button" value="Edit"/> |

This import process can be repeated to add additional students in the future as needed. However, if only one or a small number of students need to be added after this process is complete, they can still be added one at a time by creating and adding students from the instructor's roster (see User's Manual).