



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 three 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: StateID, FirstName, LastName. Note - StateID is the state-recognized or issued student identification number.
- All three 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.

	A	B	C
1	StateID	FirstName	LastName
2	Z0001	Andrew	Anderson
3	Z0003	Bobby	Baker
4	Z0004	Cathy	Cooper
5	Z0005	David	Donovan
6	Z0006	Eduardo	Estevan de Robles
7	Z0007	Frank	Ford
8			
9			

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.

```
StudentList.csv
1 StateID,FirstName,LastName
2 Z0001,Andrew,Anderson
3 Z0003,Bobby,Baker
4 Z0004,Cathy,Cooper
5 Z0005,David,Donovan
6 Z0006,Eduardo,Estevan de Robles
7 Z0007,Frank,Ford
```

Step Two - Prevent duplicate student records

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

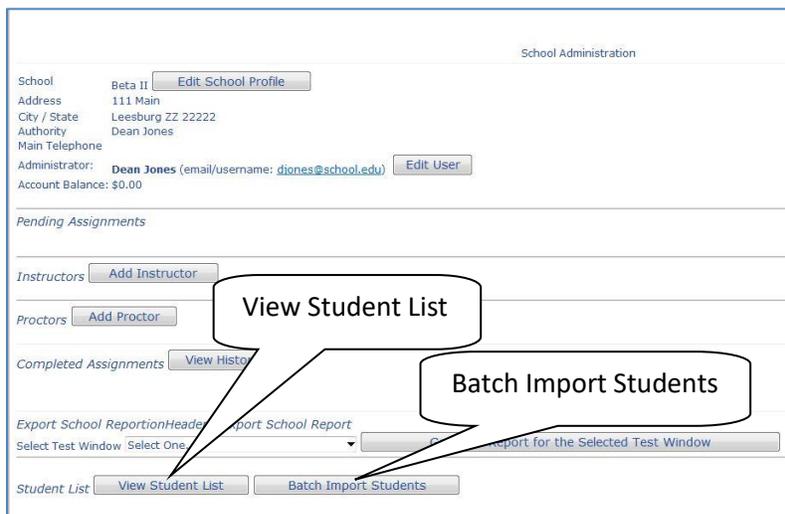
Automatic Process - When a student roster file is imported into the system, the upload process first scans the file to ensure that there are no duplicates *within the source file*. If two or more records are found with the same

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.

First Name	Last Name	Date of Birth	State ID	
James	Anderson	2/1/1997 12:00:00 AM	Z0100	Edit
Carol	Creek			Edit
Kevin	Kline	3/1/1997 12:00:00 AM		Edit
Robert	Reading	4/1/1997 12:00:00 AM		Edit
Bob	White			Edit

Buttons: Student List, Hide Student List, Batch Import Students

Callout: 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.

Click the Edit button to activate the screen for editing.

[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

Make the require 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 you list of new students.

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

School Administration

The file format should be .csv. Please make sure that there are no extraneous commas, and no other punctuation in the file other than the ones shown. This includes quotation marks, periods, and all other punctuation. Refer to the picture to the right for an example of what a .csv file looks like.

Choose File Example_Roster.csv

Import File

Be sure to note: There must be NO commas at the end of the line. If you have a header line, it must be formatted exactly like the one to the right to ensure it is not imported as a student. Each line represents one and only one student. Finally, double check the file is saved as a .csv file.

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

Beta II (ZZ)
School Administration

Browse...

Import File

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 [Hide Student List](#) [Batch Import Students](#)

First Name	Last Name	Date of Birth	State ID	
Andrew	Anderson		Z0001	Edit
Bobby	Baker		Z0003	Edit
Cathy	Cooper		Z0004	Edit
David	Donovan		Z0005	Edit
Eduardo	Estevan de Robles		Z0006	Edit
Frank	Ford		Z0007	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).