



# 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:

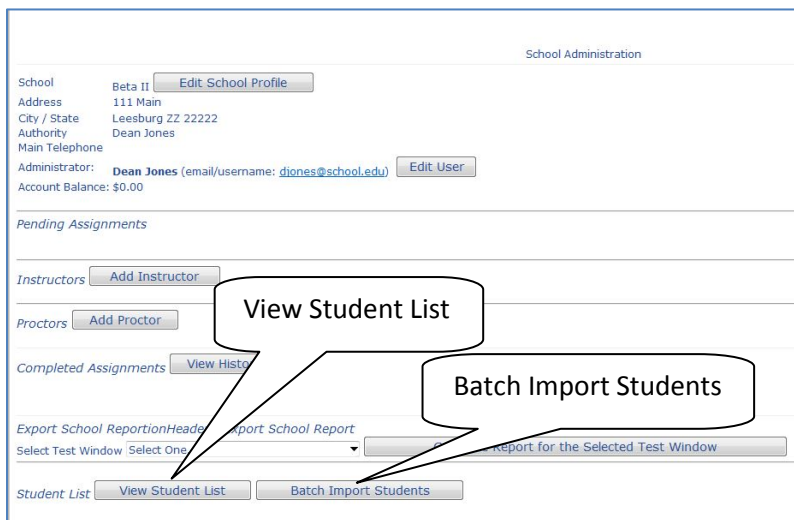
**Automatic Process** - When a student roster file is imported into the system, the upload process first scans the file to ensure that there are no duplicates *within the source file*. If two or more records are found with the same

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

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

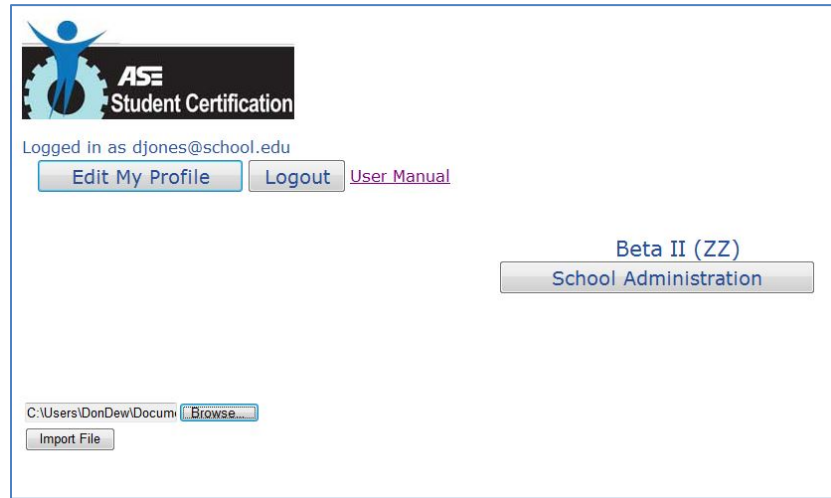
SkillsUSA chapter number

SkillsUSA section number

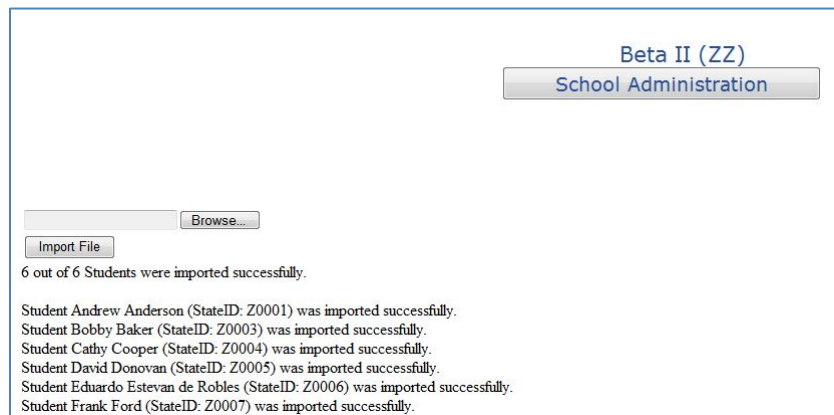
Make the require edits to the student profile (e.g. StateID, Name, etc.), click "Save", then navigate back to the student list to continue your review.

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

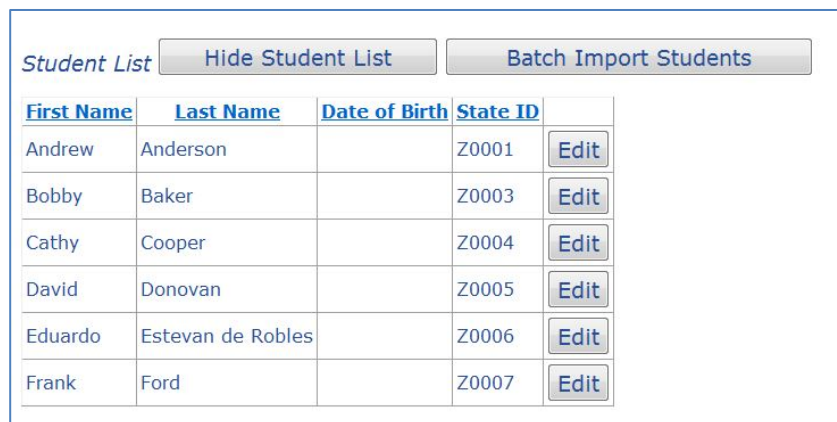
From the site administrator's dashboard, click on "Batch Import Student" to access the batch upload page. Use the "Browse" button to locate the source file for upload, then click "Import File".



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



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



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).