

IMPORTING STUDENTS

Importing students is important because:

- Importing students is a very efficient way of adding and updating several student records simultaneously.
- Imported student records can be edited later if necessary.
- Importing students is more accurate than manual data entry.

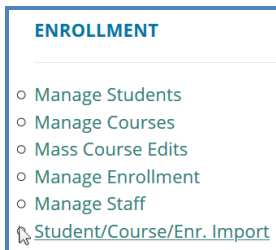
Before You Begin Importing Students

Before you begin importing your data, ensure that you:

- Identify the data that you need.
- Format the data for easy import.

IMPORT STUDENT DATA

To import data, carry out the following steps:



1. From the navigation menu, click **Data Entry**, then **Student/Course/Enr. Import**.
2. On the **Select building to import** screen, click the **student icon** of the building you wish to import records into.
3. Beneath the **Import Students/Buildings/Grades** header, click the **Choose File...** link and locate your import file.

A screenshot of a web interface titled "Select building to import". It features a table with three columns: "Building Name", "Building Number", and a third column with a dropdown arrow. The table lists four buildings: "Alternative Center for Education" (00001), "A. High School" (00002), "A. Academy" (00003), and "B. High School" (00004). Each row has a small person icon to its left. The "A. High School" row is highlighted, and a mouse cursor is pointing at its person icon.

	Building Name	Building Number	
	Alternative Center for Education	00001	Alternative Center for Education - 0...
	A. High School	00002	A. High School
	A. Academy	00003	A. Academy
	B. High School	00004	B. High School

- Click the **Import Records** button to upload your file. Errors, if any, are displayed in the **Error** column of the temporary grid on the resulting screen.
- To correct any errors, click the **Back to List** button to reset the screen, adjust your import file, then upload the file again.

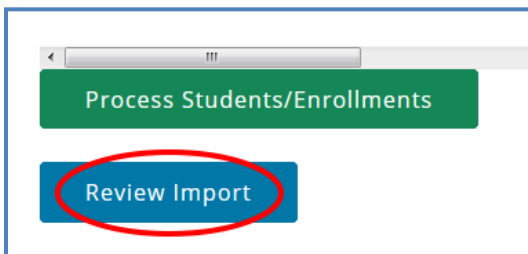


- Click the **Process Students/Enrollments** link beneath the grid to import all error-free student records.

Courses To upload in 00000 - High School
[Back to List](#)
Record(s): 9
Errors: 0 **Students Created: 0** **Students Updated: 0**
Enrollments Created: 0 **Enrollments Updated: 0**

Upload Type:	LNAME	FNAME	MI	UIC	DOB
S, E	<input type="text" value="Clname"/>	<input type="text" value="ifname"/>		1111111111	2/5
S, E	<input type="text" value="Clname"/>	<input type="text" value="ifname"/>		2222222222	3/13
S, E	<input type="text" value="Clname"/>	<input type="text" value="ifname"/>		3333333333	1/13
S, E	<input type="text" value="Clname"/>	<input type="text" value="ifname"/>	X	4444444444	6/25
S, E	<input type="text" value="Clname"/>	<input type="text" value="ifname"/>		5555555555	8/25
S, E	<input type="text" value="Clname"/>	<input type="text" value="ifname"/>	X	6666666666	2/22
S, E	<input type="text" value="Clname"/>	<input type="text" value="ifname"/>		7777777777	3/15
S, E	<input type="text" value="Clname"/>	<input type="text" value="ifname"/>		8888888888	5/13
S, E	<input type="text" value="Clname"/>	<input type="text" value="ifname"/>		9999999999	2/6

[Process Students/Enrollments](#)



Clicking the **Review Import** button allows you to export the list of import records and their import statuses and errors. This may be useful for offline review and remediation.