

# 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

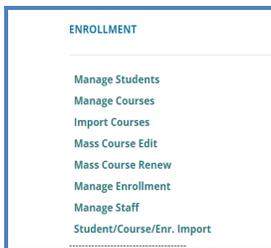
Before you begin importing your data, ensure that you:

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

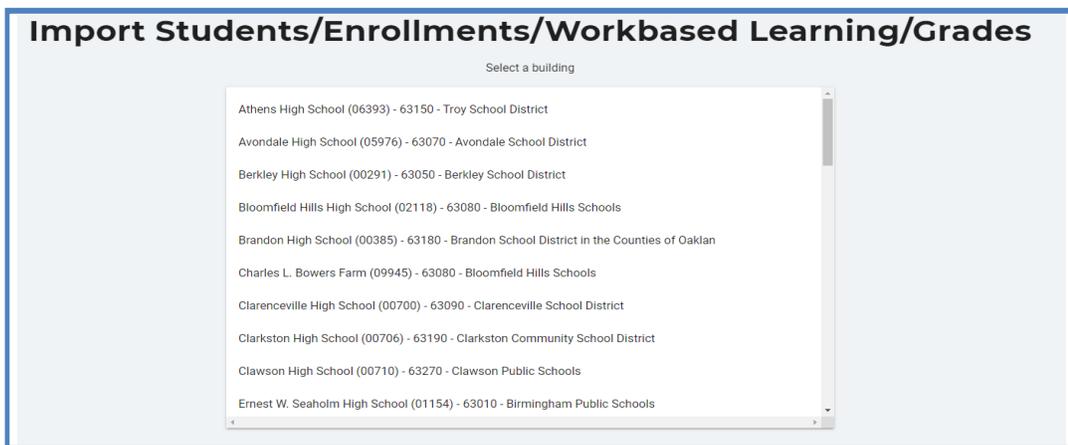
## IMPORT STUDENT DATA

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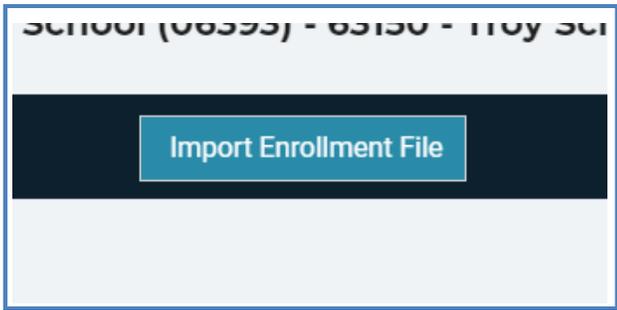
To import data, carry out the following steps:



1. From the navigation menu, click **Data Entry**, then **Student/Course/Enr. Import**.
2. On the **Select building to import** screen, click the building you wish to import records from the list.
3. Beneath the selected building click the Import Enrollment File button to select and upload the import file.



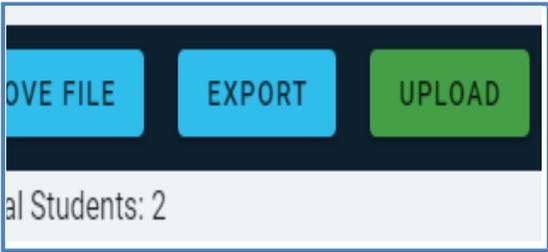
4. Review the imported records from the uploaded file. Errors, if any, are displayed in the **Error** column of the temporary grid on the resulting screen.
5. To correct any errors, click the Remove File button to reset the screen, adjust your import file, then upload the file again.
6. Click the Upload Button to import all error-free student records.



REMOVE FILE EXPORT UPLOAD

Search  Total Items: 2 Total Students: 2

RESULT	UIC	FNAME	MI	LNAME	SEX	DOB	SENDDIST	SENDBUILD	PHONE1	PHO
Update Student	3409530555	Green	u	James	M	11/17/2001	63070	00161	65465	654
Student Errors found	9999951227	Blue	S	Sally	F	1234	63070	00161	52665	222
Date of birth invalid										
RESULT	CSC	BEGDATE	ENDDATE							
Enrollment Errors found	back4blood	06/01/2000	9/0/2000							
End date invalid Work based learning invalid										



Clicking the Export button allows you to export the list of import records and their import statuses. This may be useful for off-line review and correction.

For further reference, see Student Import File Specifications Guide

# STUDENT AND ENROLLMENT VALIDATION

After you load the file containing students and enrollments to import, it will be validated and displayed to the screen. If a student has enrollments, they will be bundled together below the student information.

For students, the first column is the Results column. It will display the result of the validation. It will show Add Student (Green), Update Student(Blue) for valid records or Student Errors Found(Red) if the record failed validation. If errors are found, the next row will list them.



RESULT	UIC	FNAME	MI	LNAME	SEX	DOB	SENDDIST	SENDBUILD
Add Student	3409530535	Telly	u	Purple	M	11/17/2001	63070	00161
RESULT		CSC				BEGDATE		ENDDATE
Enrollment Errors found		HSC340-2 DLT				09/02/2021		01/15/2022
Dates invalid								
RESULT	UIC	FNAME	MI	LNAME	SEX	DOB	SENDDIST	SENDBUILD
Add Student	9999952427	John	S	Wayne	F	10/09/2005	63070	00161
RESULT		CSC				BEGDATE		ENDDATE
Enrollment Errors found		back4blood				06/01/2000		9/0/2000
End date invalid, Work based learning Invalid								
RESULT	UIC	FNAME	MI	LNAME	SEX	DOB	SENDDIST	SENDBUILD
Update Student	3409530555	Green	u	James	M	11/17/2001	63070	00161

Below the Student, enrollments will be listed if provided. In a similar manner, they will be validated based on the specifications and the result column will indicate: Add Enrollment(green), Update Enrollment( blue), or Enrollment Error Found (Red). If errors are found, the next row will list them.

The errors and their potential resolution are listed below in the **Issue Tables** section.

## ISSUE TABLES

Error Level	Error Message	Resolution
<b>Enrollment Import</b> <b>Student Core Information Error Messages</b>		
<i>Student</i>	Invalid UIC	First name, last name, birth date, and gender verified with the UIC Master. Must be 10 digits
<i>Student</i>	Last Name, First Name, invalid longer than 20 characters.	Make sure name is no longer than 20 characters. Must match UIC Master.
<i>Student</i>	Student doesn't match	Verify Last name, First name, DOB, and Gender matches MSDS. Verify UIC is entered correctly.
<i>Student</i>	Sending District is not valid	Must be a valid sending district based on Educational Entity Master. (EEM).
<i>Student</i>	Age must be less than 30. Invalid age. Date of Birth Invalid.	Acceptable date formats: (m)m/(d)d/yy, (m)m/(d)d/yyy, mmddyy, and mmddyyyy. Verify age.
<i>Student</i>	Sex invalid, longer than one character. not "M" or "F".	Please use M/F values. Verify sex is no longer than one character.
<i>Student</i>	Sending District invalid, longer than five characters	Must be a valid sending district from the Educational Entity Master. (EEM). Verify district code is correct.
<i>Student</i>	Sending Building invalid, longer than five characters.	Must be a valid sending building within the sending district.

Error Level	Error Message	Resolution
<b>Enrollment Import</b> <b>Student Core Information Error Messages (CONT).</b>		
<i>Student</i>	<b>Phone 1 or Phone 2 invalid</b> <ul style="list-style-type: none"> <li>longer than 30 characters.</li> </ul>	Verify phone number is accurate and in correct format. (###)###-####.
<i>Student</i>	<b>Address 1 invalid, longer than 100 characters.</b>	Verify address. Formatting no longer than 100 characters long.
<i>Student</i>	<b>Address 1 invalid,</b> <ul style="list-style-type: none"> <li>longer than 100 characters.</li> </ul>	Verify address. Formatting no longer than 50 characters long.
<i>Student</i>	<b>City invalid, longer than 150 characters.</b>	Verify correct City or Town. No longer than 150 characters.
<i>Student</i>	<b>Zip code invalid,</b> <ul style="list-style-type: none"> <li>longer than 10 characters.</li> </ul>	Verify Zip code is accurate and entered in correct formatting: ##### (-####)
<i>Student</i>	<b>Single parent invalid,</b> <ul style="list-style-type: none"> <li>longer than one characters. Not "Y" or "N"</li> </ul>	Y/N Values (Default:N)
<i>Student</i>	<b>Email address longer than 100 characters.</b>	Student's primary e-mail address. Verify correct fomatting.
<i>Student</i>	<b>Out of work force.</b> <ul style="list-style-type: none"> <li>longer than one characters. Not "Y" or "N"</li> </ul>	Y/N values (Default:N)

Error Level	Error Message	Resolution
<b>Enrollment Import</b> <b>Enrollment Information Error Messages</b>		
<i>Enrollment</i>	Invalid UIC, student doesn't match UIC	UIC was not found or did not match Last Name. Please check UIC and last name is correct.
<i>Enrollment</i>	Invalid course section code	Course Section Code not found. To import data for this class, you must enter it into CTEIS first. Verify course is entered properly.
<i>Enrollment</i>	Invalid building number	Must be a valid sending building and district. For codes beginning with zero, ensure the leading zero appears in file
<i>Enrollment</i>	Begin date invalid <ul style="list-style-type: none"> <li>unable to determine that it can be resolved to a date</li> </ul>	Verify begin date is entered correctly. Begin dates must match records in the CTEIS system.
<i>Enrollment</i>	End date invalid <ul style="list-style-type: none"> <li>unable to determine that it can be resolved to a date.</li> </ul>	Verify end date is entered correctly. End dates must match records in the CTEIS system.
<i>Enrollment</i>	Dates invalid <ul style="list-style-type: none"> <li>begin date less than course begin date.</li> <li>begin date greater than course end date.</li> <li>end date less than course begin date.</li> <li>end date greater than course end date.</li> <li>begin date equals enrollment end date</li> <li>end date less than enrollment begin date</li> <li>begin date greater than enrollment end date.</li> </ul>	Verify dates are entered correctly. Check enrollment dates and make sure data matches and is within course dates.
<i>Enrollment</i>	Invalid subsection <ul style="list-style-type: none"> <li>has a subsection value and longer than one character</li> <li>if no subsection defaulted to A</li> </ul>	Verify student enrollment information. The Manage Courses screen within CTEIS can be used to verify class subsections.
<i>Enrollment</i>	Invalid course grade <ul style="list-style-type: none"> <li>has a grade value and is longer than one character</li> <li>doesn't fit our letter grade values</li> </ul>	Verify student grade information. Ensure that the appropriate single letter grade for the student is entered.

Error Level	Error Message	Resolution
<i>Enrollment</i>	<p>No valid student enrollments to upload</p>	<p>This often occurs when improper start and end dates are chosen. Use the manage Enrollment screen to verify enrollment data.</p>
<i>Enrollment</i>	<p>Invalid work based learning</p> <ul style="list-style-type: none"> <li>• has a work based learning value and longer than 15 characters</li> <li>• doesn't match our values for work based learning</li> </ul>	<p>Indicate work based learning experiences. Acceptable values:  A-Career Awareness  E-Career Exploration  P-Career Preparation  T-Career Training  Y-Youth Apprenticeships  Each experience should be entered as an individual character. Please refer to the Enrollment &amp; Completion Collection guide for more information on Work based learning values.</p>