

# 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.

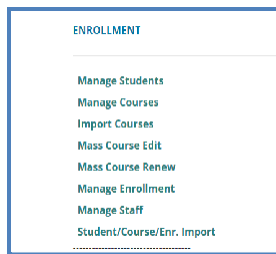
## Before You Begin Importing Students

Before you begin importing your data, ensure that you:

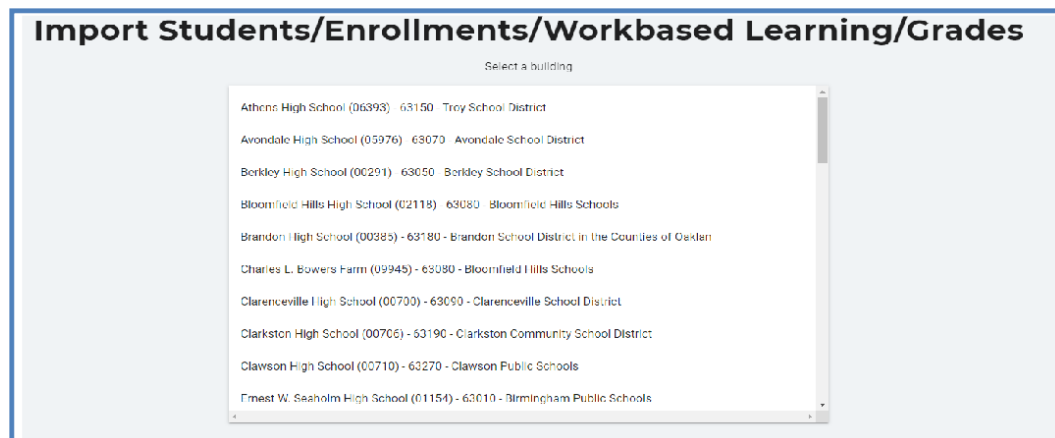
- Identify the data that you need.
- Format the data for easy import.

## IMPORT STUDENT DATA

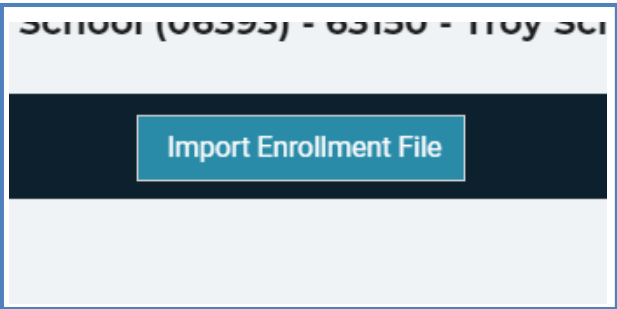
To import data, carry out the following steps:



1. From the navigation menu, click **Data Entry**, then **Student/Course/Enr. Import**.
2. On the **Select building to import** screen, click the 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.



- 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.
- To correct any errors, click the Remove File button to reset the screen, adjust your import file, then upload the file again.
- Click the Upload Button to import all error-free student records.



REMOVE FILE

EXPORT

UPLOAD

Search

Total items: 2

Total Students: 2

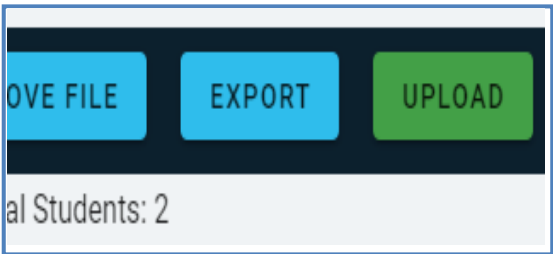
|                |            |       |    |       |     |            |          |           |        |        |
|----------------|------------|-------|----|-------|-----|------------|----------|-----------|--------|--------|
| RESULT         | UIC        | FNAME | MI | LNAME | SEX | DOB        | SENDDIST | SENDBUILD | PHONE1 | PHONE2 |
| Update Student | 3409530555 | Green | u  | James | M   | 11/17/2001 | 63070    | 00161     | 65465  | 654    |

|                      |            |       |    |       |     |      |          |           |        |        |
|----------------------|------------|-------|----|-------|-----|------|----------|-----------|--------|--------|
| RESULT               | UIC        | FNAME | MI | LNAME | SEX | DOB  | SENDDIST | SENDBUILD | PHONE1 | PHONE2 |
| 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 offline 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 on 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.

REMOVE FILE

EXPORT

UPLOAD

Search

Total Students: 3

Total Enrollments: 2

Add

Update

Error

| 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                        | HSCCT340-2 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><br><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 the name is no longer than 20 characters. Must match UIC Master.                                   |
| <i>Student</i>                                                             | The 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: 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><br><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>                                                                     | Address 1 invalid, longer than 100 characters.                                                                      | Verify address. Formatting no longer than 100 characters long.                |
| <i>Student</i>                                                                     | Address 1 invalid, <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>                                                                     | City invalid, longer than 150 characters.                                                                           | Verify correct City or Town. No longer than 150 characters.                   |
| <i>Student</i>                                                                     | Zip code invalid, <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>                                                                     | Single parent invalid, <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>                                                                     | Email address longer than 100 characters.                                                                           | Student's primary e-mail address. Verify correct fomatting.                   |
| <i>Student</i>                                                                     | Out of work force. <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><br><b>Enrollment Information Error Messages</b> |                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                      |
| <i>Enrollment</i>                                                        | Invalid UIC, the 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> | No valid student enrollments to upload                                                                                                                                                                    | This often occurs when improper start and end dates are chosen. Use the manage Enrollment screen to verify enrollment data.                                                                                                                                                                                                                                          |
| <i>Enrollment</i> | Invalid work based learning <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> | Indicate work based learning experiences. Acceptable values:<br>A-Career Awareness<br>E-Career Exploration<br>P-Career Preparation<br>T-Career Training<br>Y-Youth Apprenticeships<br>Each experience should be entered as an individual character. Please refer to the Enrollment & Completion Collection guide for more information on Work based learning values. |