How to create and import a Bulk <u>Learners & Groups</u> Upload comma-separated value (CSV) file

Creating the CSV file:

1. The Bulk Upload – Learners & Groups CSV template is located within the Organisation Administrator's View webpage. Refer to the 'Related Downloads' section: *http://literacyandnumeracyforadults.com/Assessment-Tool-Support/Glossary/The-Organisation-Administrators-view*. Below is a view of the CSV file template. The mandatory fields are in **blue**:

	A	B	C	D	E	F	G	H	I	J	K	L
1	SECTION	Organisation	ROWS	1								
2	<Insert EDUMIS No.>											
3	SECTION	Group	ROWS	<Number of Groups>								
4	GID1	<Insert Group Name>										
5	SECTION	Learner	ROWS	<Number of Learners>								
6	UID1	<Insert SMS No.>	<Insert NSN No.>	<Insert Surname>	<Insert First Name(s)>	<Insert Gender F/M>	<Insert DOB dd/mm/yyyy>	<Insert Learner Email>	<Insert Ethnicity 1>	<Insert Ethnicity 2>	<Insert Ethnicity 3>	<Insert First Language English TRUE/FALSE>
7	SECTION	GroupMembership	ROWS	<Number of Learners>								
8	UID1	GID1										

2. Below is an example of information entered into a working CSV file:

	A	B	C	D	E	F	G	H	I	J	K	L
1	SECTION	Organisation	ROWS		1							
2		1234										
3												
4	SECTION	Group	ROWS		4							
5	GID1	Sports Administration										
6	GID2	Web Design										
7	GID3	Engineering										
8	GID4	Literacy 101										
9												
10	SECTION	Learner	ROWS		8							
11	UID1	99126872	527844648	Leary	Cameron	M	1/01/1988	cleary@demo.com	111	511	611	TRUE
12	UID2	99077894	525874561	O'Sullivan	Jack	M	2/01/1988	josullivan@demo.com	111			TRUE
13	UID3	99388794	527894576	Kenyon	Jordan	F	3/01/1988	jkenyon@demo.com	431			FALSE
14	UID4	99884301	526348979	Mackie	Kiera	F	4/01/1988	kmackie@demo.com	111	431		TRUE
15	UID5	99944820	524784796	Brown	Elliot	M	5/01/1988	ebrown@demo.com	111			TRUE
16	UID6	99100645	528794631	Murphy	Tom	M	6/01/1988	tmurphy@demo.com	412	123	126	TRUE
17	UID7	99342325	521236458	Blake	Libby	F	7/01/1988	lblake@demo.com	111	124		FALSE
18	UID8	99867400	527786496	Fraser	Alexander	M	8/01/1988	afraser@demo.com	361			TRUE
19												
20	SECTION	GroupMembership	ROWS	13								
21	UID1	GID1										
22	UID2	GID1										
23	UID2	GID2										
24	UID3	GID2										
25	UID4	GID2										
26	UID5	GID2										
27	UID5	GID3										
28	UID5	GID4										
29	UID6	GID4										
30	UID6	GID3										
31	UID7	GID4										
32	UID8	GID3										
33	UID8	GID4										
34												

Note:

- Circled above in **blue** is the EDUMIS number field, the group names, Learner NSN numbers, their names, genders, dates of birth and Ethnicity 1, as well as the groups the Learners are in. These are all <u>mandatory</u> fields.

- Circled above in **green** are examples of <u>optional</u> fields; Learner (SMS) numbers, email addresses, further ethnicities and 'First Language English'. These fields *may* be entered but are not required for the Bulk Upload to run.

3. **Note**: In the image displayed below, circled in **red** on the left are the lists of GID ('Group Identification') and UID ('Unique Identification') entries. These equate to the list of groups to be created and Learners to be entered and uploaded, as well as the combination of Learners to be added to groups. The actual **numbers** of both the groups and Learners must also be specified (refer to the numbers 4 and 8 and 13 also circled in red). These are all <u>mandatory</u> fields and must be completed. The UIDs of each bulk upload file must always begin with UID1 and increase accordingly (as below):

	A	B	C	D	E	F	G	H	I	J	K	L
1	SECTION	Organisation	ROWS	1								
2	1234											
3												
4	SECTION	Group	ROWS	4								
5	GID1	Sports Administration										
6	GID2	Web Design										
7	GID3	Engineering										
8	GID4	Literacy 101										
9												
10	SECTION	Learner	ROWS	8								
11	UID1	99126872	527844648	Leary	Cameron	M	1/01/1988	cleary@demo.com	111	511	611	TRUE
12	UID2	99077894	525874561	O'Sullivan	Jack	M	2/01/1988	josullivan@demo.com	111			TRUE
13	UID3	99388794	527894576	Kenyon	Jordan	F	3/01/1988	jkenyon@demo.com	431			FALSE
14	UID4	99884301	526348979	Mackie	Kiera	F	4/01/1988	kmackie@demo.com	111	431		TRUE
15	UID5	99944820	524784796	Brown	Elliot	M	5/01/1988	ebrown@demo.com	111			TRUE
16	UID6	99100645	528794631	Murphy	Tom	M	6/01/1988	tmurphy@demo.com	412	123	126	TRUE
17	UID7	99342325	521236458	Blake	Libby	F	7/01/1988	lblake@demo.com	111	124		FALSE
18	UID8	99867400	527786496	Fraser	Alexander	M	8/01/1988	afraser@demo.com	361			TRUE
19												
20	SECTION	GroupMembership	ROWS	13								
21	UID1	GID1										
22	UID2	GID1										
23	UID2	GID2										
24	UID3	GID2										
25	UID4	GID2										
26	UID5	GID2										
27	UID5	GID3										
28	UID5	GID4										
29	UID6	GID4										
30	UID6	GID3										
31	UID7	GID4										
32	UID8	GID3										
33	UID8	GID4										
34												

4. In the image displayed below, the Learners (identified by the UID entry) are allocated to the various groups (GID entries). Note that a Learner can be allocated to more than one group, ie. circled in **blue**, UID5 is in GID2, GID3 and GID4:

20	SECTION	GroupMembership	ROWS	13
21	UID1	GID1		
22	UID2	GID1		
23	UID2	GID2		
24	UID3	GID2		
25	UID4	GID2		
26	UID5	GID2		
27	UID5	GID3		
28	UID5	GID4		
29	UID6	GID4		
30	UID6	GID3		
31	UID7	GID4		
32	UID8	GID3		
33	UID8	GID4		

5. Remember, when saving a comma-separated value file within Excel, be sure to assign the CSV file extension over the default XLS or the file will not be in a recognisable format to upload to the Tool.

Note: Creating the Bulk Learners and Groups CSV file process is detailed above. A comma-separated value file can also be used to import Bulk Learners, Groups and Educators. Another alternative CSV is Bulk Learners (without groups or Educators). For a sample upload file, please refer to:

http://literacyandnumeracyforadults.com/Assessment-Tool-Support/Glossary/The-Organisation-Administrators-view for the 'Related Downloads' link:

CSV (808 B)	Bulk Upload - Learners & Groups (.csv template)
PDF (358 kB)	How to create and import Bulk Learners & Groups Upload CSV file
CSV (353 B)	Bulk Upload - Learners Only (.csv template)
PDF (316 kB)	How to create and import Bulk Learners Upload CSV file

You will need a PDF reader to view these files. Download Adobe Acrobat

Importing the CSV file to the Assessment Tool:

1. Log into the Assessment Tool as Organisation Administrator using your ESAA username and password:
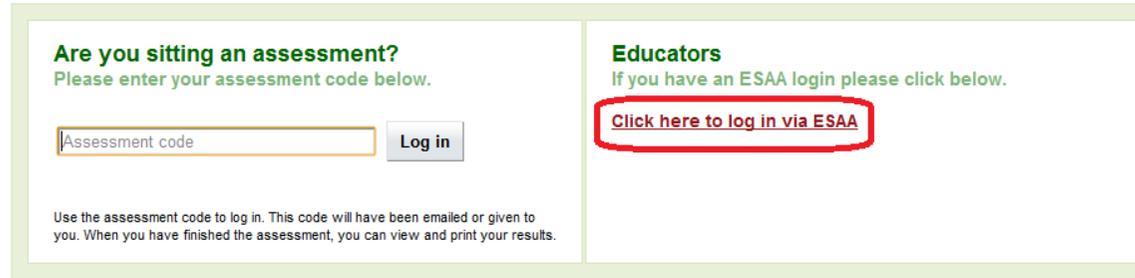
2. Click on the Administration tab displaying the field for uploading Learner data:
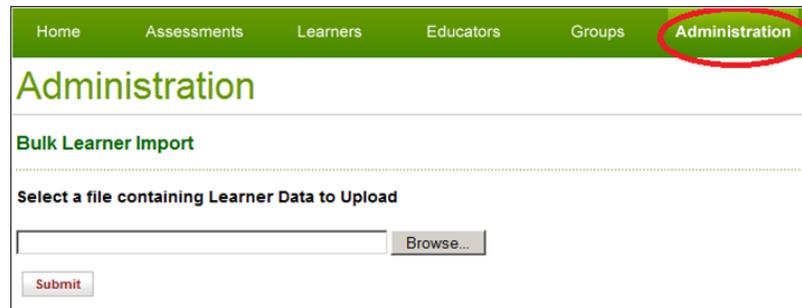
3. Browse to select the CSV file to upload and click Submit:
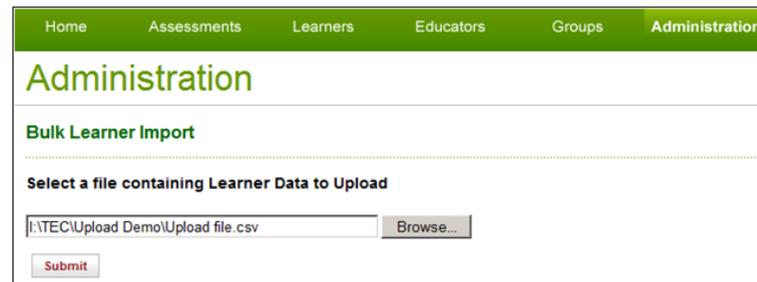
4. Upon successful CSV file importation, a one line summary listing the number of Learners will be displayed (as is circled in **red** below):
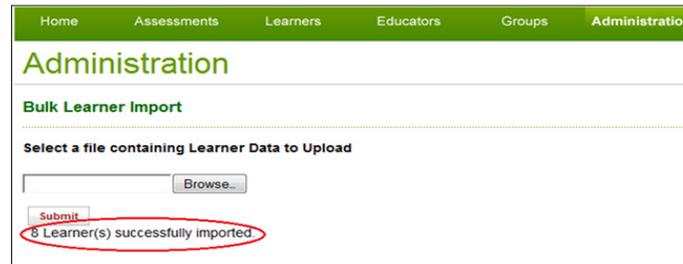
5. **Note**: If the file did not upload successfully, an error message will appear in red font advising which field(s) prohibited the file from importing. The CSV file will require adjustment. Please contact the Assessment Tool Service Desk at *assessforadults@nzcer.org.nz* if you require further assistance.