# How to create and import a Bulk <u>Learner, Group & Educator</u> Upload comma-separated value (CSV) file

<u>Creating the CSV file:</u>

1. The Bulk Upload – Learner, Group & Educator 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>	<Insert Gender F/M>	<Insert DOB dd/mm/yy>	<Insert Learner Email>	<Insert Ethnicity 1>	<Insert Ethnicity 2>	<Insert Ethnicity 3>	<Insert First Language English TRUE/FALSE>
7	SECTION	Educator	ROWS	<Number of Educators>								
8	EID1	<Insert Staff ID/No.>	<Insert Educator ESAA Username>	<Insert Surname>	<Insert First Name>	<Insert Educator Email>						
9	SECTION	GroupMembership	ROWS	<Number of Group Memberships>								
10	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	9272											
3												
4	SECTION	Group	ROWS	3								
5	GID1	Sports Administration										
6	GID2	Web Design										
7	GID3	Engineering										
8												
9	SECTION	Learner	ROWS	5								
10	UID1	DEMO0276	1984485360	Turner	Brian	M	29/01/1985	brian.turner@demo.com	111	321	125	TRUE
11	UID2	DEMO0277	1984485373	Moore	Robert	M	20/03/1984	robert.moore@demo.com	111	341	361	FALSE
12	UID3	DEMO0278	1984485386	Gaskin	Michael	M	15/05/1983	michael.gaskin@demo.com	111	211		TRUE
13	UID4	DEMO0279	1984485399	Fenchurch	Roger	M	19/09/1982	roger.fenchurch@demo.com	111			
14	UID5	DEMO0280	1984485409	Newson	Rachael	F	2/10/1981	rachael.newson@demo.com	111			
15												
16	SECTION	Educator	ROWS	2								
17	EID1	RR9272	RogersR1	Rogers	Roy	Roy.Rogers@demo.com						
18	EID2	RR4567	RoyceR1	Royce	Rose	Rose.Royce@demo.com						
19												
20	SECTION	GroupMembership	ROWS	8								
21	UID1	GID1										
22	UID2	GID2										
23	UID3	GID3										
24	UID4	GID3										
25	UID5	GID2										
26	EID1	GID1										
27	EID1	GID2										
28	EID2	GID3										

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 Educator ESAA Usernames and their names. Also included are the groups the Learners and Educators are assigned to. 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', as well as the Staff ID/No. and their email addresses. These fields *may* be entered but are not required for the Bulk Upload to run.

3. **Note**: Below, ringed in **red** on the left are the lists of GID ('Group Identification'), UID ('Unique Identification') and EID (Educator Identification) entries. These equate to the list of groups, Learners and Educators to be created and uploaded, as well as the combination of Learners and Educators to be added to the groups. The actual **number** of the groups, Learners, Educators and Group Memberships must also be specified (refer to the numbers 3, 5, 2 and 8 circled in red). These are <u>mandatory</u> fields and must be completed. The UIDs of each bulk upload file must always begin with UID1 and increase accordingly:

	A	B	C	D	E	F	G	H	I	J	K	L
1	SECTION	Organisation	ROWS	1								
2	9272											
3												
4	SECTION	Group	ROWS	3								
5	GID1	Sports Administration										
6	GID2	Web Design										
7	GID3	Engineering										
8												
9	SECTION	Learner	ROWS	5								
10	UID1	DEMO0276	1984485360	Turner	Brian	M	29/01/1985	brian.turner@demo.com	111	321	125	TRUE
11	UID2	DEMO0277	1984485373	Moore	Robert	M	20/03/1984	robert.moore@demo.com	111	341	361	FALSE
12	UID3	DEMO0278	1984485386	Gaskin	Michael	M	15/05/1983	michael.gaskin@demo.com	111	211		TRUE
13	UID4	DEMO0279	1984485399	Fenchurch	Roger	M	19/09/1982	roger.fenchurch@demo.com	111			
14	UID5	DEMO0280	1984485409	Newson	Rachael	F	2/10/1981	rachael.newson@demo.com	111			
15												
16	SECTION	Educator	ROWS	2								
17	EID1	RR9272	RogersR1	Rogers	Roy	Roy.Rogers@demo.com						
18	EID2	RR4567	RoyceR1	Royce	Rose	Rose.Royce@demo.com						
19												
20	SECTION	GroupMembership	ROWS	8								
21	UID1	GID1										
22	UID2	GID2										
23	UID3	GID3										
24	UID4	GID3										
25	UID5	GID2										
26	EID1	GID1										
27	EID1	GID2										
28	EID2	GID3										

4. In the image displayed below, the Learners and Educators (identified by the UID and EID entries) are allocated to the various groups (GID entries). Note that a Learner or an Educator can be allocated membership to more than one group if desired, ie. circled in **blue**, EID1 is in both GID1 and GID2:

20	SECTION	GroupMembership	ROWS	8
21	UID1	GID1		
22	UID2	GID2		
23	UID3	GID3		
24	UID4	GID3		
25	UID5	GID2		
26	EID1	GID1		
27	EID1	GID2		
28	EID2	GID3		

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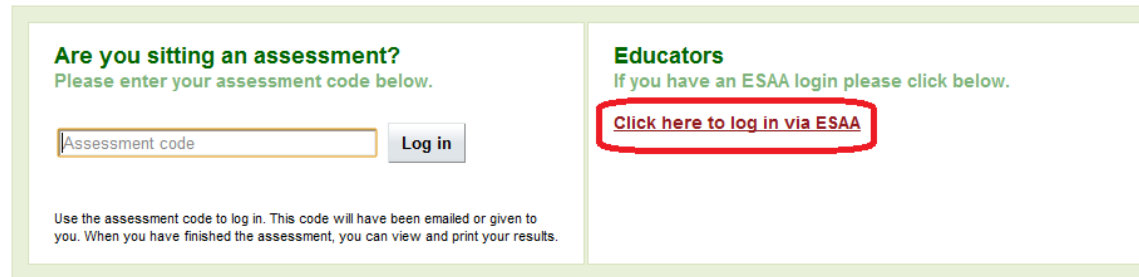
Note: Creating the Bulk Learners, Groups and Educators CSV file process is detailed above. Comma-separated value files can also be used to import Bulk Learners & Groups (without Educators). Another alternative is Bulk Learners (without groups or Educators). For a sample upload file, please refer to:

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:
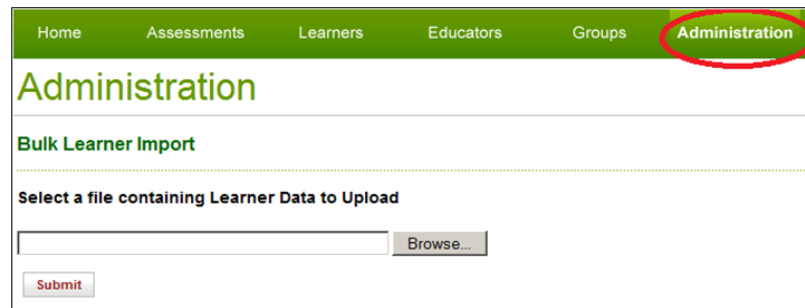
2. Click on the Administration tab displaying the field for uploading Learner data:
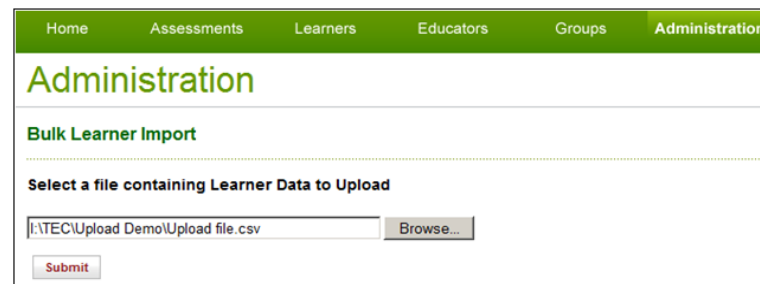
3. Browse to select the CSV file to upload and click Submit:

4.   Upon successful CSV file importation, a one line summary listing the number of Learners will be displayed (as is circled in **red** below):
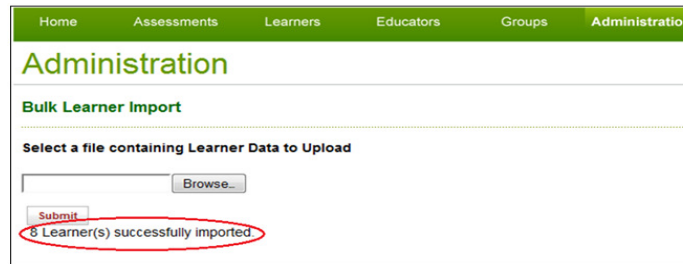
5.   **Note**: If the file did not upload successfully, an error message will appear in red font advising which field(s) prohibited the file from importing. The CSV file will require adjustment. Please contact the Assessment Tool Service Desk at *assessforadults@nzcer.org.nz* if you require further assistance.