

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

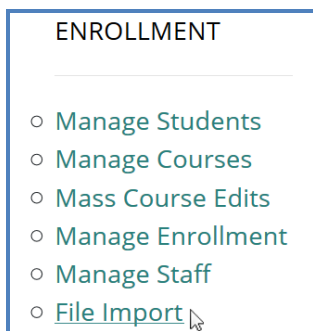
Before you begin importing your data, ensure that you:

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

For an error resolution guide and other detailed information, refer to the [Importing Students, Enrollments, Grades, and Courses for CTEIS Users manual](#).

IMPORT STUDENT DATA

To import data, carry out the following steps:



1. From the navigation menu, click **Data Entry**, then **File 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...** button and locate your import file.

Select building to import

	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

Import Students Buildings/Grades

Choose File...

Import Records

- 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** link to reset the screen, adjust your import file, then upload the file again.

For import formats, the error resolution guide, and other detailed information, refer to the [Importing Students, Enrollments, Grades, and Courses for CTEIS Users manual](#).

- Click the **Add Enrollments** button beneath the grid to import your students.

Record(s): 9
Errors: 0 **Students Created: 0** **Students Updated: 0**
Enrollments Created: 0 **Enrollments Updated: 0**

Green Student, Red Enrollment, Blue Grade, Grey Nothing

Status:	Error:	First Name	Last Name	Middle Initial	UIC
Student		CEYNV	MCOEYE		111111111
Student		DXEWWHUUP	DOXUY		222222222
Student		HSOFNUXM	VEFICOI		333333333
Student		MACHONV	MCEPWIK	M	444444444
Student		MEVIC OO	CUMICF		555555555
Student		PUMDNSYDVK	VKWI	M	666666666
Student		RCUDD	SAYFIC		777777777
Student		SADFIP	CEYPK		888888888
Student		WUGITUK	EXEYPE		999999999

Add Enrollments