

- This Guide describes the basic steps district and school coordinators use to import users, classes, and students into a Data System account.
- The import tools facilitate the transfer of data from student management systems to Data System accounts.

GENERAL INFORMATION & TIPS FOR TROUBLESHOOTING

- 1) *Instructions for Files:* Each import page contains instructions about the import process and file specifications.
- 2) *Student ID Numbers:* Student ID numbers are required to import students. If student ID numbers are not used in the account, use the **Add New Students** and **Migrate Students** features on the **Administration** page, instead of the import functions.
- 3) *School Names:* Before using the import tools, all schools must be added to the account with the **Manage Schools** feature on the **Administration** page.
- 4) *Order of Imports:* The order of the imports is important. Import users and classes first, followed by students. If users and classes are not imported, add them manually. Classes must be added (import or manual) to the account before importing students.
- 5) *File Format:* Files must be in tab-delimited (tab-separated) text format, with the file extension of .txt (e.g. importstudents.txt). Prepare the file in Excel or another spreadsheet program, use **Save As** and choose the tab-delimited or tab-separated text option from the Format menu.

TIP: The import file must end with .txt or an error message will appear. Use the "Save As" function to select the .txt format.

- 6) *Reminders:* Databases are the epitome of "literal."
 - a) Make sure there are no blank rows or columns in the file, or spaces after a name.
 - b) Class and school names in the import file must match exactly to the names in the account. View existing school and class names in the account to ensure exact matches.
- 7) Viewing school names and class names:
 - a) *To view existing school names in the account,* click the **Administration** tab. Click **Manage Schools**.
 - b) *To view existing class names in the account,* click **Edit Class Name**. Select the school and click **Continue**. A list of existing classes will be in the **Class Name** column. Locate the correct spelling of school and class names, then copy and paste the names directly into the import file to prevent errors with spelling and punctuation.

TIPS FOR IMPORTING USERS:

- 1) From the **Administration** page, click **Import Users** in the **User Administration** section.

- 2) *Review the guidelines on this screen.* School(s) must be entered in the account BEFORE importing users.
- 3) User names must be at least 8 characters. Spaces, dashes, underscores and periods can be used in user names. If you try to import a user name that is already taken by ANY Data System user, an error message will appear. Using email addresses as user names will guarantee uniqueness.
- 4) Passwords must be at least 8 characters, are case-sensitive, must contain at least 1 letter and 1 number, and cannot be the same as the user name. Initial passwords are temporary and each user will be required to change it the first time they log in.
- 5) *If classes have been created, class-level users can be assigned to one class using the **Import Users** feature. They can be assigned to multiple classes using the **Import Classes** feature and can also be assigned manually using the **Assign Users to Classes** feature on the **Administration Page**.*

TIPS FOR IMPORTING CLASSES:

- 1) From the **Administration** page, click **Import Classes** in the **Class Administration** section.
- 2) *Review the guidelines on this screen.*
- 3) New class names must be unique across your entire account.

IMPORT CLASSES TIP: Kindergarten is entered as "0" rather than "K" in the Grade column.
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For example, if there are two teachers named Smith teaching 3rd grade at two different schools in the district, their classes cannot both be named "Smith-3rd." Using first names or initials will make class names unique in most cases (e.g., TSmith-3rd and CSmith-3rd).

TIPS FOR IMPORTING STUDENTS:

- 1) From the **Administration** page, click **Import Students** from the **Student Administration** section.
- 2) *Review the guidelines on this screen.*
- 3) Remember that schools and classes must be entered in the account BEFORE students can be imported.
- 4) Student ID numbers are required for this import function.
- 5) Importing dates of birth is optional; however, the "dob" column and heading must be in the import file.
- 6) Importing demographic values is optional. Demographic columns can be left out entirely if no demographic values are imported. Only the headers for the specific demographics being imported need to be in the file.
- 7) Please see the **Importing Demographics** section near the bottom of the **Import Students** page for links to the required "**Valid Answers**" to enter for the demographic fields (e.g. male/female, Title 1 Reading/Title 1 Math, etc.).

For assistance, contact us at support@dibels.uoregon.edu or toll-free 888-497-4290.
