



## Student Uploads - Basic Guide


### STEP 1:

School Setup > Students.

### STEP2:

Download the student import sample file

### Students




[Add New](#)

Last Name:

Last Name	First Name	Birthdate	Student Id	GPA	Insurance	EL2	EL3	EL5	GA4	DE9	Type	Injuries	Edit	Delete
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**NOTE:** The import template is very particular with the formatting and text. Please do not change the column headers or location on the spread sheet.

For example: If you will not collecting “Parents Names”, it must remain on the import template in the same order.

The screenshot shows the Microsoft Excel interface. The ribbon includes FILE, HOME, INSERT, PAGE LAYOUT, FORMULAS, DATA, REVIEW, and VIEW. The HOME ribbon is active, showing toolbars for Clipboard (Cut, Copy, Paste, Format Painter), Font (Font face, size, bold, italic, underline, color, background color), Alignment (Wrap Text, Merge & Center), Number (General, Currency, Percentage, Decimals, Fractions), Conditional Formatting, Format as Table, Styles (Normal\_Sheet1, Normal, Bad, Good, Neutral, Calculation), Cells (Insert, Delete, Format), and Editing (AutoSum, Fill, Clear, Sort & Filter, Select). The formula bar shows 'Y16'. The data table below has the following content:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Last Name	Middle Initial	First Name	Birth Date	Gender	Year	Student Id	Email	Address	City	State	Zipcode	Country	Home Phone	Parents Names	GPA
2	Yamamoto	F	Kenny	7/31/1985	Male	11	123456	<a href="mailto:kenny@home-campus.com">kenny@home-campus.com</a>								3
3	Pham	N	Ben	7/20/1995	Male	9	234567	<a href="mailto:Ben@home-campus.com">Ben@home-campus.com</a>								2.5
4	Carty	J	Wes	9/14/1984	Male	12	345678	<a href="mailto:Wes@home-campus.com">Wes@home-campus.com</a>								4
5	Warkentin	S	Lindsay	4/15/1989	Female	10	456789	<a href="mailto:Lindsay@home-campus.com">Lindsay@home-campus.com</a>								3
6																

**NOTES: If you are copying/pasting data from another document, please make sure that the cells do not have any additional formatting.**

1. Please check for “erroneous” characters within the cells.

Check cells to make sure there are no equal signs “=” or quotations “” signs in the cells. We have found that some systems place these items in cells after copy and pasting.

The example below show the cell contains the student Last Name, but the actual formula tool bar shows the extra formatting, **which must be deleted before importing.**

The screenshot shows the Microsoft Excel interface. The ribbon includes FILE, HOME, INSERT, PAGE LAYOUT, and FORMULAS. The HOME ribbon is active, showing options for Clipboard (Paste, Format Painter) and Font (Calibri, 11, Bold, Italic, Underline, Text Color, Background Color). The formula bar shows the formula =\"Abdelhameed\" in cell A2. Below the formula bar is a table with the following data:

	A	B	C
1	Last Name	Middle Initial	First Name
2	Abdelhameed	em	Youssef
3	Abraham	Elizabeth	Maceon
4	Abrahamsen	Allen	Blake
5	Acosta Andrade	Jose	Efrain

1. Check student names for “extra” characters. For example, if a student name contains an ['] apostrophe, these characters must be removed to upload your data successful.
2. **TIP: Use the “Find and Replace” function within your template editor to remove these characters “in mass” when developing your template.**

### Required Fields:

- Last Name
- First Name
- Birth Date
- Gender
- Year (student class)
- Student ID
- DE9 (Date Entered 9th Grade)

### FHSAA Required Fields – If Applicable

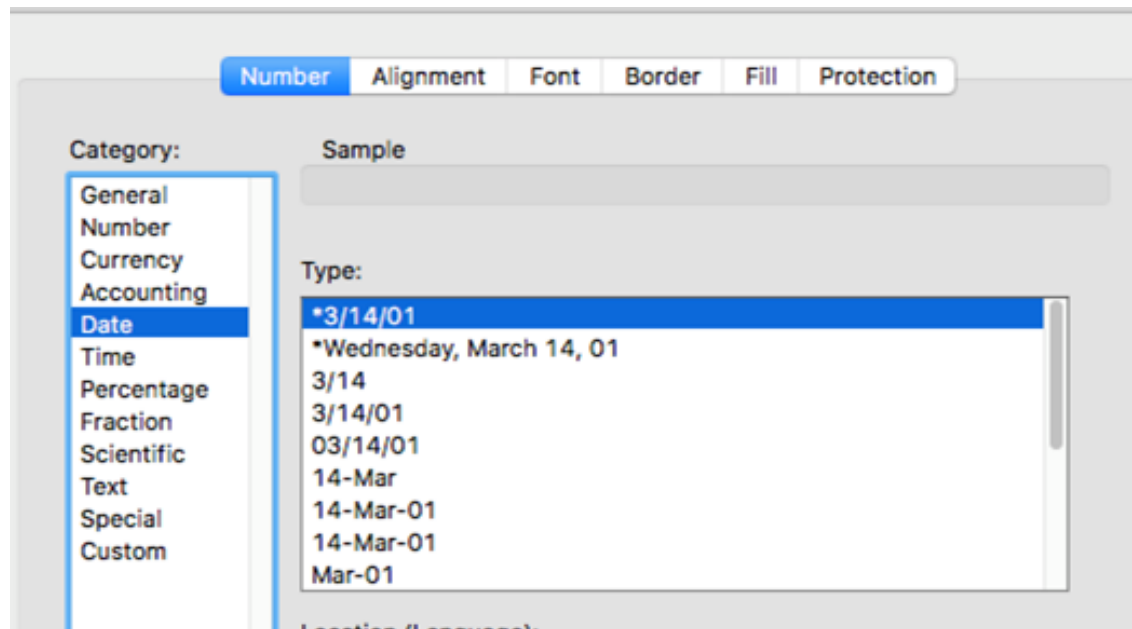
- GPA
- EL2 -Pre-Participation Physical Evaluation
- EL3 – Consent and Release from Liability Certificate
- EL5 - Academic Performance Contract for Athletic Eligibility.
- GA4 – Affidavit of Compliance with FHSAA Policy on Athletic Recruiting
- INS - Insurance
- TYPE – Student Type (Traditional/Non-Traditional)

## COLUMN FORMAT REQUIREMENTS:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	
1	Last Name	Middle Initial	First Name	Birth Date	Gender	Year	Student Id	Email	GPA	DE9	EL2 / Physical	EL3	EL5	GA4	INS	TYPE	DOE Race Equity	
2	Yamamoto	F	Kenny	7/31/85	Male	11	123456	kenny@home-campus.com	3	5/24/17	5/25/17	5/25/17	5/26/17	5/27/17	5/27/17	Yes	T	Other
3	Pham	N	Ben	7/20/95	Male	9	234567	Ben@home-campus.com	2.5	5/25/17	5/26/17	5/26/17	5/27/17	5/28/17	5/28/17	Yes	T	White
4	Carty	J	Wes	9/14/84	Male	12	345678	Wes@home-campus.com	4	5/26/17	5/27/17	5/27/17	5/28/17	5/29/17	5/29/17	No	NT	Black
5	Warkentin	S	Lindsay	4/15/89	Female	10	456789	Lindsay@home-campus.com	3	5/27/17	5/28/17	5/28/17	5/29/17	5/30/17	5/30/17	Yes	T	Hispanic
6																		
7				#1	#2													
8																#3	#4	#5

### #1 – Date Fields:

Formatting for the date must be 7/26/17 in order to import correctly. Below is a picture of what date format to choose within Excel.



### #2 – Gender:

This must be written out fully, either “Male” or “Female”

### #3 – Insurance:

This must be written out fully, either “Yes” or “No”

### #4 – Type:

Traditional will be indicated with “T” and Non Traditional will be indicated with “NT”


### #5 – DOC Race:

For this column, please use one of the following: Other, White, Black or Hispanic

### STEP 3: CLICK "IMPORT STUDENTS"

## Students

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Last Name	First Name	Birthdate	Student Id	GPA	Insurance	EL2	EL3	EL5	GA4	DE9	Type	Injuries	Edit	Delete
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[Download Sample File](#)



### STEP 4: CLICK "CHOOSE FILE"

## Import Students

Excel File (an .xls file and not an .xlsx)

Resolve Birthdate

Please only download 1000 students at a time.

### STEP 5: CHOOSE WHERE THE FILE IS LOCATED – CLICK "OPEN" (THE FILE NAME WILL APPEAR)

## Import Students

Excel File (an .xls file and not an .xlsx):  students.xls

Resolve Birthdate



Please only download 1000 students at a time.

## STEP 6. CLICK "SUBMIT"

If your upload is successful, they will appear in your "Students" Screen

### Students

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Add New

Student Categories

Last Name:

Search

Last Name	First Name	Birthdate	Student Id	GPA	Insurance	EL2	EL3	EL5	GA4	DE9	Type	Injuries	Edit	Delete
Carty	Wes	09/14/1984	345678	4	No	05/27/2017		05/28/2017	05/29/2017	05/26/2017	NT	Manage		
Dlab	Ashley	09/01/1998	12345	2.0	Yes	07/21/2017	07/21/2017			08/01/2013	T	Manage		
Johnson	Bob	06/27/2017	56789	4.0	Yes	11/08/2016	07/05/2016	07/20/2017	07/01/2017	07/22/2017		Manage		
Pham	Ben	07/06/2006	234567	3.0	Yes	07/22/2017	07/28/2017	05/03/2018	05/03/2018	05/01/2017	T	Manage		
Smith	Corey		45678	2.5								Manage		
Sparks	Miranda		34567	2.0								Manage		
Warkentin	Kelsey		23456	2.0								Manage		
Warkentin	Lindsay	04/25/1996	456789	3	Yes	05/28/2017	07/21/2017	05/29/2017	05/30/2017	05/27/2017		Manage		
Yamamoto	Kenny	07/17/1985	123456	3	Yes	05/25/2017		05/26/2017	05/27/2017	05/24/2017	T	Manage		

1

Import Students

[Download Sample File](#)

Fetch Clearance Students Updates

Delete All Records