# Renaissance

See Every Student.

# **Renaissance Import FAQs**

### How do I import my student data? -

Please click here to download the import guide and template. Once the required data has been entered into your spreadsheet and you are ready to import please log in to your Renaissance site then click your name in the upper right corner > Manage Apps and Users > Upload Your Roster.

### My students have been imported but their date of birth is missing even though I have entered them onto the spreadsheet.

For student's dates of birth to be imported successfully the dates on your spreadsheet should be entered in the UK format (DD/MM/YYYY). You will also need to ensure that your file has been saved in a CSV comma delimited format rather than in XLS format as this will convert the dates to the US format.

SGENDER SBIRTHDAY SFIRST SMIDDLE SLAST SYEAR UPN123456 Joe 25/09/2008 Bloggs 7 M Save As 🞧 Home ↑ ▷ Documents > Import guide  $(\Box)$ Recent 🕒 New Renaissance Place Import 🔛 Save CSV (Comma delimited) (\*.csv) 🗁 Open Renaissance Learning Excel Workbook (\*adsa) OneDrive - Renaissance Learni... Excel Macro-Enabled Workbook (\*.xlsm) /is.bond@renlearn.co.u Excel Binary Workbook (\*.xlsb) Info Excel 97-2003 Workbook (\* xls) CSV UTF-8 (Comma delimited) (\*.csv) Save Sites - Renaissance Learning ate modified XML Data (\*.xml) Lewis.Bond@renlearn.co.uk Save As Single File Web Page (\*.mht, \*.mhtml) Other locations Web Page (".htm, ".html) Excel Template (".xltx) 03/2021 12:48 Print This PC Excel Macro-Enabled Template (\*.xitm) Excel 97-2003 Template (\*.xlt) Share Text (Tab delimited) (\*.bd) Add a Place Unicode Text (\*.txt) Export XML Spreadsheet 2003 (\*.xml) Browse Microsoft Excel 5.0/95 Workbook Publish Formatted Text (Space delimited) (".pri Close Text (Macintosh) (\*.txt) Text (MS-DOS) (\*.txt) CSV (Macintosh) (\*.csv) CSV (MS-DOS) (\*.csv) DIF (Data Interchange Format) (\*.dif) SYLK (Symbolic Link) (\*.slk) Excel Add-in (\*.xlam Account Excel 97-2003 Add-in (\*.xla) PDF (\*.pdf) Feedback XPS Document (\*.xps) Strict Open XML Spreadsheet (\*.xlsx) Options OpenDocument Spreadsheet (\*.ods)

Please check the following -

SID

## My students have been imported without a year group assigned to them even though I have entered the year group on the spreadsheet.

Student year groups will need to be entered as displayed on the Year Group table found in our Renaissance Import Guide. Click <u>here</u> to download.

#### My students have been imported without their gender being assigned to them even though I have entered the gender on the spreadsheet.

If you have entered a student's gender onto your spreadsheet they will need to be formatted as M for males and F for females. Please note gender is an optional column.

| SID       | SFIRST | SMIDDLE | SLAST  | SYEAR | SGENDER | SBIRTHDAY  |
|-----------|--------|---------|--------|-------|---------|------------|
| UPN123456 | Joe    |         | Bloggs | 7     | М       | 25/09/2008 |

#### Do I need to import my teachers and classes with my students?

Student data can be imported on its own without entering the class or teacher data. This can be updated manually from your Renaissance site or an updated spreadsheet can be uploaded later to include this information.

# I have imported my students and teachers, what will their usernames and passwords be?

If you did not enter a username and password for your students, the system will generate these for you. The format for the username would be the student's first initial and the first four letters of their surname. For example Joe Bloggs' username would be **jblog**. All student passwords would be auto generated to **abc** 

For personnel, their username and password would both be their first initial and full surname. For example, Joe Bloggs' username and password would be **jbloggs**. This will all be in lower case.

Please note usernames are not case sensitive but passwords are case sensitive. They can be amended at any time if required.

# I have imported a file to update my existing student information, but the information has not been updated.

When importing a spreadsheet containing updated data for existing students you will need to ensure you tick 'Updated matched students from the import file with existing students in the system'. This option will appear on the 'Match Students stage of the import.

| <b>O</b>                                | <b></b>  | 0  | 4   |   |                     |                   |                 |
|---|--|--|---|---|---------------------|-------------------|-----------------|
| Identify Rows                           | Check Columns  | Review Data  | Match Students  | Match Personnel                               | Match Courses       | Match Classes     | Review & Import |
| Preview stude                           | nt matching  |  |   |   |                     |                   |                 |
| Select the rules for                    | matching the studer  | its in your file with                                    | h the students that a                                       | re already in the systen                      | n                   |                   |                 |
| Match on:                               |  |  |   |   |                     |                   |                 |
| The system will                         | automatically match  | students from th   | ne file with students v                                     | vith the same ID                              |                     | ▼ in the s        | system.         |
| Add more mate                           | hing rules   |  |   |   |                     |                   |                 |
| Students n<br>Students n<br>selected so | bol Enrollment: En<br>hust already be en<br>chool, duplicate str | gland Training :<br>rolled in the sar<br>udents might be | School<br>me school that has<br>e created.<br>Preview Stude | s been selected for t<br>ent Matching Results | his import. If stud | ents are not enro | lled in the     |
|   |  |  | Student M   | atching Results                               |                     |                   |                 |
| Total Records<br>1                      |  | Update Exist<br>0  | ting Student  |   | Crea<br>1           | te New Students   |                 |
| Confirm imp                             | ort options  |  |   |   | 1                   |                   |                 |
| 🗹 Update mat                            | ched students from   | n the import fil   | le with existing stu  | idents in the systen                          | n                   |                   |                 |
| Create new                              | students when the  | ere is no match  | between the impo  | ort file and the syste                        | em                  |                   |                 |
|   |  |  |   |   |                     |                   |                 |

### I am seeing an error message stating my year groups are not valid.

|   | 0   | 3           |                |                 |               |               |                 |
|---|---|-------------|----------------|-----------------|---------------|---------------|-----------------|
| Identify Rows   | Check Columns   | Review Data | Match Students | Match Personnel | Match Courses | Match Classes | Review & Import |
| <b>Review data to import</b><br>Review the data we found in your uploaded file, make any changes by removing check marks, then select Next. |   |             |                |                 |               |               |                 |
| Import Errors Upload An Updated File  |   |             |                |                 |               |               |                 |
| Student   | Student A File contains invalid codes for Student Year. See row #3, 5 |             |                |                 |               |               |                 |

Student year groups will need to be formatted as listed below.

Eg. If you are importing a Year 3 student, the SYEAR column on the spreadsheet should use 3 instead of Year 3 or Y3.

| England and Wales | Scotland | Northern Ireland     | Republic of Ireland   |
|-------------------|----------|----------------------|-----------------------|
| R                 | P1       | P1                   | Junior Infants        |
| 1                 | P2       | P2                   | Senior Infants        |
| 2                 | P3       | P3                   | 1 <sup>st</sup> Class |
| 3                 | P4       | P4                   | 2 <sup>nd</sup> Class |
| 4                 | P5       | P5                   | 3 <sup>rd</sup> Class |
| 5                 | P6       | P6                   | 4 <sup>th</sup> Class |
| 6                 | P7       | P7                   | 5 <sup>th</sup> Class |
| 7                 | S1       | 1 <sup>st</sup> Year | 6 <sup>th</sup> Class |
| 8                 | S2       | 2 <sup>nd</sup> Year | 1st Year              |
| 9                 | S3       | 3 <sup>rd</sup> Year | 2 <sup>nd</sup> Year  |
| 10                | S4       | 4 <sup>th</sup> Year | 3 <sup>rd</sup> Year  |
| 11                | S5       | 5 <sup>th</sup> Year | 4 <sup>th</sup> Year  |
| 12                | S6       | 6 <sup>th</sup> Year | 5 <sup>th</sup> Year  |
| 13                | S6+      | 7 <sup>th</sup> Year | 6 <sup>th</sup> Year  |

#### I am seeing an error messages regarding my student's date of birth.



#### Review data to import

Review the data we found in your uploaded file, make any changes by removing check marks, then select Next.

|         | Import Errors  | Upload An Updated File |
|---------|--|------------------------|
| Student | <ul> <li>▲ File contains invalid format for Student Birth Date. See row #2, 3, 4</li> <li>▲ Character limitation is exceeded for Student Birth Date, the maximum length is 10. See row #4</li> </ul> |                        |

The SBIRTHDAY column is a required field to complete an import. For this to be recognised it must be formatted in the UK date format. For example if a studen's date of birth is 25<sup>th</sup> June 2013 it will need to be recorded as 25/06/2013.

#### Can I import a spreadsheet containing data for new and existing students?

You will be able to import new and existing students at the same time, you will need to ensure that you tick both 'create a new student' and 'update the existing student information' on the select options stage of the import. Please note that to avoid creating duplicate records for existing students you will need to ensure the student ID on your spreadsheet matches the student ID for the existing student records, otherwise it will create another account for that student.

|  | 0                                  |                      | 4                       |                         |               |                 |                 |  |
|--|------------------------------------|----------------------|-------------------------|-------------------------|---------------|-----------------|-----------------|--|
| Identify Rows  | Check Columns                      | Review Data          | Match Students          | Match Personnel         | Match Courses | Match Classes   | Review & Import |  |
| Preview stude<br>Select the rules for  | nt matching<br>matching the studer | nts in your file wit | h the students that ar  | e already in the syster | n             |                 |                 |  |
| Match on:  |                                    |                      |                         |                         |               |                 |                 |  |
| The system will  | automatically match                | i students from th   | ne file with students v | vith the same ID        |               | ✓ in the s      | ystem.          |  |
| Add more mate  | hing rules                         |                      |                         |                         |               |                 |                 |  |
| Students must already be enrolled in the same school that has been selected for this import. If students are not enrolled in the selected school, duplicate students might be created. |                                    |                      |                         |                         |               |                 |                 |  |
|  |                                    |                      | Student M               | atching Results         |               |                 |                 |  |
| Total Records<br>1   |                                    | Update Exis<br>0     | ting Student            |                         | Crea<br>1     | te New Students |                 |  |
| Confirm import options   |                                    |                      |                         |                         |               |                 |                 |  |
| Update matched students from the import file with existing students in the system  |                                    |                      |                         |                         |               |                 |                 |  |
| Create new students when there is no match between the import file and the system  |                                    |                      |                         |                         |               |                 |                 |  |
|  |                                    |                      |                         | Next                    |               |                 |                 |  |

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