

Renaissance

See Every Student.

Renaissance Import Guide

New Features:

- Schools based in Scotland, Northern Ireland and Republic of Ireland will no longer need to use English Equivalent year groups. (See page 2 for details)
- EMAIL (Teacher Email) is now a required field. This is for password recovery.
- Passwords are case sensitive.
- Increased security for staff passwords - a minimum of 14 characters are required, including at least one upper case, one lower case, one number and one special character.
- Import files must be formatted as **CSV Comma Delimited**

IMPORTANT – Completed imports cannot be removed. Please ensure you have reviewed your data thoroughly before importing. If you require assistance please contact the Customer Support Team.

Importing Students

To import a list of students successfully you will need to have the recommended columns (headers) in your file:

Header	Description	Format	Required
SID	Student ID number	Character or numeric	No (Recommended)
SFIRST	Student First name	Character	Yes
SMIDDLE	Student Middle Name	Character	No
SLAST	Student Last Name	Character	Yes
*SYEAR	School Year	See table below	Yes
SGENDER	Student Gender	M or F	No
SBIRTHDAY	Student Date of Birth	DD/MM/YYYY	Yes
SCHARACTERISTICS	Student Characteristic	Character	No
*USERNAME	Student Username – will autogenerate if not entered. Not case sensitive	Character or numeric	No
*PASSWORD	Student Password – will autogenerate if not entered. Case sensitive	Character or numeric	No

***Auto Generated Student Usernames and Passwords** – If left blank, student usernames and passwords can be auto generated. Once your import has been completed you can view these by going to Home > Click on your name in the top right corner > Manage Apps & Users > Users > Password Report.

Note: Passwords are case sensitive but usernames are not.

*Importing School Years

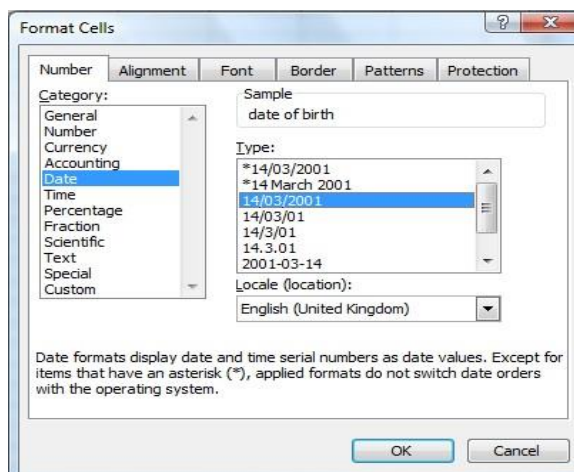
Student year groups will need to be entered **exactly** as listed below –

For a table showing the date of birth ranges applicable to each year group please click [here](#).

England and Wales	Scotland	Northern Ireland	Republic of Ireland
R	P1	P1	JI
1	P2	P2	SI
2	P3	P3	1 st Class
3	P4	P4	2 nd Class
4	P5	P5	3 rd Class
5	P6	P6	4 th Class
6	P7	P7	5 th Class
7	S1	1 st Year	6 th Class
8	S2	2 nd Year	1 st Year
9	S3	3 rd Year	2 nd Year
10	S4	4 th Year	3 rd Year
11	S5	5 th Year	4 th Year
12	S6	6 th Year	5 th Year
13	S6+	7 th Year	6 th Year

Students Date of Birth

To avoid discrepancies and ensure student's date of birth is imported correctly, ensure the SBIRTHDAY column has been formatted in the UK format (dd/mm/yyyy). Right click the column > Select Format Cells > Click Date > Select the UK Format -



Importing Student Characteristics

Importing Characteristics is not compulsory but allows for additional reporting which may be useful when reporting back to senior leadership, school governors and Ofsted. It also allows for comparing groups of pupils. If you want to assign more than one characteristic, use – to separate the codes i.e PP-FM for Pupil Premium and Free School Meals.

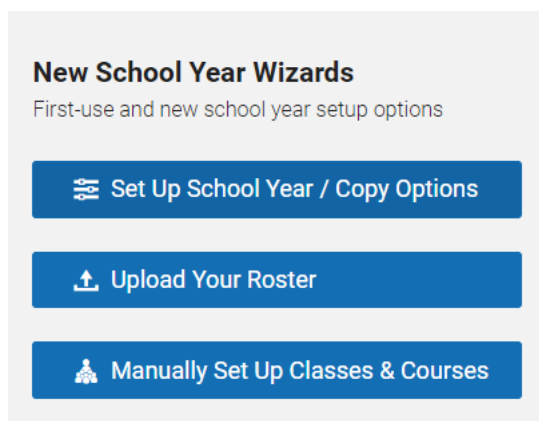
Characteristic	Code
Children from Service Families	CSF
Dyslexic	DY
English as an Additional Language	EAL
Ever 6	E6
Free School Meals	FM
Gifted and Talented	GT
High Prior Attainment	HPA
Looked After	LAO
Learning Difficulties	LDIF
Low Prior Attainment	LPA
Middle Prior Attainment	MPA
Non English as Additional Language	NE
Non Ever 6	NE6
Non Free School Means	NFM
Non Gifted and Talented	NGT
Non Looked After	NLA
Non PDG (Wales)	NPDG
Non PEF (Scotland)	NPEF
Non Pupil Premium	NPP
Non Special Educational Needs Disability SEND	NSEND
Non Year 7 Catch-Up	NY7
Physical Disabilities	PD
PDG (Wales)	PDG
PEF (Scotland)	PEF
Pupil Premium	PP
Special Education Needs	SE
Special Educational Needs Disability SEND	SEND
Year 7 Catch-Up	Y7

Importing Data into Renaissance

Once your file is ready, you will need to log on to your Renaissance website using your Administrator Username and Password.

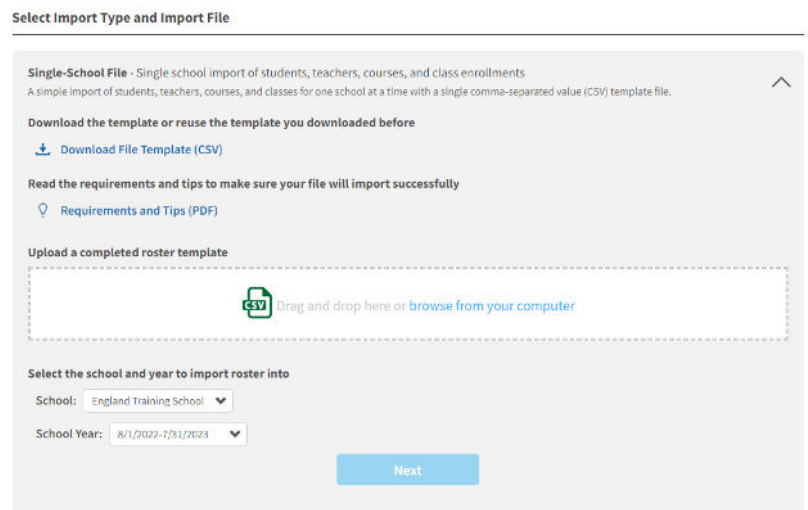
To upload your file, go to the Homepage > Click your name in the upper right corner > Manage Apps & Users > Click Upload Your Roster > Click Browse from your computer > Select your file > Select the school year you wish to import into > Click Next.

This will take you to the import wizard where you will need to follow the on-screen instructions to complete the import.



New School Year Wizards
First-use and new school year setup options

- Set Up School Year / Copy Options
- Upload Your Roster
- Manually Set Up Classes & Courses



Select Import Type and Import File

Single-School File - Single school import of students, teachers, courses, and class enrollments
A simple import of students, teachers, courses, and classes for one school at a time with a single comma-separated value (CSV) template file.


Download the template or reuse the template you downloaded before

[Download File Template \(CSV\)](#)

Read the requirements and tips to make sure your file will import successfully

[Requirements and Tips \(PDF\)](#)

Upload a completed roster template

 Drag and drop here or [browse from your computer](#)

Select the school and year to import roster into

School:

School Year:

[Next](#)

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Support contacts

If you have any questions, please contact our Customer Support team using the details below.

Telephone: +44 (0)20 7184 4000

Email: support@renlearn.co.uk

Live Chat: click the Live Chat logo located in the upper right corner of your Renaissance site.

