

Importing of Student, Teacher and Class information into Renaissance Place

This guide will show you how to import a list of students, teachers and classes using a CSV file. This is the most common import method, but other formats are also supported such as Microsoft Excel™.xls and .xlsx files and .txt files.

It is compulsory that you import your Student data before your second remote training session, and it is recommended to prepare your data on an CSV or MS Excel file. Importing the data courses, classes and teachers will save you the job of setting up each class manually.

Importing Students

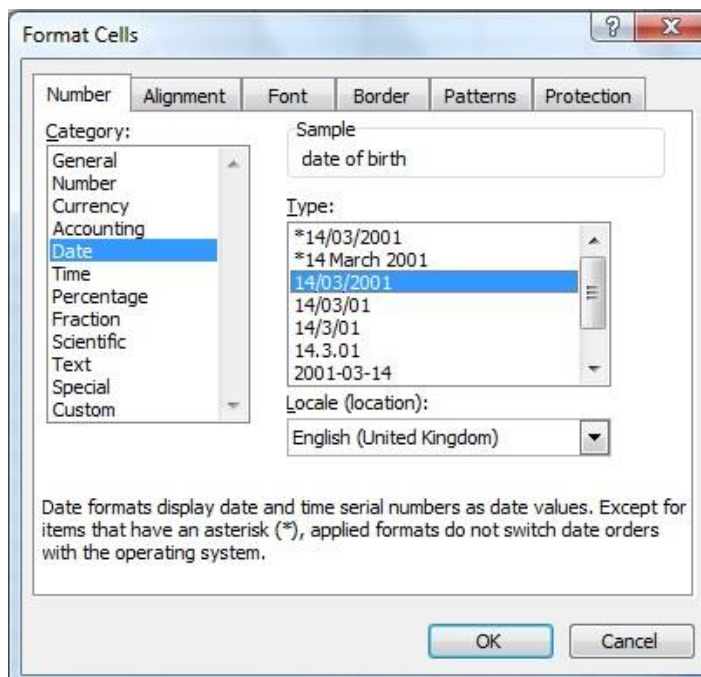
To import a list of students successfully you will need to have the recommended columns (headers) in your file:

Header	Description	Format
SID	Student ID number (UPN – Unique pupil number in your MIS)	Character or numeric
SFIRST	Student First name	Character
SMIDDLE	Student Middle Name	Character
SLAST	Student Last Name	Character
SYEAR	School Year	Year number only i.e "7"
SGENDER	Student Gender	M or F
SBIRTHDAY	Student Date of Birth	DD/MM/YYYY
SCHARACTERISTICS	Student Characteristic	Character
*SUSERNAME	Student Username – will autogenerate if not entered.	Character or numeric
*SPASSWORD	Student Password - will autogenerate if not entered.	Character or numeric

**Creating a username and password in your CSV file - You can create usernames and passwords for your students for which we recommend where possible the same username and password that the student already uses when they log onto their school network. If you do not import specific usernames & passwords, then a unique username & generic password will be created for each student.*

Students Date of Birth

In order to avoid discrepancies when importing D.O.B., ensure you format your column of data to the following type – highlight 'SBIRTHDAY' column and right click, select format cells -



Importing Users

Importing personnel (teachers/staff) and classes will automatically create a class, add students to the class that you specify, as well as assign the correct teacher to each class. You do not have to import both personnel and classes but doing so will save you time doing this process manually. To import personnel, you can enter the following information on the same spreadsheet but in extra columns in line with the student information.

Header	Description	Format
COURSE	Course Name	Character or numeric i.e Accelerated Reader
CLASS	Class Name	Character or numeric i.e Year 2 or 7EN1
TFIRST	Teacher First Name	Character
TMIDDLE	Teacher Middle Name	Character
TLAST	Teacher Last Name	Character
TUSERNAME	Teacher Username - will autogenerate if not entered.	Character
TPASSWORD	Teacher Password - will autogenerate if not entered.	Character and numeric

Importing Characteristics

Importing Characteristics such as Free School Meals, Pupil Premium, EAL etc 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. Your spreadsheet should include an additional column called **SCHARACTERISTICS** which can accommodate all the characteristics for one pupil. If you want to assign more than one characteristic, use – to separate the codes ie 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	LA
Learning Difficulties	LDIF
Low Prior Attainment	LPA
Middle Prior Attainment	MPA
Non-English Language	NE
Non-Ever 6	NE6
Non-Free School Meals	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 Educational Needs	SE
Special Educational Needs Disability SEND	SEND
Year 7 Catch-Up	Y7

When the file is complete it should look like this (remember – columns F, H, I, J, P and Q are optional):

A	B	C	D	E	F	G	H	I	J
SID	SFIRST	SMIDDLE	SLAST	SYEAR	SGENDER	SBIRTHDAY	SCHARACTERISTICS	SUSERNAME	SPASSWORD
KL345	Joe	A	Blog	1	M	31/10/2007	FM-GT	sstudent	ABC2020
GL145	Sarah	N	Robinson	7	F	01/01/2007	PP-DY	srobi	ABC2020
SK231	Paul	S	Seller	7	M	02/05/2007	PP	psell	ABC2020
GR456	Sam	R	Michaels	7	M	23/08/2007	NPP	smich	ABC2020
GR447	Michelle	T	Miller	7	F	04/01/2007	NPP	mmill	ABC2020
GL143	Louise	S	Jones	7	F	05/03/2007	CSF	ljone	ABC2020
KL345	Mark	G	Brookes	7	M	06/03/2007	NPP	mbroo	ABC2020

K	L	M	N	O	P	Q
COURSE	CLASS	TFIRST	TMIDDLE	TLAST	TUSERNAME	TPASSWORD
Accelerated Reader	7EN1	Sarah	A	Smith	steacher	ABC1
Accelerated Reader	7EN1	Sarah	A	Smith	SSmith	ABC1
Accelerated Reader	7EN1	Sarah	A	Smith	SSmith	ABC1
Accelerated Reader	7EN1	Sarah	A	Smith	SSmith	ABC1
Accelerated Reader	7EN1	Sarah	A	Smith	SSmith	ABC1
Accelerated Reader	7EN1	Sarah	A	Smith	SSmith	ABC1
Accelerated Reader	7EN2	Matthew	B	Jones	MJones	ABC1

Importing Data into Renaissance Place

Once you are happy with the file, you will need to logon to your Renaissance Place website using your Administrator Username and Password.

To upload your file, go to the homepage > click users > click import information > click browse > select file > click next

The Import Wizard

- On Page 1 you must select your School, and the School Year you wish to import your data into, from the dropdown menu near the bottom of the page. It is important to check that you are adding your data into the right School Year, and that the School Year you are adding the data to is there to select (if not, you will need to exit and add it via the School Years link on your homepage). Once selected, click Next in the bottom, right-hand corner of the page.
- Page 2 is where you determine which parts of the file are the headers and which is student data as shown below. As you can see in the screenshot, you can specify if a row should be treated as a header or as import material. In most cases this will simply mean selecting the first row as Header. Once you are finished click Next.

Import File Updated import template.xls Select School Check Rows Check Columns Select Data Select Options Review/Start Import

Row validation results

[Tips and examples](#)

One questionable row needs identification as the **Header**, data to **Import**, or an invalid row to **Ignore**
5 empty rows removed

	Col. 1	Col. 2	Col. 3	Col. 4
1	Header	SID	SFIRST	SMIDDLE
2	Ignore	KL3456	Joe	A

- On Page 3 you must specify which columns represent which aspect of the student data (for example Column 1 = Student ID number etc). Some columns will automatically fill with an option **if the correct header is used, but it is always important to double check to make sure they are correct.** If a column states in the drop-down box to Identify this Column, you will have to select the correct option. Once finished click Next.

Import File Updated import template.xls Select School Check Rows Check Columns Select Data Select Options Review/Start Import

Column validation results

[Tips and examples](#)

	Col. 1 of 17: SID	Col. 2 of 17: SFIRST	Col. 3 of 17: SMIDDLE	Col. 4 of 17: SLAST	Col. 5 of 17: SYEAR
	Student ID Number	Student First Name	Student Middle Name	Student Last Name	Student Year
2	KL3456	Joe	A	Blog	1

- Page 4 allows you to specify what you want imported depending on the data on your import file. You will have checked either, some or all of Students, Personnel & Classes. Any data that was not contained in the file will be greyed out and un-selectable. Click Next when you are finished.
- Page 5 will allow you to specify whether you are adding a brand-new Student Profile, updating existing ones, or doing both on the same import. The import can check for matches and update an existing student or create a new student if no match is found. The drop-down menu will allow you to specify criteria by which you can check for matching records such as I.D*. Number, First Name and Last Name etc. **If you already have existing students, compare the data in your file to the data that already exists in your Renaissance site and select the best possible matching option once you are happy click Next.**

**If you are updating student IDs and those included in the file do not match those on your site, be sure that student names (first, middle, and last) in the file match those in the site and change the matching option in the drop-down to Match on: First, Middle, and Last Name*

- Page 6 will only show if you are adding Personnel (teacher/staff) and will again allow you to check and update existing teacher or create a new profile. Again, check your options and click Next.
- The final page allows you to check your import and verify that it matches the correct number of students, personnel and classes that were on the import file. If the numbers to be imported are correct, select Start the Import to complete the process.

Once Imported, the results of your import can be checked by going to Users (to check user profiles have been imported) and/or Courses and Classes (to check individual classes have been imported and students/personnel enrolled).

RENAISSANCE®

Support contacts

If you have any questions, please contact our support team using the details below

Telephone: +44 (0)20 7184 4000 Email: support@renlearn.co.uk

Live Chat: click the Live Chat logo:



This is an instant messaging service found on your Renaissance Place site and will provide immediate responses to any queries.