

RENAISSANCE

Renaissance Place Import FAQs

How do I import my student data? -

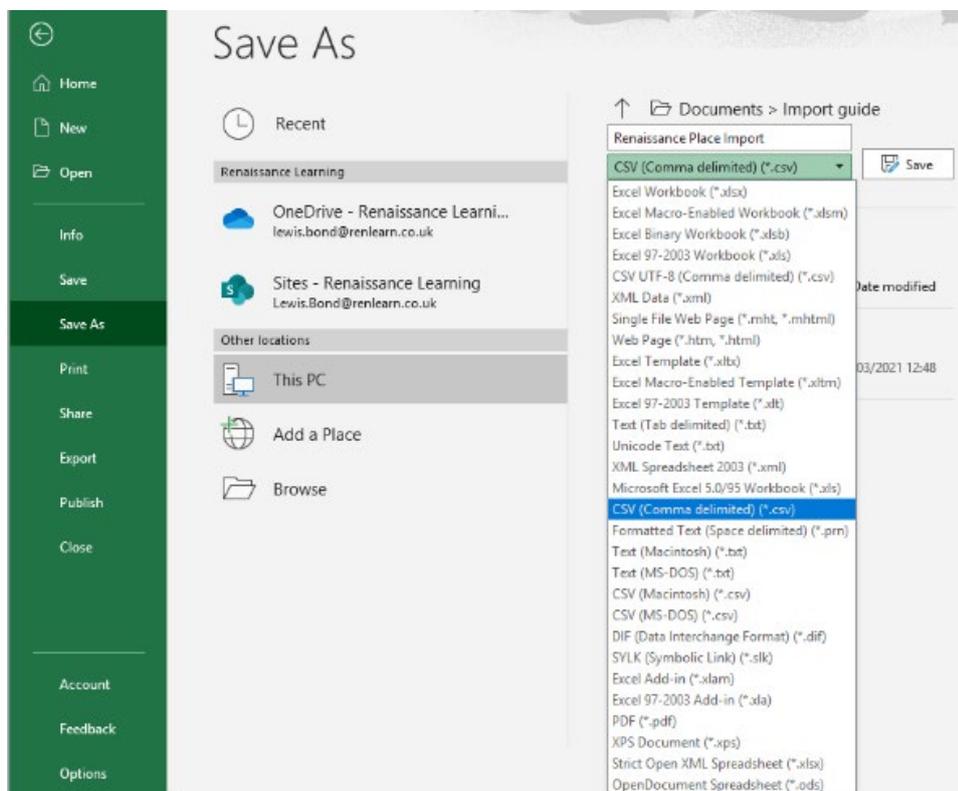
Please click [here](#) to download the import guide and [here](#) to download the import template. Once the required data has been entered into your spreadsheet and you are ready to import please log in to your Renaissance Place site then go to users > import information.

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.

Please check the following -

SID	SFIRST	SMIDDLE	SLAST	SYEAR	SGENDER	SBIRTHDAY
UPN123456	Joe		Bloggs	7	M	25/09/2008



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

When entering the student year group onto your spreadsheet you will need to enter the number of the year group. Example when importing a year 7 student the column should just say 7 rather than year 7.

SID	SFIRST	SMIDDLE	SLAST	SYEAR	SGENDER	SBIRTHDAY
UPN123456	Joe		Bloggs	7	M	25/09/2008

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	M	25/09/2008

I am trying to upload my spreadsheet, but I am getting the error message 'invalid formatting' -



This error will appear if any of the data required to import students is missing. The required columns are - student first name, student last name, student year group and student date of birth.

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 Place site or an updated spreadsheet can be uploaded later to include this information.

Can I resume an in-progress import where I have clicked 'save & exit'?

To resume any incomplete imports, you can go to home > users > view import status. You will see a resume button next to in-progress imports.

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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 'update the existing student information'. This option will appear on the 'select options' stage of the import.

The screenshot shows the 'Select Options' stage of the import process. The progress bar at the top indicates that 'Import File', 'Select School', 'Check Rows', 'Check Columns', and 'Select Data' are completed, while 'Select Options' is the current active stage. Below the progress bar, the 'Student options' section is visible. It includes a dropdown menu for 'Match on:' set to 'Student ID Number'. Underneath, there are two radio button options: 'Same Year' (unchecked) and 'Same School Enrolment: Renaissance Learning Academy' (checked). A note explains that some last names contain questionable data (space, hyphen, Jr, II, III) and that selecting 'Match By ID option' can help eliminate duplicates. At the bottom, there are two checkboxes: 'Create a new student if the student being imported does not match any Renaissance Place student' (unchecked) and 'Update the existing student information in Renaissance Place from the import file when an exact match is found' (checked).

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. Personnel will be prompted to reset their password upon logging in for the first time.

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

Why can I not selected 'Student Data' on the 'Data to import' page as this option is greyed out.

The screenshot shows the 'Data to import' page. The progress bar at the top indicates that 'Import File', 'Select School', 'Check Rows', 'Check Columns', and 'Select Data' are completed, while 'Select Options' is the current active stage. Below the progress bar, the 'Data to import' section is visible. It includes four checkboxes: 'Student Data' (unchecked), 'Personnel Data' (unchecked), 'Class Data' (unchecked), and 'Include student enrolments' (unchecked). The 'Include student enrolments' checkbox is greyed out. Below these checkboxes, there is a dropdown menu for 'Select Class Marking Period:' set to '2020-2021'. At the bottom, there are two checkboxes: 'Include teacher assigned to class' (unchecked) and 'Include student enrolments' (unchecked). On the right side of the page, there is an 'Import File Summary' box. It contains the following information: 'Total Records: Students: 0, Personnel: 0, Classes: 0'. Under 'Student fields identified:', it lists: Student ID Number, Student Middle Name, Student Last Name, Student Year, Student Gender, Student Birthdate, Student Characteristics, Student User Name, and Student Password. Under 'Personnel fields identified:', it lists: Personnel First Name, Personnel Middle Name, Personnel Last Name, Personnel User Name, and Personnel Password. Under 'Class fields identified:', it lists: Course Name and Class Name or Section No.

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This option will be greyed out if any of the required data has been formatted incorrectly. The most common cause of this is the date of birth column not being in the UK format (DD/MM/YYYY).

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.

Import File
Guide import.csv

Select School ✓

Check Rows ✓

Check Columns ✓

Select Data ✓

Select Options ●

Review/Start Import ○

Student options [Tips and examples](#)

To determine if a student already exists in the database...

Match on:

Only match if also: Same Year Same School Enrolment: **Renaissance Learning Academy**

Note: One or more last names contain questionable data (space, hyphen, Jr, II, III) that may prevent an exact match. To eliminate potential duplicates select the Match By ID option.

Create a new student if the student being imported does not match any Renaissance Place student

Update the existing student information in Renaissance Place from the import file when an exact match is found