

# 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               |
| *SUSERNAME       | Student Username –<br>will autogenerate if not entered.<br><b>Not case sensitive</b> | Character or numeric | No               |
| *SPASSWORD       | Student Password –<br>will autogenerate if not entered.<br><b>Case sensitive</b>     | 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

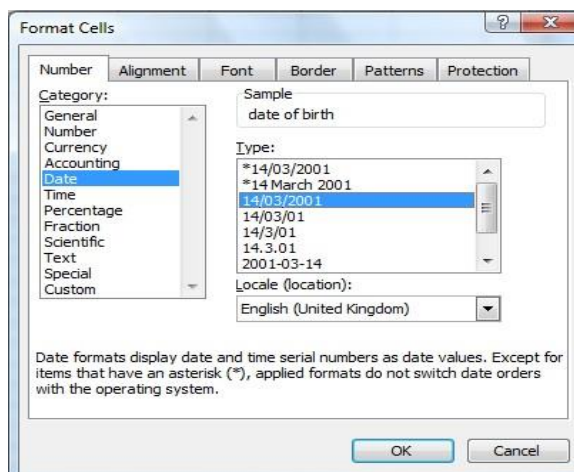
Student year groups will need to be entered **exactly** as listed below –

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 <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 | 1 <sup>st</sup> 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  |

## 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

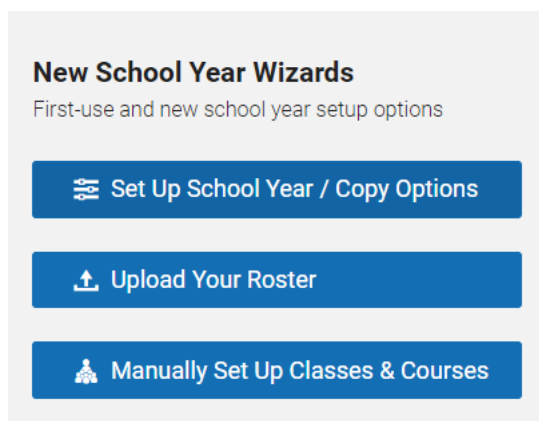


Once your file is ready, you will need to log on to your Renaissance website using your Administrator Username and Password.

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](#)

**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.

## 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](mailto:support@renlearn.co.uk)

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

