Directions for Importing Student Data to Training Site

Open the posted Excel template - ***Excel Template Student Import.xlsx***

        Row 1 = Contains required field names, DO NOT edit

        Row 2 = Contains sample student, delete before saving

        Blue headers indicate required fields

Click in first "data" cell {A2}

Then

        Type the information that you need using tab to move between cells

OR

        Copy data from another source, use "Paste Options," "Values"

Then save the file as a CSV

        Use "File," "Save As" - save template file with a "meaningful" name as CSV format

Open PAN Training Site (brown background)

        Under **Setup**

                Select ***Import/Export Data***

        On Import/Export Screen

                Select the task ***Import/Export Data***

                Click ***Start***

        On the Task Screen

                Select ***Student Registration Import***

                Select File Type (CSV)

                Click ***Browse*** button for Source File

                Navigate to the Student Data file you just saved

                Select it and Click "Open"

                Click **Process**

File will begin to process you can "Refresh" to see status, you will also receive an email when it is done.

Student Import Tip Sheet may also be helpful.

Helpful Information

Col AD – Primary Disability Type (Required only if **IEP** appears in Col AC)	Col AT – Test Code	General Info
AUT = Autism DB = Deaf-blindness DD =Developmental delay EMN = Emotional disturbance HI = Hearing impairment ID = Intellectual Disability MD = Multiple disabilities NC = Not Collected OI = Orthopedic impairment OHI = Other health impairment SLD = Specific learning disability SLI = Speech or language impairment TBI = Traumatic brain injury VI = Visual impairment Blank	MAT03 = Grd 3 Math MAT04 = Grd 4 Math MAT05 = Grd 5 Math MAT06 = Grd 6 Math MAT07 = Grd 7 Math MAT08 = Grd 8 Math ALG01 = Algebra I ALG02 = Algebra II GEO01 = Geometry MAT1I = Intg Math I MAT2I = Intg Math II MAT3I = Intg Math III ELA03 = Grd 3 ELA ELA04 = Grd 4 ELA ELA05 = Grd 5 ELA ELA06 = Grd 6 ELA ELA07 = Grd 7 ELA ELA08 = Grd 8 ELA ELA09 = Grd 9 ELA ELA10 = Grd 10 ELA ELA11 = Grd 11 ELA	District and School always use RCDTS codes, Grade is always 2 digits, Session Name will place students automatically into groups for testing. Can only be uploaded once. Last year it was called "Assessment Session Location"