

## 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 Microsoft Excel. This is the most commonly used import method but other formats are also supported such as .txt or .xml. Additional support for these import methods can be given by calling Customer Services on 02 4225 9698 or using the online CHAT feature built within your Renaissance Place™.

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 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 you will need to have the following columns (Headers) in your Excel file:

Student First Name (required)

Student Last Name (required)

School Year - **Year number only i.e. "7"** (required)

Student I.D. Number (required – UPNs are recommended however IDs will auto-generate if not entered)

Gender - M or F (optional but useful for reporting)

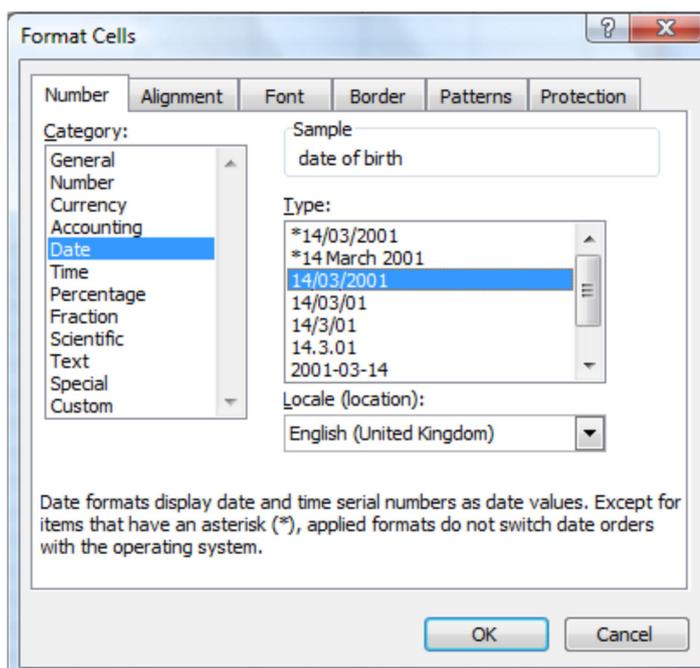
Student Username (optional - will auto generate if not entered)

Student Password (optional – will auto generate if not entered)

Date of Birth – dd/mm/yyyy (required)

### 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.



## Creating a username and password in Excel

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.

## 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 as well. 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 to the student information.

Course Name (i.e. Accelerated Reader™ or Accelerated Maths™)

Class Name (i.e. Year 2 or 7EN1)

Personnel First Name

Personnel Last Name

Personnel Username (required - but will auto generate if not entered)

Personnel Password (required - but will auto generate if not entered)

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When the file is complete it should look like this (remember – columns 5, 6, 7, 13 & 14 are optional):

1	2	3	4	5	6	7	8
Pupil First Name	Pupil Last Name	Pupil ID	Pupil Year	Pupil Username	Pupil Password	Pupil Gender	Pupil Birthdate
Sarah	Robinson	1234567891231	5	srobi	sr	F	01/01/2006
Paul	Seller	1234567891232	5	psell	ps	M	02/01/2006
Sam	Michaels	1234567891233	5	smich	sm	M	03/01/2006
Michelle	Miller	1234567891234	5	mmill	mm	F	04/01/2006
Louise	Jones	1234567891235	5	ljone	lj	F	05/01/2006
Mark	Brookes	1234567891236	5	mbroo	mb	M	06/01/2006
Oliver	Ashby	1234567891237	5	oashb	oa	M	07/01/2006
Dan	Moore	1234567891238	5	dmoor	dm	M	08/01/2006
Lucy	Davies	1234567891239	5	ldavi	ld	F	09/01/2006
Joanne	Roamy	1234567891240	5	jroam	jr	F	10/01/2006
Ann	Smith	1234567891241	5	asmit	as	F	11/01/2006
John	Williams	1234567891242	5	jwill	jm	M	12/01/2006
Stephen	Palmer	1234567891243	5	spalm	sp	M	13/01/2006
James	Gun	1234567891244	5	jgun	jg	M	14/01/2006
Holly	Rose	1234567891245	5	hrose	hr	F	15/01/2006

9	10	11	12	13	14
Course	Class	Personnel First Name	Personnel Last Name	Personnel Username	Personnel Password
Accelerated Reader	5B	Sarah	Smith	SSmith	SSmith
Accelerated Reader	5B	Sarah	Smith	SSmith	SSmith
Accelerated Reader	5B	Sarah	Smith	SSmith	SSmith
Accelerated Reader	5B	Sarah	Smith	SSmith	SSmith
Accelerated Reader	5B	Sarah	Smith	SSmith	SSmith
Accelerated Reader	5B	Matthew	Jones	MJones	MJones
Accelerated Reader	5B	Matthew	Jones	MJones	MJones
Accelerated Reader	5B	Matthew	Jones	MJones	MJones
Accelerated Reader	5B	Matthew	Jones	MJones	MJones
Accelerated Reader	5B	Matthew	Jones	MJones	MJones
Accelerated Reader	5B	Linda	Kelly	LKelly	LKelly
Accelerated Reader	5B	Linda	Kelly	LKelly	LKelly
Accelerated Reader	5B	Linda	Kelly	LKelly	LKelly
Accelerated Reader	5B	Linda	Kelly	LKelly	LKelly
Accelerated Reader	5B	Linda	Kelly	LKelly	LKelly

## 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.

From the homepage select **Users** followed by **Import Information**. Click **Browse** to select the file you created and then click **Next**.

## The Import Wizard

- Page 1, you must select your **School**, and the **School Year** you wish to import your data into, from the drop-down 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 you have 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, as import material, or ignored. Please ensure the first (header) row is selected as **Ignore**. Once you are finished click Next.

Import File: Pupil Import File Example.xlsx

Progress: Select School ✓, Check Rows ●, Check Columns ●, Select Data ●, Select Options ●, Review/Start Import ●

### Row validation results

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

	Col. 1	Col. 2	Col. 3	Col. 4
1	Header	Pupil First Name	Pupil Last Name	Pupil ID
2	Header	Sarah	Robinson	1234567891231
3	Header	Paul	Seller	1234567891232
4	Header	Sam	Michaels	1234567891233

- On Page 3 you have to specify which columns represent which aspect of the student data (for example Column 1 = Student First Name etc.). This means that you do not have to enter any heading prior to import if you do not want to, although some people find it useful to ensure they have fulfilled all of the required fields. Some columns will automatically fill with an option, but 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: Pupil Import File Example.xlsx

Progress: Select School ✓, Check Rows ✓, Check Columns ●, Select Data ●, Select Options ●, Review/Start Import ●

### Column validation results

	Col. 1 of 14: Pupil First Name	Col. 2 of 14: Pupil Last Name	Col. 3 of 14: Pupil ID	Col. 4 of 14: Pupil Year	Col. 5 of 14: Pupil Username
	Student First Name	Student Last Name	Student ID Number	Student Year	Student User Name
2	Sarah	Robinson	1234567891231	5	srobi
3	Paul	Seller	1234567891232	5	psell
4	Sam	Michaels	1234567891233	5	smich

- 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

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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. Once you are happy click Next.
- Page 6 will only show if you are adding Personnel and will again allow you to check and update an existing teacher, or create a new profile. Again check your options and click **Next**.
- The final page allows you to check your import and 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).

## Support contacts

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

Telephone: +61 2 4225 9698

Email: <mailto:enquiries@renaissance.com>

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.