

# Appendix A: Uploading Multiple Students To Check4Learning

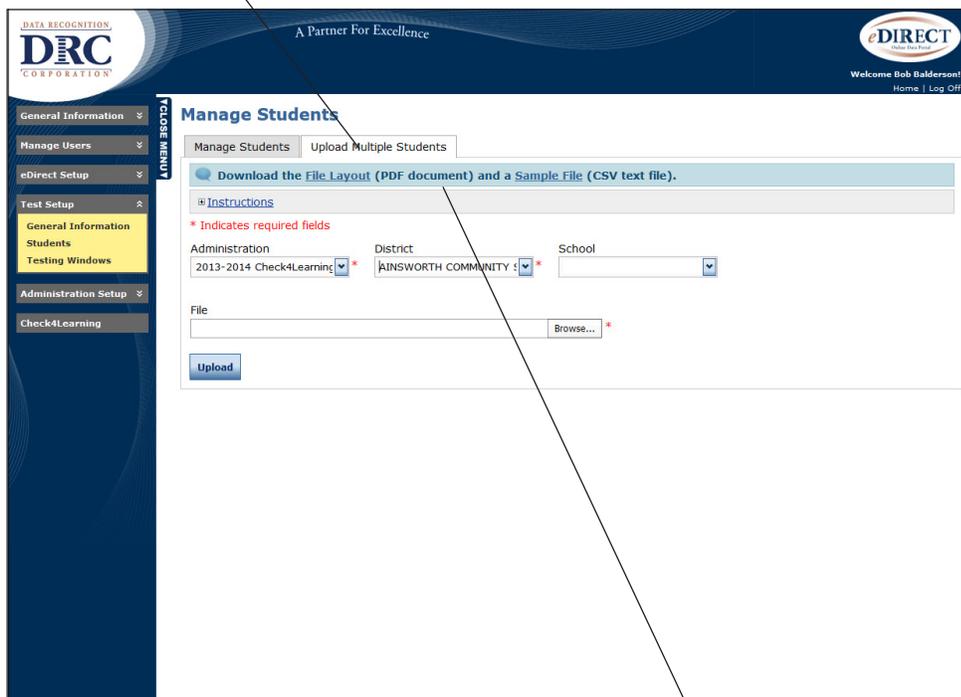
**DRAFT VERSION**  
**September 16, 2015**

## Uploading Multiple Students to Check4Learning

In eDIRECT, from the Upload Multiple Students tab of the Manage Students page, you can add multiple student records to the Check4Learning system at once. To add multiple student records, you must upload a file that meets certain file layout requirements. The file must be in the comma-separated value (.csv) format used by Microsoft Excel and the fields in the file must be in specific columns. After a file is uploaded successfully, the students with data in the file will be automatically added to Test Sessions at their designated school and grade level.

**Note:** The Upload Multiple Students tab contains links to both a sample PDF file that contains instructions and a sample .csv file that you can use to create the actual file.

1. To create and upload a student file, click the **Students** option from the Test Setup menu to display the Manage Students page and select the **Upload Multiple Students** tab.



2. Click the **Download the File Layout** link to display the Multiple Student Upload Pre-ID File Layout pdf file.

This file displays the required layout of the .csv file you will upload to DRC with rules, instructions, and examples describing how to create and format the file (see the complete sample on the following pages).

### Nebraska Multiple Student Upload Pre-ID File Layout

- File must contain a header row with the column titles (see example). If a header isn't used, the first student will be removed from the file.
- File must contain the data in the order listed in the file layout.
- Fields cannot be longer than the value in the Maximum Length column.
- File must be in comma separated (.csv) format.
- To save Excel file as type .csv:
  - Save file updates/changes within Excel.
  - Open file in Excel, if file not already open.
  - On the Windows menu bar, click File, then Save As...
  - The Save As dialog box will appear. The line at the bottom of this box reads Save as type:
    - Click on the down arrow to the right of this line to open a drop down menu.
    - Scroll down the menu until CSV (Comma delimited) is visible.
    - Click on CSV (Comma delimited) [\* .csv] to select for the Save as type:
    - Click on Save on the right.

Ref #	Column Name	Maximum Length	Formatting Rules and Acceptable Values	Validation and Required Rules
1	Nebraska Student and Staff Record System ID - NSSRS ID	10	Valid Values: <ul style="list-style-type: none"> <li>• Numeric</li> <li>• 0000000000; the ID cannot have leading or ending zeros</li> <li>• Values less than ten characters</li> </ul>	Shall not be blank Shall be 10 numeric characters (numeric) Shall not have leading and/or 10 <sup>th</sup> position ending zero Values less than ten characters are not padded

Uploading Multiple Students to Check4Learning (cont.)

Nebraska Sample Multiple Student Pre-ID File Layout, Page 1

Nebraska Multiple Student Upload Pre-ID File Layout

- File must contain a header row with the column titles (see example). If a header isn't used, the first student will be removed from the file.
- File must contain the data in the order listed in the file layout.
- Fields cannot be longer than the value in the Maximum Length column.
- File must be in comma separated (.csv) format.
- To save Excel file as type .csv:
  - Save file updates/changes within Excel.
  - Open file in Excel, if file not already open.
  - On the Windows menu bar, click File, then Save As...
  - The Save As dialog box will appear. The line at the bottom of this box reads Save as type:
    - Click on the down arrow to the right of this line to open a drop down menu.
    - Scroll down the menu until CSV (Comma delimited) is visible.
    - Click on CSV (Comma delimited) [\* .csv] to select for the Save as type:
    - Click on Save on the right.

Ref #	Column Name	Maximum Length	Formatting Rules and Acceptable Values	Validation and Required Rules
1	Nebraska Student and Staff Record System ID – NSSRS ID	10	Valid Values: <ul style="list-style-type: none"> <li>• Numeric</li> <li>• 9999999999; the ID cannot have leading or ending zeros</li> <li>• Values less than ten characters are not padded</li> </ul>	Shall not be blank Shall be 10 numeric characters (numeric) Shall not have leading and/or 10 <sup>th</sup> position ending zero Values less than ten characters are not padded Shall pass the MOD 11 check digit validation algorithm) Required (not blank) An error shall be displayed if any of the above validations are not met
2	Student First Name	50	Valid Values: <ul style="list-style-type: none"> <li>• Alphanumeric</li> <li>• Blanks</li> <li>• A-Z, 0-9</li> <li>• Apostrophe</li> <li>• Hyphen</li> </ul>	Shall not be completely blank Shall have no embedded commas Shall have only the following characters: A-Z, 0-9, blank, apostrophe, hyphen Shall not exceed 50 characters Required
3	Student Last Name	50	Valid Values: <ul style="list-style-type: none"> <li>• Alphanumeric</li> <li>• Blanks</li> <li>• A-Z, 0-9</li> <li>• Apostrophe</li> <li>• Hyphen</li> </ul>	Shall not be completely blank Shall have no embedded commas Shall have only the following characters: A-Z, 0-9, blank, apostrophe, hyphen Shall not exceed 50 characters Required
4	School Code	11	Valid Values: <ul style="list-style-type: none"> <li>• Alphanumeric</li> <li>• Through 99-9999-999</li> <li>• Format: ###-####-###</li> </ul>	Shall not be blank Shall be 00-0000-000 through 99-9999-999 Shall contain only 0-9 and hyphens Shall exist in EPIC for the district specified Required
5	Grade	2	Valid Values: <ul style="list-style-type: none"> <li>• Alphanumeric</li> <li>• K, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12 or 1, 2, 3, 4, 5, 6, 7, 8 or 9</li> <li>• Leading zero is not required if 1 digit</li> </ul>	Shall not be blank <b>For C4L</b> - Shall be K, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12 or 1, 2, 3, 4, 5, 6, 7, 8 or 9 <b>For Writing Practice</b> - Shall be 05, 06, 07, 08, 09, 10, 11, 12 or 5, 6, 7, 8 or 9 <b>For ELA TDA Practice</b> - Shall be 05, 06, 07, 08, 11 or 5, 6, 7, or 8 Required
6	Student UserName	20	Valid Values: <ul style="list-style-type: none"> <li>• Alphanumeric</li> <li>• Blanks</li> <li>• A-Z, 0-9</li> <li>• Apostrophe</li> <li>• Hyphen</li> <li>• Completely blank, if Password is completely blank</li> </ul>	<b>For C4L use only</b> ; all other admins N/A Shall have no embedded commas Shall have no accent or diacritical marks Shall align with DRC UserName standards Shall not be case sensitive Shall not exceed 20 characters Leading and trailing spaces will be removed Not required

*Uploading Multiple Students to Check4Learning (cont.)*

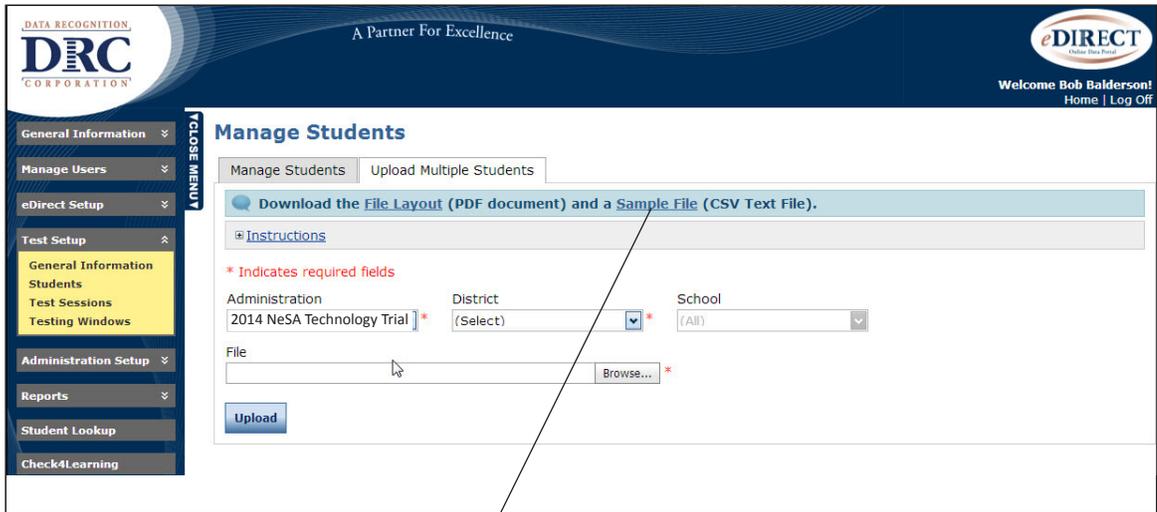
Nebraska Sample Multiple Student Pre-ID File Layout, Page 2

Nebraska Multiple Student Upload Pre-ID File Layout

Ref #	Column Name	Maximum Length	Formatting Rules and Acceptable Values	Validation and Required Rules
7	Student Password	20	Valid Values: <ul style="list-style-type: none"> <li>• Alphanumeric</li> <li>• Blanks</li> <li>• A-Z, 0-9</li> <li>• Apostrophe</li> <li>• Hyphen</li> <li>• Completely blank, if UserName is completely blank</li> </ul>	For C4L use only; all other admins N/A Shall have no embedded commas Shall have no accent or diacritical marks Shall align with DRC Password standards Shall not be case sensitive Leading and trailing spaces will be removed Shall not exceed 20 characters Not required

**Note:** Refer to the Formatting Rules and Acceptable Values and the Validation and Required Rules fields for the rules regarding the data included in the Excel file.

Uploading Multiple Students to Check4Learning (cont.)



3. Click the **Sample File** link to download or display the NESampleStudentFile.csv file.

This file is only a sample of the type of file you will upload to DRC.

Depending on the browser you are using, a dialog box may appear for you to use to open or download the file.

	A	B	C	D	E	F	G	H	I
1	NSSRS ID	Student First Name	Student Last Name	School Code	Grade	Student UserName	Student Password		
2	1234567899	Melinda	Anderson	99-9998-001	3	manderson1	sdem8339		
3	1234567891	Ross	Carlson	99-9998-001	8	rcarlson1357	s3f:v3856		
4	1234567892	Jorden	Smith	99-9998-001	8	Jsmith763	dldp0438		
5	1234567893	Lucy	Malley	99-9998-001	9	lmalley12	p7nesc423		
6	1234567894	Cody	Stevens	99-9998-002	11	cstevens3	ej5rkbn97		
7	1234567895	Rita	Roberts	99-9998-002	12	rroberts98	a@f#g%h1		
8									
9									

4. Use the NESampleStudentFile.csv file to create, rename, and save a student file to upload.

**Note:** Be sure to keep the header column rows in the file you upload.

## Uploading Multiple Student Records to Check4Learning (cont.)

DATA RECOGNITION  
**DRC**  
CORPORATION

A Partner For Excellence

**DIRECT**  
eDIRECT

Welcome Bob Balderson!  
Home | Log Off

**Manage Students**

Manage Students | Upload Multiple Students

Download the [File Layout](#) (PDF document) and a [Sample File](#) (CSV Text File).

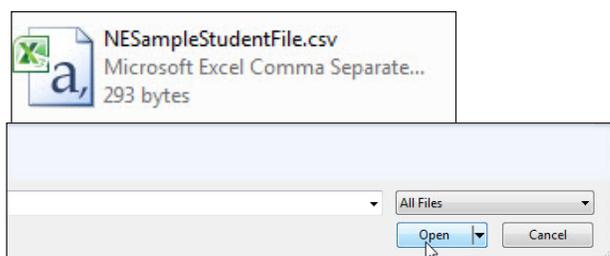
Instructions

\* Indicates required fields

Administration: 2015 NeSA \*  
District: (Select) \*  
School: (All)

File:  Browse... \*

Upload



5. After you have created a students file, click **Browse** to locate it, select the file, and click **Open** to display it in the File field of the Upload Multiple Students tab.

**Manage Students**

Manage Students | Upload Multiple Students

Download the [File Layout](#) (PDF document) and a [Sample File](#) (CSV Text File).

Instructions

\* Indicates required fields

Administration: 2015 NeSA \*  
District: (Select) \*  
School: (All)

File: NESampleStudentFile.csv X Browse... \*

Upload

6. Click **Upload**. A message displays indicating the file has been transferred and is being checked for errors.

After the file has been validated, you can review its status. If the file contains errors, you must correct them and repeat Steps 5 and 6.