

## Importing Students

The Import Students utility enables you to import a list of students into the Raptor system. It also includes the ability for unattended import of students by creating a manifest file that includes information about the field mapping and file to be imported.

Notes: To use this feature, you must first create an Excel spreadsheet or comma delimited file that contains the required information. The use of special characters in an Excel formatted import file may cause unexpected results.

The file can contain the following Student information to be imported:

- First Name\*
- Last Name\*
- Middle Name
- Date of Birth
- ID Number\*
- Gender
- Grade
- Self Sign Out (true/false) – if not mapped, defaults to false)

\*Indicates required information.

1. In the navigation menu, select **Modules > Students**.
2. From the Building Selector, choose the building where the student information will be imported.
3. On the **All Students** workspace, click **Import** and choose **Import Students**.

The screenshot shows the 'Students' workspace in the Raptor system. At the top, there are tabs for 'All Students', 'Activity', 'Delayed Entry', and 'Reports'. Below the tabs, the breadcrumb 'All Students > Import Students' is visible. A blue box contains the instruction: 'Import files can be Windows Excel or csv format with or without column headings. Individual student records must include first name, last name and student ID at a minimum.' Below this is a blue 'Select File' button. At the bottom, there are three input fields: 'File Name' with the value 'StudentImportFile.xlsx', 'Select Worksheet' with a dropdown menu showing 'StudentImportFile', and 'First Row Contains Column Headings' with a dropdown menu showing 'Yes'.

4. Click **Select File**, navigate to the file on your computer, select the **Excel** or **CSV** file and click **Open**.

- If you used Excel and the file contains multiple worksheets, choose the worksheet that contains the student information from the **Select Worksheet** drop-down list.
- If the first row of the worksheet contains column headings, select **Yes** from the **First Row Contains Column Headings** drop-down list and this row will not be imported. Otherwise, select **No**.
- Map each of the columns to be imported by selecting the appropriate field in the drop-down menu above each column that displays. **First Name**, **Last Name**, and **ID Number** are required columns.

Map Fields For Import (Not all data to import is shown)

First Name	Last Name	ID Number	Grade
FirstName	LastName	StudentID	Grade
Zack	Ziino	12311	12
Eric	Ziino	12312	10
Meghan	Doyle	12313	11
Tim	Doyle	12314	9

Queue Import Cancel Import

**Notes:** Although **Grade** is not a required column, if the user does not map this column, it will be set to **Not Specified** by default. Also, the columns with **Ignore** selected will not be imported.

- If you want to create a manifest file to schedule automatic imports, click **Save Manifest** and save the file. You can then schedule the imports using a scheduling utility.
- Click **Queue Import**.

A message displays in the lower right corner of the screen stating that the import job was successfully added to the import queue for processing.

When the import has completed processing, an email will be sent to the email address of the user indicating the number of records successfully imported and any error that may have occurred.