

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 CSV. 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 020 7184 4000 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 CSV 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 CSV file:

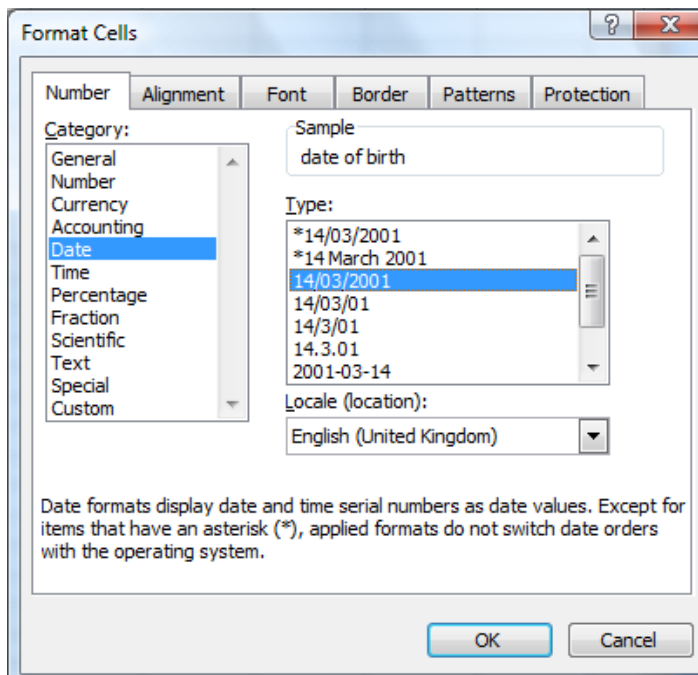
- Student First Name (required)
- Student Last Name (required)
- School Year - Year number only i.e. "7" (required)
- Student I.D. Number (UPNs are required)
- Date of Birth – dd/mm/yyyy (required)
- Gender - M or F (optional but useful for reporting)
- Student Username (optional - will auto generate if not entered)
- Student Password (optional – will auto generate if not entered)
- Characteristic ie Pupil Premium, EAL etc (optional but useful for reporting)

Creating a username and password in your CSV file

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.

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.



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 (required - i.e. Accelerated Reader™ or Accelerated Maths™)

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

Personnel First Name (required)

Personnel Last Name (required)

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

Personnel Password (optional - will auto generate if not entered)

Importing Characteristics

Importing Characteristics such as Free School Meals, Pupil Premium, EAL etc 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. Your spreadsheet should include an additional column called **Characteristics** which can accommodate all the characteristics for one pupil. If you want to assign more than one characteristic, use – to separate the codes ie 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	LA
Learning Difficulties	LDIF
Low Prior Attainment	LPA
Middle Prior Attainment	MPA
Non-English Language	NE
Non-Ever 6	NE6
Non-Free School Meals	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 Educational Needs	SE
Special Educational Needs Disability SEND	SEND
Year 7 Catch-Up	Y7

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When the file is complete it should look like this (remember – columns 5, 6, 7, 13, 14 and 15 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	12345	7	srobi	sr	F	01/01/1998
Paul	Seller	12345	7	psell	ps	M	02/01/1998
Sam	Michaels	12345	7	smich	sm	M	03/01/1998
Michelle	Miller	12345	7	mmill	mm	F	04/01/1998
Louise	Jones	12345	7	ljone	lj	F	05/01/1998
Mark	Brookes	12345	7	mbroo	mb	M	06/01/1998
Oliver	Ashby	12345	7	oashb	oa	M	07/01/1998
Dan	Moore	12345	7	dmoor	dm	M	08/01/1998
Lucy	Davies	12345	7	ldavi	ld	F	09/01/1998
Joanne	Roamy	12345	7	jroam	jr	F	10/01/1998
Ann	Smith	12345	7	asmit	as	F	11/01/1998
John	Williams	12345	7	jwill	jm	M	12/01/1998
Stephen	Palmer	12345	7	spalm	sp	M	13/01/1998
James	Gun	12345	7	jgun	jg	M	14/01/1998
Holly	Rose	12345	7	hrose	hr	F	15/01/1998

9	10	11	12	13	14	15
Course	Class	Personnel First Name	Personnel Last Name	Personnel Username	Personnel Password	Characteristic
Accelerated Reader	7EN1	Sarah	Smith	SSmith	SSmith	PP-DY
Accelerated Reader	7EN1	Sarah	Smith	SSmith	SSmith	PP
Accelerated Reader	7EN1	Sarah	Smith	SSmith	SSmith	NPP
Accelerated Reader	7EN1	Sarah	Smith	SSmith	SSmith	NPP
Accelerated Reader	7EN1	Sarah	Smith	SSmith	SSmith	CSF
Accelerated Reader	7EN2	Matthew	Jones	MJones	MJones	NPP
Accelerated Reader	7EN2	Matthew	Jones	MJones	MJones	NPP
Accelerated Reader	7EN2	Matthew	Jones	MJones	MJones	PP
Accelerated Reader	7EN2	Matthew	Jones	MJones	MJones	NPP
Accelerated Reader	7EN2	Matthew	Jones	MJones	MJones	PP
Accelerated Reader	7EN3	Linda	Kelly	LKelly	LKelly	NPP-SE
Accelerated Reader	7EN3	Linda	Kelly	LKelly	LKelly	NPP
Accelerated Reader	7EN3	Linda	Kelly	LKelly	LKelly	NPP
Accelerated Reader	7EN3	Linda	Kelly	LKelly	LKelly	NPP
Accelerated Reader	7EN3	Linda	Kelly	LKelly	LKelly	NPP-LPA-EAL

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 or as import material. In most cases this will simply mean selecting the first row as **Header**. 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 [Tips and examples](#)

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	Sarah	Robinson	1234567891231	5
3	Paul	Seller	1234567891232	5
4	Sam	Michaels	1234567891233	5

- 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 [Tips and examples](#)

	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 file will be greyed out and un-selectable. Click **Next** when you are finished.

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- 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: +44 (0)20 7184 4000

Email: support@renlearn.co.uk

Live Chat: click the Live Chat logo:



**Live Chat Support
Available**

This is an instant messaging service found on your Renaissance Place site and will provide immediate responses to any queries.

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