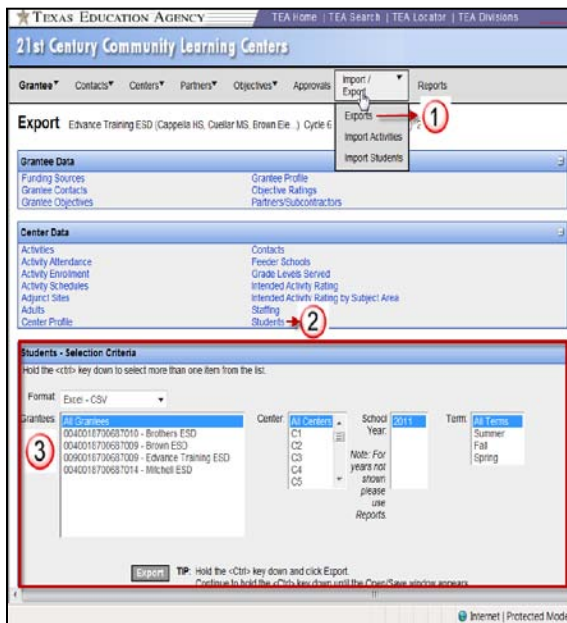


# Importing Student Grades

## Section One: Export Student Data from the Previous Term

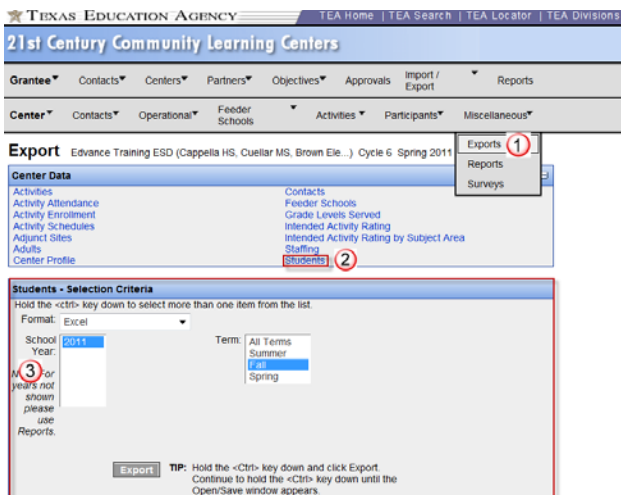
### Grantee Level

- 1) Go to Import/Export>Exports.
- 2) Select Students.
- 3) Select appropriate center, school year, and previous term. (Example: If you are currently in Spring 2011, you would select Fall 2011 as the previous term.) Hold down the <CTRL> key and click the Export button. Choose to save this file to your hard drive. You will use data from this spreadsheet in Section 2.



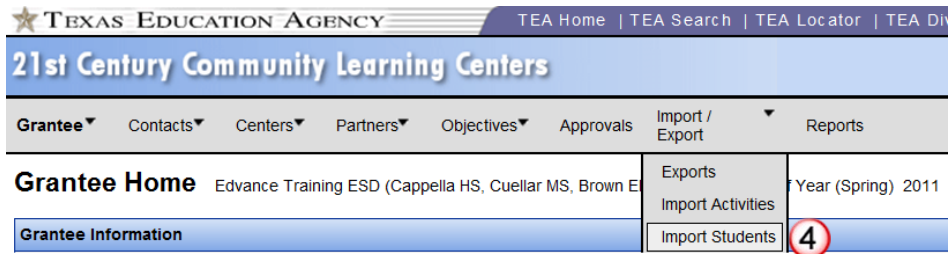
### Center Level

- 1) Go to Miscellaneous>Exports.
- 2) Select Students.
- 3) Select school year and previous term. (Example: If you are currently in Spring 2011, you would like select Fall 2011 as the previous term.) Hold down the <CTRL> key and click the Export button. Choose to save this file to your hard drive. You will use data from this spreadsheet in Section 2.



## Section Two: Prepare the Student Import Document for Previous Term Update

- 4) For **Grantee Level** Go to Import/Exports > Import Students



TEXAS EDUCATION AGENCY | TEA Home | TEA Search | TEA Locator | TEA Divisions

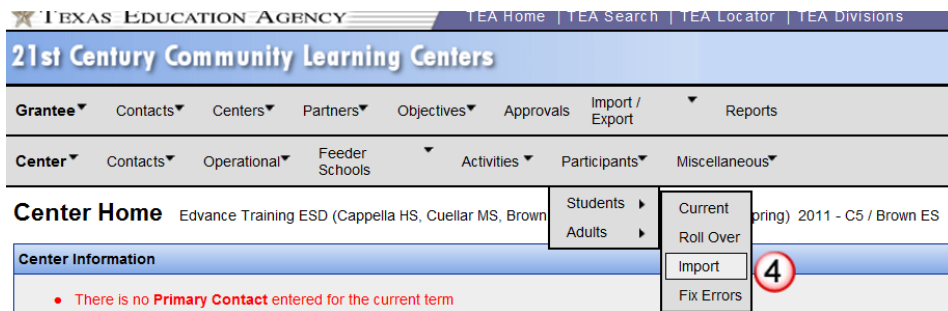
### 21st Century Community Learning Centers

Grantee ▼ | Contacts ▼ | Centers ▼ | Partners ▼ | Objectives ▼ | Approvals | Import / Export ▼ | Reports

**Grantee Home** Edvance Training ESD (Cappella HS, Cuellar MS, Brown ESD) | Exports | Import Activities | Year (Spring) 2011

Grantee Information | Import Students **4**

- For **Center Level** Go to Participants > Students > Import



TEXAS EDUCATION AGENCY | TEA Home | TEA Search | TEA Locator | TEA Divisions

### 21st Century Community Learning Centers

Grantee ▼ | Contacts ▼ | Centers ▼ | Partners ▼ | Objectives ▼ | Approvals | Import / Export ▼ | Reports

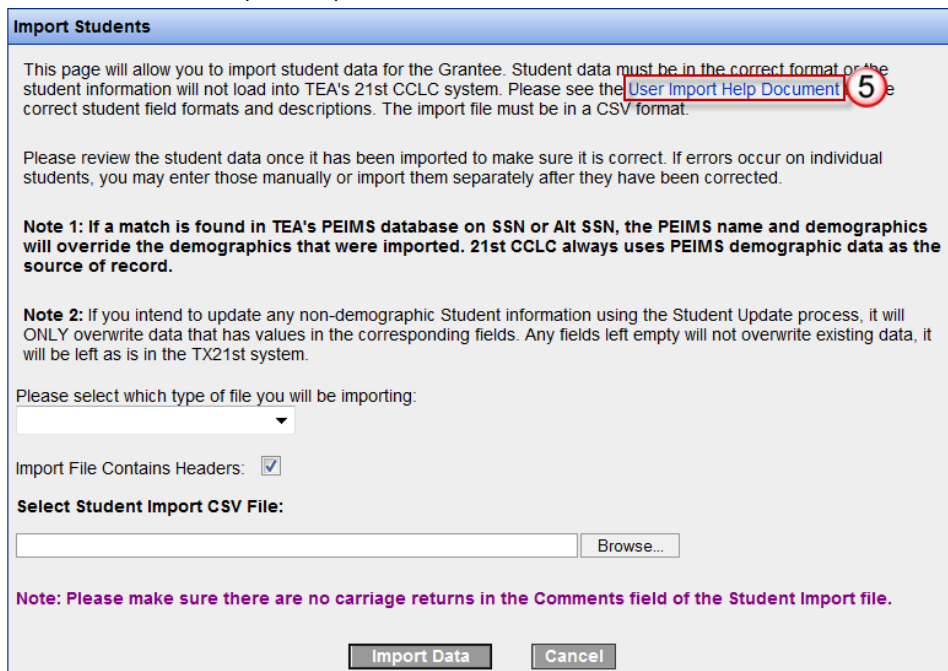
Center ▼ | Contacts ▼ | Operational ▼ | Feeder Schools ▼ | Activities ▼ | Participants ▼ | Miscellaneous ▼

**Center Home** Edvance Training ESD (Cappella HS, Cuellar MS, Brown ESD) | Students ▶ | Current | (Spring) 2011 - C5 / Brown ESD

Center Information | Adults ▶ | Roll Over | **4**

- There is no **Primary Contact** entered for the current term
- Import
- Fix Errors

- 5) Download the User Import Help Document



### Import Students

This page will allow you to import student data for the Grantee. Student data must be in the correct format or the student information will not load into TEA's 21st CCLC system. Please see the [User Import Help Document](#) **5** for correct student field formats and descriptions. The import file must be in a CSV format.

Please review the student data once it has been imported to make sure it is correct. If errors occur on individual students, you may enter those manually or import them separately after they have been corrected.

**Note 1:** If a match is found in TEA's PEIMS database on SSN or Alt SSN, the PEIMS name and demographics will override the demographics that were imported. 21st CCLC always uses PEIMS demographic data as the source of record.

**Note 2:** If you intend to update any non-demographic Student information using the Student Update process, it will ONLY overwrite data that has values in the corresponding fields. Any fields left empty will not overwrite existing data, it will be left as is in the TX21st system.

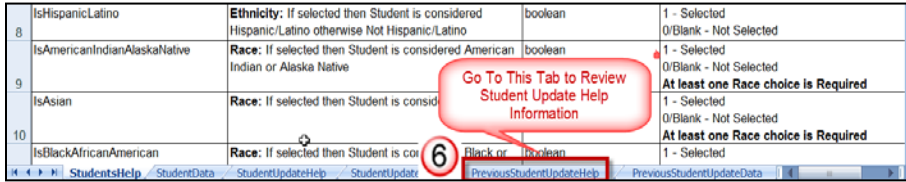
Please select which type of file you will be importing:

Import File Contains Headers:

**Select Student Import CSV File:**

**Note:** Please make sure there are no carriage returns in the Comments field of the Student Import file.

6) Open the User Import Help Document and look at the tabs available:



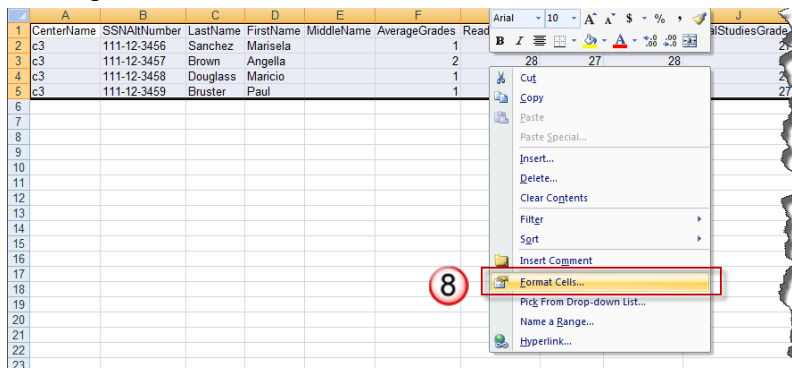
**TIP:** Print out the PreviousStudentUpdateHelp so that you can use this as a guide when you are entering data in the next step. Pay close attention to the grade codes outlined in the help sheet and below:

Column F Average Grade Codes	Columns G-J Subject Grade Codes
"1" - A's	"20" - Not Available
"2" - Mostly A's and B's	"18" - Unsatisfactory
"3" - B's	"19" - Needs Improvement
"4" - Mostly B's and C's	"21" - Incomplete
"5" - C's	"22" - Satisfactory
"6" - Mostly C's and D's	"23" - Excellent
"7" - D's	"24" - F
"8" - Mostly D's and F's	"25" - D
"9" - F's	"26" - C
	"27" - B
	"28" - A
	"29" - Fail
	"30" - Pass

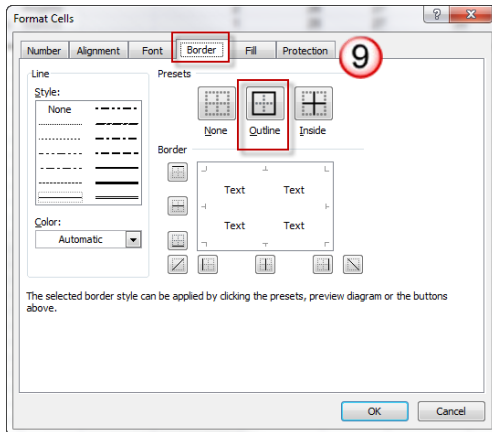
7) Go to the PreviousStudentUpdateData tab and copy and paste the data from the file you exported in Section 1 (above) into this template, column by column. Please note: The column headers are different, not in the same order, and so do not paste more than one column at a time.

	A	B	C	D	E	F	G	H	I	J
1	CenterName	SSNAINumber	LastName	FirstName	MiddleName	AverageGrades	ReadingGrade	MathGrade	ScienceGrade	SocialStudiesG
2										
3										

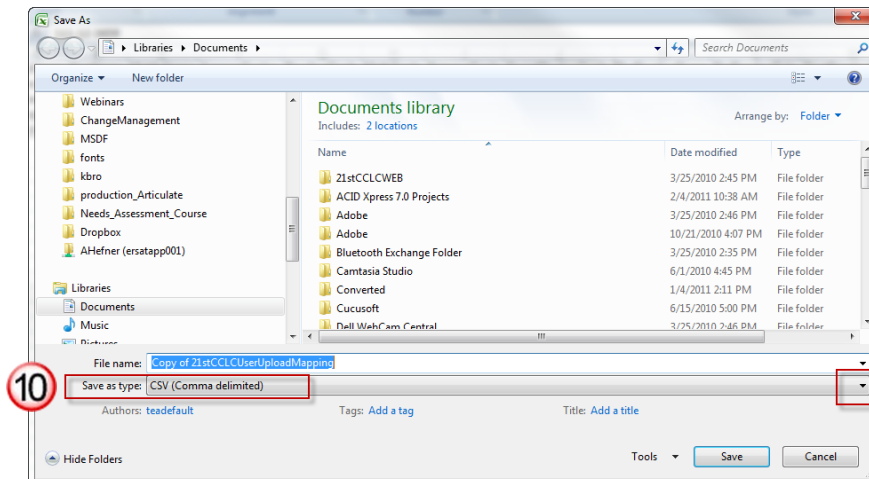
8) Format the document by selecting all the cells with data. Be sure not to select any additional columns or rows. Right click in the shaded area and select *Format cells*.



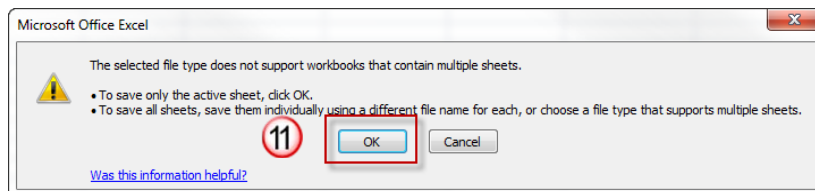
9) Select **Border** tab and Select **Outline** option.



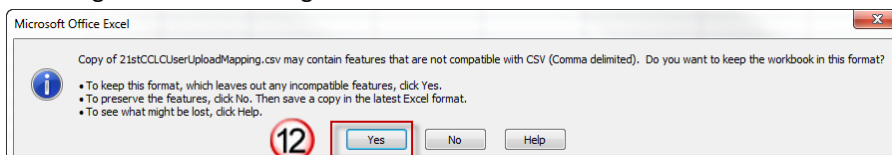
10) Be sure you are on the PreviousStudentUploadData sheet in the Excel file. Save file as a .csv file by clicking on the down arrow for the **Save as type** drop down.



11) You will get a warning message indicating that “The selected file type does not support workbooks...”  
Click **OK**.

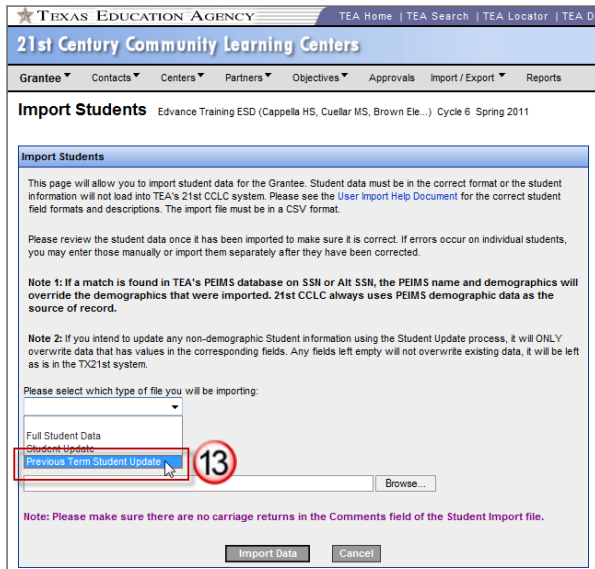


12) You will get another warning as shown below. Click **Yes**.



## Section Three: Import Grades into TX21st

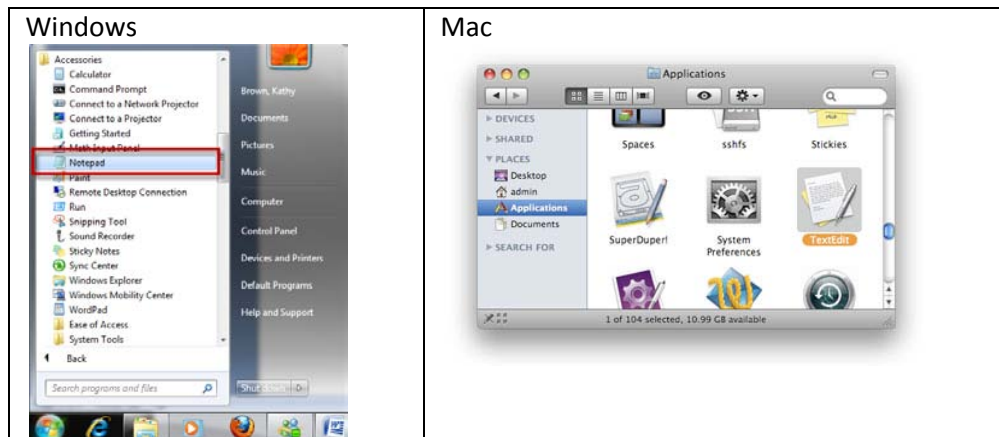
- 13) Go in TX21st and go to Import / Export > Import Students. Select the *Previous Term Student Update* for the file type. Make sure the checkbox is marked for Import file Contains Headers and select browse to locate your saved \*.csv file and select *Import Data* when done.



**You will receive one of two types of messages either denoting that the import was successful or there was an error in importing. If you receive an error indicating that there are rows with missing data, follow the instructions below:**

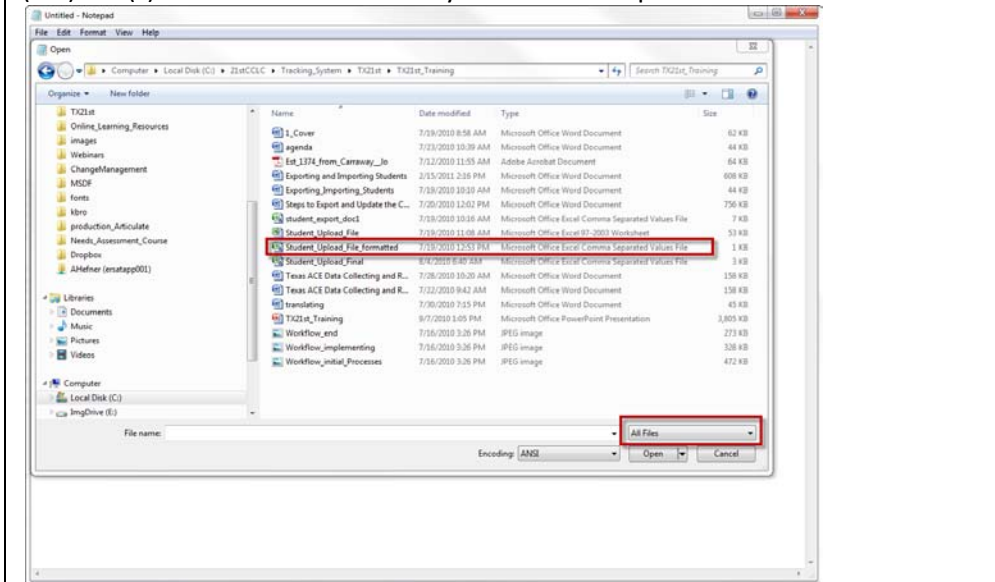
### Correcting error messages:

- 1) Ensure that your file is saved as a .csv (see step 10 above).
- 2) Open a text editor program. If you have Windows, you can use Notepad (found in Programs > Accessories> Notepad), or if you have a MAC, you can use TextEdit (found from the Dock or in the Applications folder).

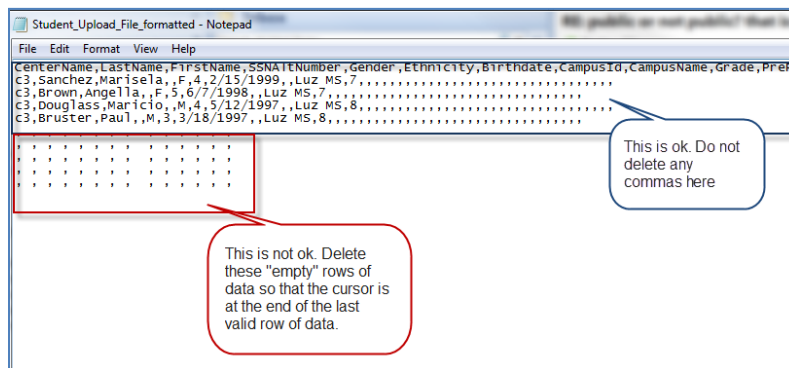


- 3) Go to File>Open and go to *File Type* and select *All Files* so that you can see all the files as shown below:

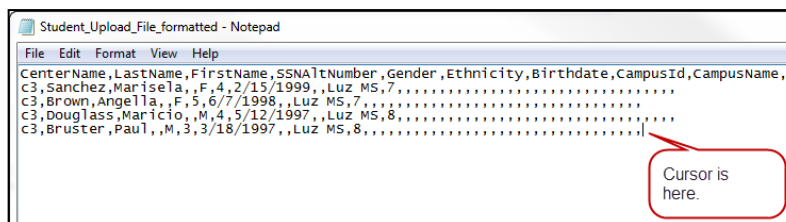
Windows:  
 Select All Files from the File Type so you can see the Comma Separated Values (csv) file(s) and select the one that you saved in Step 11 above:



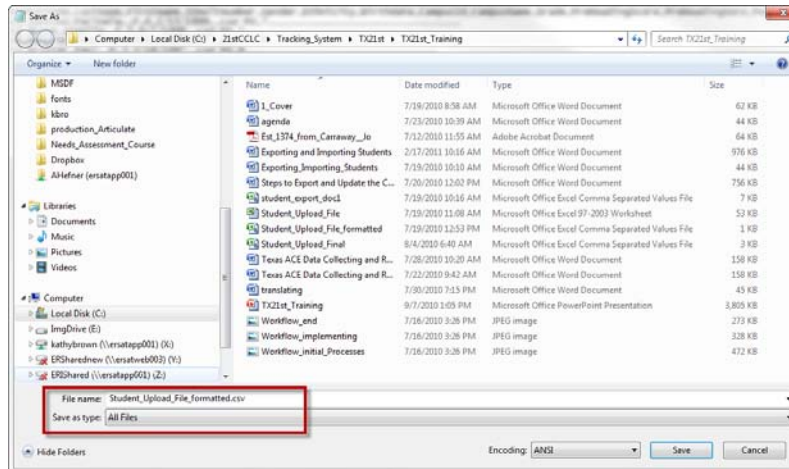
- 4) Notice you will see a lot of data, separated by commas, but you want to find where there are rows that ONLY have commas. (Note: if there are commas for a row that HAS data, this is ok, do not change anything for that row):



- 5) Your file should look similar to:



- 6) Save your file as a .csv file by going to File>Save As. Select *All Files for Save as type* and put a .csv at the end of your filename:



7) Go back and try to re-import this document into TX21st as shown in step 13 above.