



## Import Students, Results & Photos

- GradeXpert makes it easy to import student lists from external sources, such as other programs that your school may use to maintain student lists.
- The Import function can also be used to automatically reassign any number of students to new classes and years at the beginning of each new year or as often as you like, based on external data.
- Assessment *results* that have been previously entered in other programs (e.g. Excel) that you want to track in GradeXpert can also be imported using the Import function, so that you can immediately build up a history of results from your existing electronic copies of results.
- In addition, student *photos* can be imported, removing the need to add student photos individually to each student. Only the folder location and file name of the photo is used, so the location and photo file names must be known before importing.
- Any combination of these import types can be performed at once. GradeXpert will determine what type of import to perform based on what information already exists in the database.

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### Import File Requirements

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- Import files are plain text files with the actual student details arranged in columns and separated by commas. This is called a *comma-separated value* file, and has a file extension of .CSV.
- A .CSV file can be created and saved in Microsoft Excel, among other applications, by creating a spreadsheet containing student details, one column per field and making the first row of the spreadsheet the header row. Save the file as a ".CSV" file type, e.g. "Student List 2008.csv".
- Because you can use Excel to create the import file, you can use all other features of Excel, e.g. search and replace, insert columns, etc. to prepare your data before saving it in CSV format.
- The first line of every import file is the "header" line. This line indicates which fields (pieces of data) are to be imported and their order. All additional lines contain the actual data, in the same order as the header line.
- The student's grade, class and year specified in an import file must already exist in GradeXpert – they will not be created automatically if they do not exist. Set them up in *Settings – Modify Classes & Years* in GradeXpert before importing the student list or results.
- Do not use any other commas in the file, for example, a student name of JOHN WILLIAM SMITH must be created as SMITH, JOHN WILLIAM and not SMITH, JOHN, WILLIAM.
- You can have spaces in the file if required for your own clarity. They will be removed when importing the file.

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## Student Import File - Header Row

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- Each CSV file that GradeXpert imports require a header row. This tells GradeXpert what data is contained in the file and the order of the columns.
- When importing a student list, the header fields required are shown below. The field names must form the first line of the import file, separated by commas and be spelled exactly as they appear here. However, they can appear in any order in the header row as long as their subsequent data records appear in the same order.

Field Name	Description	Example	Format/ Max. Length	Required?
Surname	Student surname		50 characters alphanumeric	Yes
Firstname	Student first name		50 characters alphanumeric	Yes
Gender	Student Gender	M or F	1 character	No
StudentNumber	Student number / student ID		50 characters alphanumeric	No
Birthdate	Student Date of Birth	28/09/1997	dd/mm/yyyy	No
Grade	Current grade	3	Numeric only – must already exist in GradeXpert	Yes
Class	Current class	A	Must already exist in GradeXpert	Yes
Year	Current student year (usually this year)	2008	4 character numeric only - must already exist in GradeXpert	Yes
House	Student house	Armstrong	255 characters alphanumeric - must already exist in GradeXpert	No
Photo	Folder location and file name of student file	C:\StudentPhotos\James_Adams.jpg	The photo name can also be placed in a separate import file with just student numbers and photo names if importing photos after importing a student list.	No

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## Student Import File - CSV Sample

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- Once a header row has been created, each subsequent row in the import file must contain data for one student, with the fields in the same order as the header row.
- If this student import file was being set up in Excel, it would look like this. Only 3 students are shown in this example but any number of students in any number of classes and years can be placed into one import file.

	A	B	C	D	E	F	G	H
1	surname	firstname	gender	studentnumber	grade	class	year	
2	Adams	James	M	231470	4	A	2006	
3	Akin	Karen	F	127033	4	A	2006	
4	Anderson	Kathryn	F	316068	4	A	2006	
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- When the data is saved as a CSV file, the contents will look like this if you open the file in Notepad:

```
surname,firstname,gender,studentnumber,grade,class,year
Adams,James,M,231470,4,A,2006
Akin,Karen,F,127033,4,A,2006
Anderson,Kathryn,F,316068,4,A,2006
```

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## Results Import File - Header Row

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- When importing previous assessment results from other sources into GradeXpert, the same CSV file format is used. However, in addition to the student identification, e.g. student name or student number, the details of the assessment being loaded as well as the result types for that assessment must be included in the header row.
- When importing results, you only need to include the student surname/first name, or the student number to identify which students these results must be saved against.

**Note:** We recommend using student numbers when entering/importing student details and results as they are unique and therefore a more reliable method of identifying existing students in GradeXpert.

- When importing results, the header fields required are shown below. They must form the first line of the import file and be spelled exactly as they appear here. However, they can appear in any order in the header row as long as their subsequent data records appear in the same order.

Field Name	Description	Example	Format/ Max. Length	Required?
Surname	Student surname		50 characters alphanumeric	Yes (if no student number is used)
Firstname	Student first name		50 characters alphanumeric	Yes (if no student number is used)
StudentNumber	Student number / student ID		50 characters alphanumeric	Yes (if no surname/firstname is used)
AssessmentHeader	Assessment Header (i.e. Assessment Group Name)	LITERACY	255 characters alphanumeric - must already exist in GradeXpert	Yes
AssessmentName	Assessment Description	AIM Reading	255 characters alphanumeric - must already exist in GradeXpert	Yes
DOT	Date of Test	12/10/2008	dd/mm/yyyy	Yes
Term	Term of Test. Zero indicates an annual test.	1	1 numeric	No
RS	Raw Score	As defined in GradeXpert for this assessment		
PR	Percentile Ranking	67	3 character numeric	If allowed for this assessment
ST	Stanine	4	2 character numeric	If allowed for this assessment

Age Level	Age Level		YyMm	If allowed for this assessment
Done	Yes or No	Y	1 character Y or N	If allowed for this assessment
Level	A multi-purpose result field	Any text	255 character alphanumeric	If allowed for this assessment
Letter	Letter score A-F	B+	2 alphanumeric	If allowed for this assessment

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## Results Import File - CSV Sample

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- Once a header row exists, each subsequent row in the import file must contain data for one assessment result, with the fields in the same order as the header row.
- If this results import file was being set up in Excel, it would look like this. Only 3 assessment results are shown in this example but any number of results for any number of assessments and dates can be placed into one import file.

	A	B	C	D	E	F	G	H	I	J
1	studentnumber	grade	class	year	term	assessmentheader	assessmentname	DOT	RS	PR
2	231470	3	A	2005	0	LITERACY	AIM Maths	1/02/2005	12	32
3	127033	3	A	2005	0	LITERACY	AIM Maths	1/02/2005	26	77
4	316068	3	A	2005	0	LITERACY	AIM Maths	1/02/2005	18	45
5										

- When the data is saved as a CSV file, the contents will look like this if you open the file in Notepad:

```
studentnumber,grade,class,year,term,assessmentheader,assessmentname, DOT, RS, PR
231470,3,A,2005,0,LITERACY,AIM Maths,01/02/2005,12,32
127033,3,A,2005,0,LITERACY, AIM Maths,01/02/2005,26,77
316068,3,A,2005,0,LITERACY, AIM Maths,01/02/2005,18,45
```

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## Photo Import File - Header Row

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- If you want to import photos after you have already imported student lists, you can set up a photo import file containing just the student identifier (e.g. the student surname/first name or student number), and the folder location and file name of the photo file.

- When importing photos, the header fields required are shown below. They must form the first line of the import file and be spelled exactly as they appear here. However, they can appear in any order in the header row as long as their subsequent data records appear in the same order.

Field Name	Description	Example	Format/ Max. Length	Required?
Surname	Student surname		50 characters alphanumeric	Yes (if no student number is used)
Firstname	Student first name		50 characters alphanumeric	Yes (if no student number is used)
StudentNumber	Student number / student ID		50 characters alphanumeric	Yes (if no surname/first name is used)
Photo	Folder location and file name of student file	C:\StudentPhotos\James_Adams.jpg	The photo name can also be placed in a separate import file with just student numbers and photo names if importing photos after importing a student list.	Yes

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## Photo Import File - CSV Sample

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- Once a header row exists, each subsequent row in the import file must contain data for one student photo, with the fields in the same order as the header row.
- If this photo import file was being set up in Excel, it would look like this (only 3 photo files are shown in this example but any number of photos for any number of students can be placed into one import file):

	A	B	C
1	studentnumber	photo	
2	231470	C:\StudentPhotos\James_Adams.jpg	
3	127033	C:\StudentPhotos\Karen_Akin.jpg	
4	316068	C:\StudentPhotos\Kathryn_Anderson.jpg	
5			

- When the data is saved as a CSV file, the contents will look like this if you open the file in Notepad:

```
studentnumber,photo  
231470,"C:\StudentPhotos\James_Adams.jpg"  
127033,"C:\StudentPhotos\Karen_Akin.jpg"  
316068,"C:\StudentPhotos\Kathryn_Anderson.jpg"
```

- When specifying the location of the photo file, ensure you place double quotation marks around the location, e.g. "C:\Student Photos\John\_Smith.jpg".
- The student photograph must be saved in JPEG or BMP format, approximately 120 pixels wide by 160 pixels deep at 72 dots per inch (DPI). Try keeping the file size below 10K per student picture to keep your GradeXpert database size as small as possible.
- Use a free picture resizing program like **Visualiser Photo Resize** available at <http://www.freeimagebrowser.com/> to adjust the size of your source image to the required size for GradeXpert. It works with batches of pictures as well so you can resize each picture with just one command.
- If you have any difficulties creating a CSV file, speak to your system administrator who should be able to assist you with this, or contact GradeXpert for help at [support@gradeXpert.com.au](mailto:support@gradeXpert.com.au) and we will be happy to assist you.