

# Demographic Import to Level 0



## NYS-Level 0

New York State Education Dept. - Level 0

Elect. Import Manual Input L1-Data Prep. Reports

**Demographics** [View All Users](#) Current Password Expires on 7/21/2020

Enrollment Program Fact Assessment Assess/Acc/Mod Course Course/Instr/Assign Day Calendar Location M.P. SE Event SE Snapshot Staff/Stu/Course Stu/Class/Entry/Exit Stu/Class/Gr/Detail Stu/Attend/Codes Stu/Daily/Attend Staff Snapshot Staff Assignment Staff Attend. Codes Staff Attendance Staff Evaluation Staff Tenure Snapshot

School Year: School Year Ending

Run All Verification Checks

Red background in 'Last Upload' NY999999 : AAA Test District

Data Domain:	Im	Err
<a href="#">Demographics</a>	0	0
<a href="#">Enrollment</a>	0	0
<a href="#">Program Fact</a>	0	0
<a href="#">Assessment</a>	0	0
<a href="#">Assess/Acc/Mod</a>	0	0
<a href="#">Staff/Stu/Course</a>	0	0
<a href="#">Stu/Class/Gr/Detail</a>	0	0
<a href="#">Stu/Class/Entry/Exit</a>	0	0

10pm \*\*\*\*\* Please call the Data Warehouse Help line at

Login to Level 0 and from the *Electronic Import* dropdown select *Demographics*.

## NYS-Level 0

New York State Education Dept. - Level 0

Elect. Import Manual Input L1-Data Prep. Reports Admin Log Off

User Account: Current Password Expires on 7/21/2020

Current # of users logged on: 1 [View All Users](#) [Change My Password/Email](#)

District: NY999999 : AAA Test District School Year: School Year Ending 2020-06-30

**Demographics Import:**

Step 1 - Select Import file type:  
(Note: First line of file must contain a student record.)

Student Lite - Comma Delimited Text **1**

Step 2 - Insert/Update Choices:

Update EXISTING Records in Level 0 AND Insert NEW Records **2**  Insert NEW Records Only

Step 3 - Import File Location: (Use browse button to find file)

Step 4 - Click button to prepare file for validation:

**3**

Step 5 - Click button to validate data file:

**4**

**Import/Validation Messages:**

1. This button should be selected. If not, select it.
2. Select *Update EXISTING Records in Level 0 AND Insert NEW Records*.
3. Click *Browse* and select your correct Demographic/Student Lite file for import.
4. Click *Prepare Import File*. This will verify you have selected the correct file and that it is in the correct format.

5. Click *Validate Data*. This will generate one of three possible responses:

- a. The file was uploaded and there are no errors.
- b. The file was uploaded and there are errors. Click on *View Error Report* to see them.

Step 5 - Click button to validate data file:

**Import/Validation Messages:**

**Total Imported rows read: 214**  
**Blank course code long records found: 0**  
**Total Duplicate Key rows skipped: 0**  
**Total Error count: 1. Click 'View Error Report' button below to see error list.**  
**Total Error rows: 1**  
**Total Valid rows saved: 0**  
**Total Imported rows with no changes from previous loads: 213**

- c. The file was imported but some records in that file were not imported. For example, duplicate records.