

Enrollment Import to Level 0



NYS-Level 0

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

New York State Education Dept. - Level 0

Elect. Import Manual Input L1-Data Prep. Reports

Demographics Current Password Expires on 7/21/2020

Enrollment [View All Users](#)

Program Fact School Year: [dropdown]

Assessment School Year Ending [dropdown]

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

Run All Verification Checks

Red background in 'Last Upload' column

NY999999 : AAA Test Dis

Data Domain:	Import Errors
Demographics	0
Enrollment	0
Program Fact	0
Assessment	0
Assess/Acc/Mod	0
Staff/Stu/Course	0
Stu/Class/Gr/Detail	0

NYS-Level 0

New York State Education Dept. - Level 0

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

User Account: [redacted] Current Password Expires on 7/21/2020

Current # of users logged on: 4 [View All Users](#) [Change My Password/Email](#)

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

Enrollment Import:

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

Comma Delimited Text **1**

Step 2 - Delete current Level 0 valid enrollment records for this district and school year?

DO NOT Delete Level 0 Enrollment Records Delete All Enrollment records for current district and current year **2**

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

Choose File No file chosen **3**

Step 4 - Click button to prepare file for validation:

Prepare Import File **4**

Step 5 - Click button to validate data file:

Validate Data **5**

Import/Validation Messages:

1. This button should be selected. If not, select it.
2. Select *Delete All Enrollment records for current district and current year*.
3. Click *Browse* and select your correct Enrollment/School Entry Exit 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.