

Importing Teacher, Class and Student Data

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Want to see this feature in action? Click here for a how-to video: <https://youtu.be/s1H-BLkYiBI> Most student information and learning management systems can export teacher, class, and student information in a delimited text format. Importing this information is the fastest and easiest way to get the same information into the system. In order to import information you must first export it from your student information system. Remark Test Grading Web Edition accepts comma delimited (CSV) and Excel files. **NOTE:** This article covers a full database import. You can also import only [class rosters](#). The following fields can be imported:

Teacher: Required: First Name, Last Name, Email Address (email address acts as a username) Optional: Salutation, Middle Name, Organization **Class:** Required: Class ID, Class Name (note that if you do not have Class IDs in your import file, you can append two fields from your data file to create a Class ID (e.g., Class Name and Section). Optional: None **Student:** Required: Student ID, First Name, Last Name Optional: Middle Name, Email Address **Note:** Students are tracked using their student ID in Remark. Student IDs must be unique at all times (even if you change terms). **Important Information about Email Addresses and Passwords:** Teacher Email Addresses and Passwords are required in order to access information from any web browser. When you import information, the teacher accounts for accessing the associated cloud back end are created. *Email Addresses:* Email addresses act like usernames. You need to supply an email address for each teacher in the system. Email addresses are global to the entire test grading system and must be unique. Using an email address increases your chances of choosing a unique username. Teachers are maintained in the system by email address so once an email address is assigned to a teacher, it must be the same email address in subsequent imports. *Passwords:* Once the import completes, the application can email each teacher a link to set their own password. To use this functionality, mark the Email password instructions to new teachers checkbox on the import screen. **To Import Data:** Once you have exported the data from your student management system, you are ready to import it into Remark Testing Grading Web Edition. Click the **Account Dashboard** link. Click the ellipsis and choose **Account Import**. Enter your application password. Under **Import Term**, choose the term in which to import the data. The application defaults to the current term, if one has already been created. If you need to create a new term, click the **New Term** button. Enter the **Term name** and then click the **Save Term** button. **NOTE:** If you want this new term to be the current term, you need to select the checkbox for **Make this the current term**. Click the **Browse** area and choose the CSV or Excel file you wish to import (or drag the file to the box). **Tip:** Before trying to import your data file, ensure it contains all the fields required as indicated in the Import File Contents area. If your file includes a header row (recommended), mark the checkbox for **The first row contains a my data column names**. Click the **Upload** button. The **Field Mappings** screen appears, allowing you to map the fields from your import file to the fields in the application. If your import file contains a row header, the application tries to match the fields for you. To map a field, use the drop-down arrow on the right side of the box to choose a field from your import file.

Special cases:

Names: Names may be formatted in your data file in many ways (one field, separate fields). If names are in one field, choose the same field for a teacher or student name.

Email Address (Usernames): You must use a unique email address for each teacher (see the Important Information about Email Addresses and Passwords note above).

Class Mapping: If your import file does not contain Class IDs, you can combine two fields from your import file to create unique Class IDs (e.g. Class Name and Section). To use this feature select the first field under Class ID. Then choose another field from the ID Append box. The two fields are combined to create Class IDs. Class names may be duplicated but Class IDs must be unique.

Once the mapping is complete, click the **Save Mappings** button. Turn on maintenance mode by click the **On** option. You must be in maintenance mode to complete the import. Use the **Import Options** area to fine tune your import. You will notice the **Data Inspector** update accordingly based on your selections. The first time you import you may not need any options other than emailing teachers their log in information. On subsequent imports, you will likely want to utilize the overwrite options to update your existing data. If you

want the application to email instructions for setting up a password to each teacher without existing credentials after the import completes, mark the **Email password setup instructions to new teachers** checkbox (recommended for first import). Mark the **Allow import to overwrite existing data** checkbox to overwrite existing data that is in the import file and the system. The import matches on IDs: Teacher IDs (email), Class IDs, and Student IDs. If the overwrite checkbox is not marked, only new information that does not already exist in the system is imported (this might be appropriate if adding a class to an existing teacher, for example). Mark the **Withdraw enrolled students if not in the imported class roster** checkbox to remove students from existing classes if they are not in the import file for that same class. Mark the **Deactivate teachers/classes/students that are missing from the import file** checkbox if your import file contains all active teachers, classes, and students and you do not wish to keep any of your old data as active. Once the import completes, any teachers, classes, and students that were not in the import file but did already exist in the system are deactivated. This option might be appropriate if you have stale data in your system and want to replace it with new data. **NOTE:** This option deactivates teachers, students, and classes but does not delete them. If you are starting a new school year or semester, we recommend that you create a new term as opposed to allowing the import process to deactivate old teachers, classes, and students. Click the **Import Data** button to perform the import when ready. The final screen displays any problems encountered (if any occurred). The information is loaded into the application and teachers may now log in. By default, teachers are put into the "Users" group, which is fine in most cases and gives each teacher access to his or her own information in the associated cloud. (Teachers in the Users group can only view students in the application.) An account super user may elevate another teacher's permissions by editing an individual teacher from the Manage Security area of the application.

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Online URL: <https://support.gravic.com/remark/kb/article/importing-teacher-class-and-student-data-211.html>