

Creating the CSV file:

- The mandatory fields are in **blue**:

[illegible]

2. Below is an example of information entered into a working CSV file:

[illegible]

Note:

- Circled above in **blue** is the EDUMIS number field, the group names, Learner NSN numbers, their names, genders, dates of birth and Ethnicity 1, as well as the Educator ESAA Usernames and their names. Also included are the groups the Learners and Educators are assigned to. These are all mandatory fields.
- Circled above in **green** are examples of optional fields; Learner (SMS) numbers, email addresses, further ethnicities and 'First Language English', as well as the Staff ID/No. and their email addresses. These fields *may* be entered but are not required for the Bulk Upload to run.

3. **Note:** Below, ringed in **red** on the left are the lists of GID ('Group Identification'), UID ('Unique Identification') and EID (Educator Identification) entries. These equate to the list of groups, Learners and Educators to be created and uploaded, as well as the combination of Learners and Educators to be added to the groups. The actual **number** of the groups, Learners, Educators and Group Memberships must also be specified (refer to the numbers 3, 5, 2 and 8 circled in red). These are mandatory fields and must be completed. The UIDs of each bulk upload file must always begin with UID1 and increase accordingly:

[illegible]

4. In the image displayed below, the Learners and Educators (identified by the UID and EID entries) are allocated to the various groups (GID entries). Note that a Learner or an Educator can be allocated membership to more than one group if desired, ie. circled in **blue**, EID1 is in both GID1 and GID2:

20	SECTION	GroupMembership	ROWS	8
21	UID1	GID1		
22	UID2	GID2		
23	UID3	GID3		
24	UID4	GID3		
25	UID5	GID2		
26	EID1	GID1		
27	EID1	GID2		
28	EID2	GID3		

5. Remember, when saving a comma-separated value file within Excel, be sure to assign the CSV file extension over the default XLS or the file will not be in a recognisable format to upload to the Assessment Tool.

Note: Creating the Bulk Learners, Groups and Educators CSV file process is detailed above. Comma-separated value files can also be used to import Bulk Learners & Groups (without Educators). Another alternative is Bulk Learners (without groups or Educators). For a sample upload file, please refer to:

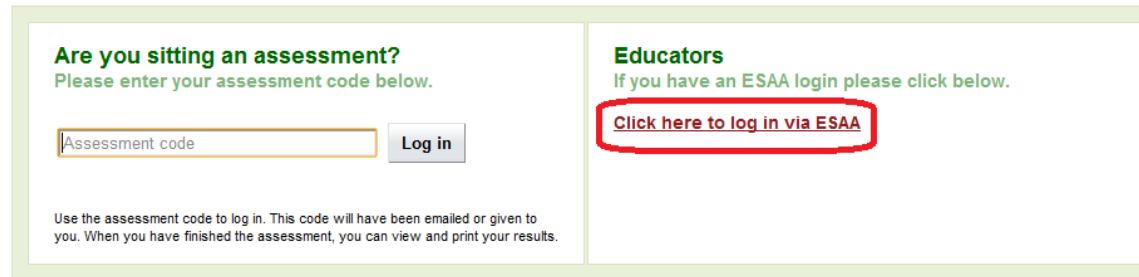
<http://literacyandnumeracyforadults.com/Assessment-Tool-Support/Glossary/The-Organisation-Administrators-view> for the 'Related Downloads' link:

CSV (808 B)	Bulk Upload - Learners & Groups (.csv template)
PDF (358 kB)	How to create and import Bulk Learners & Groups Upload CSV file
CSV (353 B)	Bulk Upload - Learners Only (.csv template)
PDF (316 kB)	How to create and import Bulk Learners Upload CSV file

You will need a PDF reader to view these files. [Download Adobe Acrobat](#)

Importing the CSV file to the Assessment Tool:

1. Log into the Assessment Tool as Organisation Administrator using your ESAA username and password:



The login screen is divided into two panels. The left panel, titled 'Are you sitting an assessment?', asks the user to enter an assessment code and provides a 'Log in' button. The right panel, titled 'Educators', offers a link to log in via ESAA, which is highlighted with a red rectangle.

Are you sitting an assessment?
Please enter your assessment code below.

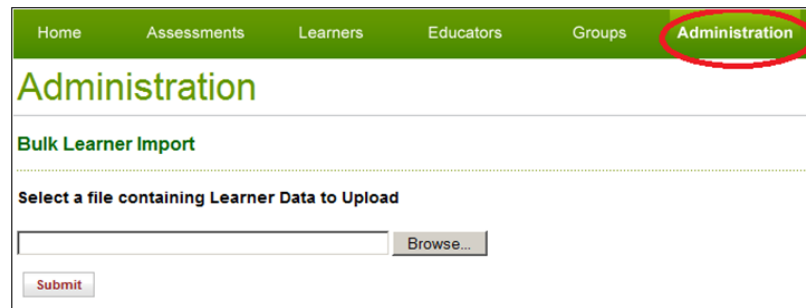
Assessment code

Use the assessment code to log in. This code will have been emailed or given to you. When you have finished the assessment, you can view and print your results.

Educators
If you have an ESAA login please click below.

[Click here to log in via ESAA](#)

2. Click on the Administration tab displaying the field for uploading Learner data:



The Administration page features a green navigation bar with tabs for Home, Assessments, Learners, Educators, Groups, and Administration. The Administration tab is selected and circled in red. Below the navigation bar, the page title is 'Administration', followed by the section 'Bulk Learner Import'. A prompt asks the user to 'Select a file containing Learner Data to Upload'. There is a text input field, a 'Browse...' button, and a 'Submit' button.

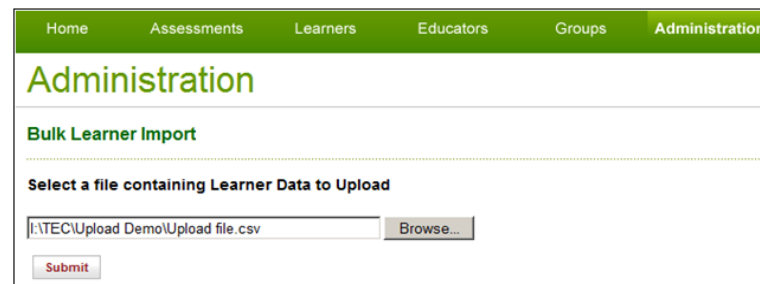
Home Assessments Learners Educators Groups **Administration**

Administration

Bulk Learner Import

Select a file containing Learner Data to Upload

3. Browse to select the CSV file to upload and click Submit:



This screenshot shows the same Administration page as the previous one, but with a file path entered in the text input field: 'I:\TEC\Upload Demo\Upload file.csv'. The 'Browse...' button is still present next to the field.

Home Assessments Learners Educators Groups **Administration**

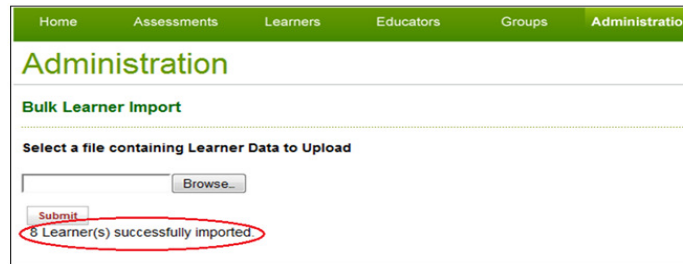
Administration

Bulk Learner Import

Select a file containing Learner Data to Upload

I:\TEC\Upload Demo\Upload file.csv

4. Upon successful CSV file importation, a one line summary listing the number of Learners will be displayed (as is circled in **red** below):



The screenshot shows a web application interface with a green navigation bar at the top containing links: Home, Assessments, Learners, Educators, Groups, and Administration. Below the navigation bar, the page title is "Administration" in green. Underneath, it says "Bulk Learner Import" in green. A section titled "Select a file containing Learner Data to Upload" contains a file input field and a "Browse..." button. Below the input field is a "Submit" button. At the bottom of the form, a message "8 Learner(s) successfully imported" is displayed in red text and is circled in red.

5. **Note:** If the file did not upload successfully, an error message will appear in red font advising which field(s) prohibited the file from importing. The CSV file will require adjustment. Please contact the Assessment Tool Service Desk at assessforadults@nzcer.org.nz if you require further assistance.