

[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 groups the Learners are in. 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'. These fields *may* be entered but are not required for the Bulk Upload to run.

3. **Note:** In the image displayed below, circled in **red** on the left are the lists of GID ('Group Identification') and UID ('Unique Identification') entries. These equate to the list of groups to be created and Learners to be entered and uploaded, as well as the combination of Learners to be added to groups. The actual **numbers** of both the groups and Learners must also be specified (refer to the numbers 4 and 8 and 13 also circled in red). These are all mandatory fields and must be completed. The UIDs of each bulk upload file must always begin with UID1 and increase accordingly (as below):

[illegible]

4. In the image displayed below, the Learners (identified by the UID entry) are allocated to the various groups (GID entries). Note that a Learner can be allocated to more than one group, ie. circled in **blue**, UID5 is in GID2, GID3 and GID4:

20	SECTION	GroupMembership	ROWS	13
21	UID1	GID1		
22	UID2	GID1		
23	UID2	GID2		
24	UID3	GID2		
25	UID4	GID2		
26	UID5	GID2		
27	UID5	GID3		
28	UID5	GID4		
29	UID6	GID4		
30	UID6	GID3		
31	UID7	GID4		
32	UID8	GID3		
33	UID8	GID4		

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 Tool.

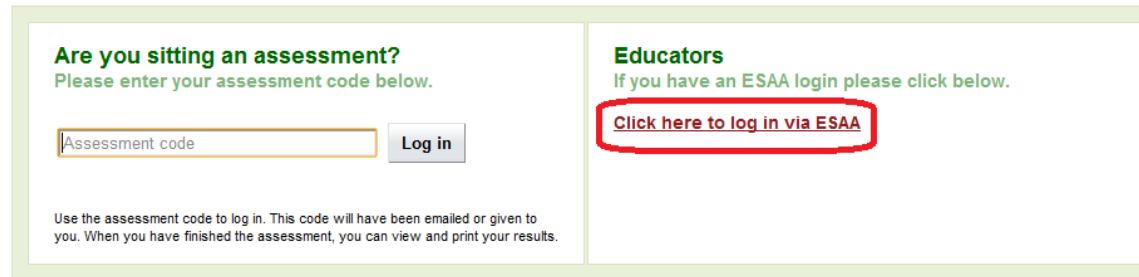
Note: Creating the Bulk Learners and Groups CSV file process is detailed above. A comma-separated value file can also be used to import Bulk Learners, Groups and Educators. Another alternative CSV is Bulk Learners (without groups or Educators). For a sample upload file, please refer to:

<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?', prompts 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.

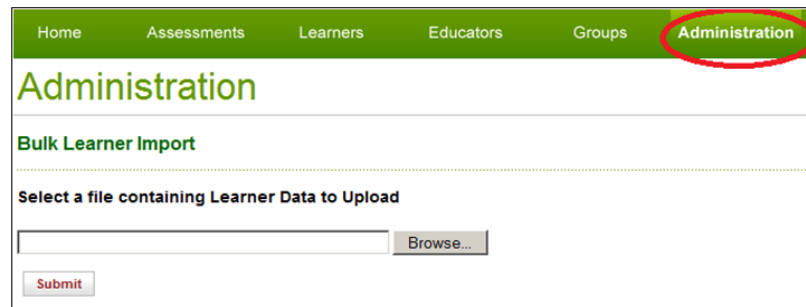
Assessment code

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 (highlighted with a red circle). Below the navigation bar, the 'Bulk Learner Import' section is visible, containing a text input field and a 'Browse...' button for selecting a file.

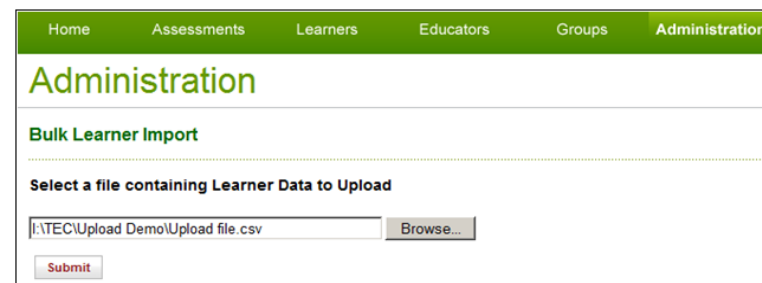
Home Assessments Learners Educators Groups **Administration**

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'.

Home Assessments Learners Educators Groups **Administration**

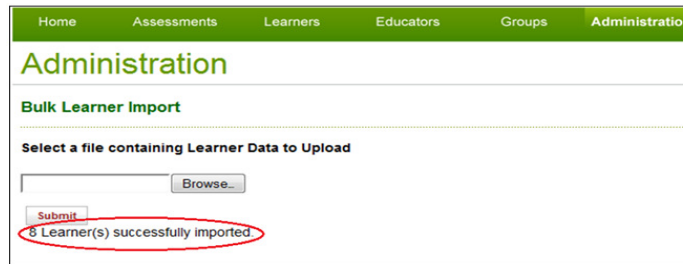
Administration

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.