

Renaissance

See Every Student.

Renaissance Import FAQs

How do I import my student data? -

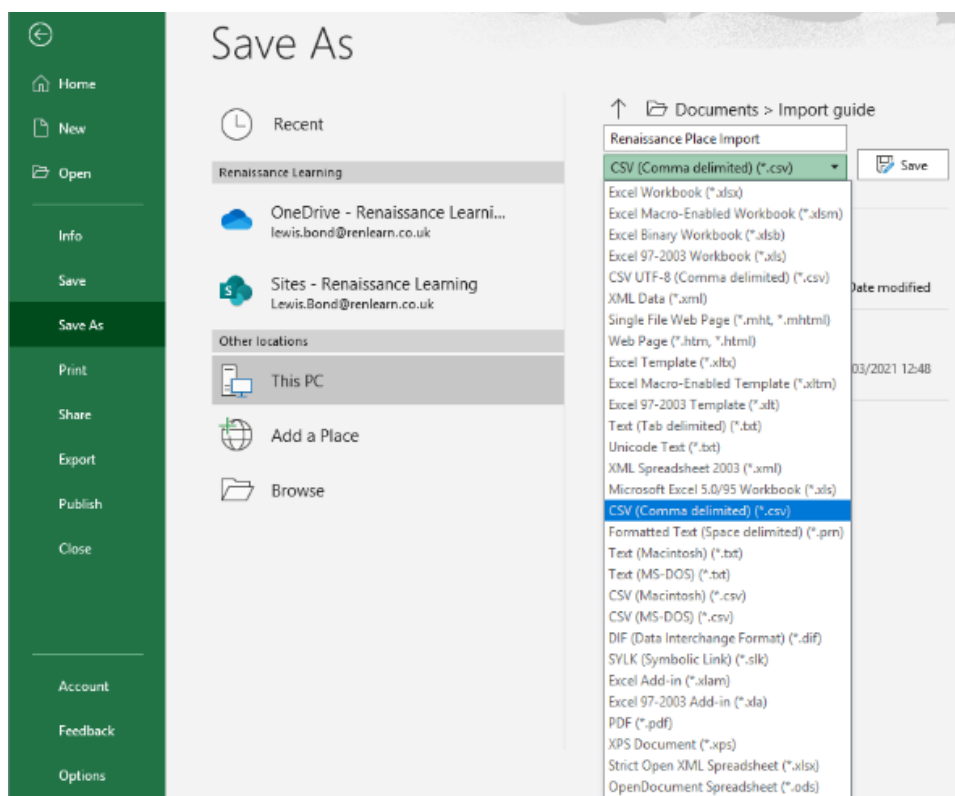
Please click [here](#) to download the import guide and template. Once the required data has been entered into your spreadsheet and you are ready to import please log in to your Renaissance site then click your name in the upper right corner > Manage Apps and Users > Upload Your Roster.

My students have been imported but their date of birth is missing even though I have entered them onto the spreadsheet.

For student's dates of birth to be imported successfully the dates on your spreadsheet should be entered in the UK format (DD/MM/YYYY). You will also need to ensure that your file has been saved in a CSV comma delimited format rather than in XLS format as this will convert the dates to the US format.

Please check the following -

SID	SFIRST	SMIDDLE	SLAST	SYEAR	SGENDER	SBIRTHDAY
UPN123456	Joe		Bloggs	7	M	25/09/2008



My students have been imported without a year group assigned to them even though I have entered the year group on the spreadsheet.

Student year groups will need to be entered as displayed on the Year Group table found in our Renaissance Import Guide. Click [here](#) to download.

My students have been imported without their gender being assigned to them even though I have entered the gender on the spreadsheet.

If you have entered a student's gender onto your spreadsheet they will need to be formatted as M for males and F for females. Please note gender is an optional column.

SID	SFIRST	SMIDDLE	SLAST	SYEAR	SGENDER	SBIRTHDAY
UPN123456	Joe		Bloggs	7	M	25/09/2008

Do I need to import my teachers and classes with my students?

Student data can be imported on its own without entering the class or teacher data. This can be updated manually from your Renaissance site or an updated spreadsheet can be uploaded later to include this information.

I have imported my students and teachers, what will their usernames and passwords be?

If you did not enter a username and password for your students, the system will generate these for you. The format for the username would be the student's first initial and the first four letters of their surname. For example Joe Bloggs' username would be **jblog**. All student passwords would be auto generated to **abc**

For personnel, their username and password would both be their first initial and full surname. For example, Joe Bloggs' username and password would be **jbloggs**. This will all be in lower case.

Please note usernames are not case sensitive but passwords are case sensitive. They can be amended at any time if required.

I have imported a file to update my existing student information, but the information has not been updated.

When importing a spreadsheet containing updated data for existing students you will need to ensure you tick 'Updated matched students from the import file with existing students in the system'. This option will appear on the 'Match Students stage of the import.

Identify Rows Check Columns Review Data **Match Students** 4 Match Personnel 5 Match Courses 6 Match Classes 7 Review & Import 8

Preview student matching

Select the rules for matching the students in your file with the students that are already in the system

Match on:
The system will automatically match students from the file with students with the same in the system.

[Add more matching rules](#)

Same Year ⓘ
Student year in the import file must match exactly with the year in the system. If student year do not match between both sources, duplicate students might be created.

Same School Enrollment: England Training School
Students must already be enrolled in the same school that has been selected for this import. If students are not enrolled in the selected school, duplicate students might be created.

Student Matching Results		
Total Records 1	Update Existing Student 0	Create New Students 1

Confirm import options

Update matched students from the import file with existing students in the system


Create new students when there is no match between the import file and the system

I am seeing an error message stating my year groups are not valid.

Identify Rows Check Columns **Review Data** 3 Match Students 4 Match Personnel 5 Match Courses 6 Match Classes 7 Review & Import 8

Review data to import

Review the data we found in your uploaded file, make any changes by removing check marks, then select Next.

Import Errors		Upload An Updated File
Student	 File contains invalid codes for Student Year. See row #3, 5	

Student year groups will need to be formatted as listed below.

Eg. If you are importing a Year 3 student, the SYEAR column on the spreadsheet should use 3 instead of Year 3 or Y3.

England and Wales	Scotland	Northern Ireland	Republic of Ireland
R	P1	P1	Junior Infants
1	P2	P2	Senior Infants
2	P3	P3	1 st Class
3	P4	P4	2 nd Class
4	P5	P5	3 rd Class
5	P6	P6	4 th Class
6	P7	P7	5 th Class
7	S1	1 st Year	6 th Class
8	S2	2 nd Year	1 st Year
9	S3	3 rd Year	2 nd Year
10	S4	4 th Year	3 rd Year
11	S5	5 th Year	4 th Year
12	S6	6 th Year	5 th Year
13	S6+	7 th Year	6 th Year

I am seeing an error messages regarding my student's date of birth.

Identify Rows Check Columns **Review Data** Match Students Match Personnel Match Courses Match Classes Review & Import

Review data to import

Review the data we found in your uploaded file, make any changes by removing check marks, then select Next.

Import Errors		Upload An Updated File
Student	<ul style="list-style-type: none"> ⚠ File contains invalid format for Student Birth Date. See row #2, 3, 4 ⚠ Character limitation is exceeded for Student Birth Date, the maximum length is 10. See row #4 	

The SBIRTHDAY column is a required field to complete an import. For this to be recognised it must be formatted in the UK date format. For example if a student's date of birth is 25th June 2013 it will need to be recorded as 25/06/2013.

Can I import a spreadsheet containing data for new and existing students?

You will be able to import new and existing students at the same time, you will need to ensure that you tick both 'create a new student' and 'update the existing student information' on the select options stage of the import. Please note that to avoid creating duplicate records for existing students you will need to ensure the student ID on your spreadsheet matches the student ID for the existing student records, otherwise it will create another account for that student.

✓ Identify Rows
 ✓ Check Columns
 ✓ Review Data
 4 **Match Students**
5 Match Personnel
 6 Match Courses
 7 Match Classes
 8 Review & Import

Preview student matching

Select the rules for matching the students in your file with the students that are already in the system

Match on:

The system will automatically match students from the file with students with the same in the system.

[Add more matching rules](#)

Same Year

Student year in the import file must match exactly with the year in the system. If student year do not match between both sources, duplicate students might be created.

Same School Enrollment: England Training School

Students must already be enrolled in the same school that has been selected for this import. If students are not enrolled in the selected school, duplicate students might be created.

Preview Student Matching Results

Student Matching Results		
Total Records 1	Update Existing Student 0	Create New Students 1
Confirm import options		
<input checked="" type="checkbox"/> Update matched students from the import file with existing students in the system		
<input checked="" type="checkbox"/> Create new students when there is no match between the import file and the system		
Next		

