

# Loader



**Disclaimer:** School Pathways is not responsible for any misuse of this loader feature. If you overwrite student data, you will need to contact us immediately for programmer assistance - the charge to correct errors completed by your staff is \$150 per hour, and a statement of work will need to be signed prior to our programmers recovering your data.



## Important Notes:

- **One** worksheet per loader table
- Files must be saved as a **.csv** before uploading

- Go to **Admin > Loader:**
- Choose Where are you loading from (typically External SIS) and the tableset you wish to load:
- Click on **1.Upload:**
- Click on "Choose File" to upload your .csv spreadsheet, Then click on "Upload Data Files".
- Match your column names to School Pathways field names (this can also be accessed by click on the 2. Identify Columns tab):
- When finished matching, click on **"Save Column Identifications"**

Any field in Red needs something corrected - click on the field name to access the errors:

If the map to value is a dropdown, you can click on "Guess List" to help identify field names quicker:

You can also type into the search box to the right of each map to name to find names:

When finished matching, click on "Save Value Mapping:

The bottom of the page (3. Map Values tab) will show you a summary of what you're mapping to:

When ready to load, choose one of the following: 1 - Load Table in Insert Mode (this is for brand new records only) 2 - Load Table in Update Mode (this is for updating records that are already in the system) 3 - Load Table in Mixed Mode (this is if you are loading a mix of updates and new data)

Once the loader has completed, you can check your data in the SIS.

Overview of Loader Buttons:

Download: Click this to download your most recent load. Finalize Import: If you are loading the same exact data into another scope, you can use the Finalize Import area to pull your files and upload into the new scope. Loader Tools: **IMPORTANT** - when you click on any of the tools, they will automatically run. **DO NOT** use these unless you are absolutely certain you want to run them!

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