2025/10/30 17:44 1/2 Loader

## 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!

Last

update: 2017/03/22 products:admin:loader:loader https://schoolpathways.com/knowledgebase/doku.php?id=products:admin:loader:loader&rev=1490200524 16:35

https://schoolpathways.com/knowledgebase/ - School Pathways Knowledge Base

Permanent link:

https://school pathways.com/knowledge base/doku.php?id=products:admin:loader:loader&rev=1490200524

Last update: 2017/03/22 16:35